PRESENT: Mary Allen (WSCA), Warren Aller (WWU), Tim Bruce (WWU), Steve Clarke (WASA), James Everett (WASA), Kevin Kaemingk (WFIS), Chuck Lambert (Chair of Special Education & Education Leadership Department – ex-officio), Don Larsen (WWU), Joshua Meese (WEA), Linda Miller, (AWSP), Kristen Morris (WWU/EDAD Student), Ron Spanjer, PEAB Chair (WASA)

ABSENT: Laurel Browning (WASA), Aaron Darragh (AWSP), Joseph Hunter (WWU), Tod Klundt (AWSP), Wayne Robertson (WWU), Fredrika Smith (WASA), Horacio Walker, (WWU, Dean – ex-officio)

STAFF SUPPORT: Kimberly Caulfield (WCE/EDAD)

SUMMARY:

• Welcome and Introductions (Ron Spanjer)
• Approval of 05-10-18 PEAB Minutes (Action)
• New Business
  • PEAB Membership (in packet)
  • PEAB By-Laws (in packet)
  • Five-Year Plan (2017-22) (in packet)
  • 2017-18 Annual Report from PEAB to PESB (in packet) (Kimberly Caulfield)
  • Review of Standard 5: Knowledge and Skills (WAC 181-78A-270) (in packet) (Tim Bruce)
  • B.C. Cohort (Duane Penner/Warren Aller)
  • NELP Standards Adoption (Tim Bruce)
  • Burien: Leadership for Language Learning (Donald Larsen/Tim Bruce)
  • Enrollment Report (in packet) (Warren Aller)
  • Recruitment (Warren Aller)
  • Current Research (Tim Bruce, Don Larsen)
  • Superintendent Certification Program (written report from Wayne Robertson)
• Suggestions or Items for Discussion by the Board (Tim Bruce)
• Remaining Meeting Dates for 2018-19 (noon-2:00)
  • Thursday, February 14, 2019 (WWU – MH 258)
  • Thursday, May 9, 2019 (WWU – MH 258)
• PEAB Satisfaction Question (distributed each meeting)
• Adjournment

1) Welcome and Introductions

Members briefly introduced themselves (name, current position, and which association/organization they are representing).
2) Approval of May 10, 2018 PEAB Minutes

It was moved by James Everett and seconded by Kevin Kaemingk, that the PEAB minutes of May 10, 2018, be approved as distributed. Motion passed unanimously.

3) New Business

- The following three documents are provided to the PEAB as informational items at the first meeting of each year:
  - PEAB Membership List
  - PEAB By-Laws
  - Five-Year Evaluation Plan (2017-22)

- 2017-18 Annual Report from PEAB to PESB

Kimberly Caulfield provided a brief summary of PEAB’s 2017-18 annual report to PESB. This report is comprised of two parts: (1) a web-based form which provides PESB with the necessary information for generating next year’s grant (information consisted of type of PEAB, PEAB fund balance as of June 30, 2018, total voting PEAB members for the 2017-18 academic year with the number of voting members representing appropriate associations, and updated contact information); (2) an Excel spreadsheet providing dates of meetings, program type, PEAB name, recommendation type, standard, actual recommendation(s) by PEAB, response type, and institution’s response. A finalized copy of this annual report was distributed to PEAB (see attached).

- Review of Standard 5: Knowledge and Skills (WAC 181-78A-270)

A copy of Standard 5 was provided to the PEAB. Tim Bruce will report on this at the next PEAB meeting.

- B.C. Cohort

Duane Penner reported that the school district superintendents support the program. Don, Tim, and Warren attended meetings to start the program. Duane recruited students. The current syllabi had to be updated (“Canadianized”) to meet the needs of the Canadian teachers. The plan is to increase the number of B.C. administrators. The first cohort has 14 students and five instructors. We have received positive feedback from the instructors. For the second cohort, we had 24 signed letters of intent, but that was reduced to 14 students who actually applied. They will begin the program in January 2019. Eventually, we hope to branch out to the Langley and Surrey School Districts. By opening the program in these school districts, we can have two more cohorts. The model of teaching is a hybrid with a 60/40 split; 60% online and 40% face to face. The online component provides flexibility. Tim noted that EDAD may have more hybrid programs in the future. The cost of the program is equivalent to other administrator programs in B.C. The program is diverse. Duane thinks more than 50% of the current cohort is students of color. We are trying to recruit Aboriginal students. Warren noted that Duane is doing a great job in coordinating the program.
• **NELP Standards Adoption**

Tim Bruce reported that the NELP Standards have been adopted by PESB. When we have them, we will send out to the PEAB. Don noted that we tie our courses to Standard Five-Knowledge and Skills. The WCEAP agreed that all administrator graduates must come out with the same common performance standards. These are benchmarks for PESB. We will get a crosswalk to align our current standards with NELP. The WCEAP is looking at what the common performance standards should look like. Tim noted it will look different this time. The common performance products are part of the student portfolios.

• **Burien: Leadership for Language Learning**

Don reported on the partnership with the Highline School District. Tim and Don met with Steve Grubb, Director of HR, to initially set up the duel language program. We currently have 14 students interning in the new program, and 14 students in the second cohort. Highline and EDAD presented together at WASA this summer. It is expected that the Highline School District will have 40% of students of color. The S.D. is very diverse with dozens of languages. EDAD may want to have dual language components in our other programs. Don noted that he and Tim are attending a duel language conference in Santa Fe. They will present, plus learn about duel language.

• **Enrollment Report**

A copy of the 2018 fall quarter enrollment report was provided to the PEAB (attached). Warren noted that enrollments are down in Tacoma and Bremerton. As a result, we are using polycom at those sites. For recruitment, anyone who shows an interest is contacted by Warren. He finds the best source is word of mouth about the EDAD program. Warren shared a concern about the recent teacher salary raises that raised a significant disparity between teacher and principal salaries. Should we be concerned about a drop in admissions to the EDAD program? Tim noted that our students are worried that assistant principal and dean assistant positions are going away due to budget cuts. Steve Clarke noted that in his school district, they will probably go away, and they are worried about recruiting and maintaining good employees. He also noted that paraeducators and bus drivers want raises too. James Everett thinks the salary situation will level out, and that per diem shouldn’t be the main goal of principals. The principal of Bellingham High School talked to two perspective administration candidates (teachers), and they are not going to pursue administration at this time. Ron Spanjer noted that classified staff also want raises. He said that school safety should be a top concern for legislatures. When we have raises, it causes budget reductions which leads to program cuts. This administrative piece is a big program. We have a huge morale problem. People who didn’t receive raises feel incredibly discouraged, and they see it as unfair. Steve Clarke said that principals feel disrespected, and it is affecting the culture. Tim noted that if we don’t have a pipeline of administrators there will be a gap which will be a problem.

• **Current Research**

The faculty are presenting on EDAD’s partnerships with Highline and Abbotsford at HICE this winter. It is important for us to listen to the partners and tap into their administration expertise. Tim and Don attended the AMLE conference. Our research showed that the middle level is underfunded. Why do we have rural principals not knowing about AMLE? We found out it was the fault of our program. The EDAD curriculum course has to incorporate more components of middle school. A principal has to be at a middle school for at least five years to move the needle. Middle school should not be used a stepping stone for principals.
Tim spoke about his “Science and the Swinomish” grant with the Concrete and LaConner School Districts. We partnered with WWU Huxley scientists. Huxley provided all of their equipment to use because the grant was for professional development only, and did not have a line item to purchase equipment. The grant was for professional development about the study of watersheds – fresh and salt water (aquatic ecosystems). The principals and teachers did the professional development at the same time.

- Superintendent Certification Program

A written report from Wayne Robertson, Program Director, was provided to the PEAB. Tim noted that the program has three new admits for winter, and that there are 18 students currently in the program.

- Suggestions or Items for Discussion by the Board

Ron Spanjer asked what is the most frequent issue that comes across our desks and computers every day. Social and emotional issues are escalating in schools, as is learning and mental health issues. Schools are looking for leadership to be knowledgeable of STEM, and what a STEM school looks like, and social and emotional mental health. The demand is there. It’s a marketing opportunity for educational administration programs to include STEM in EDAD programs. Mary Allen said that schools are adding social and emotional health to their school improvement plans.

- Other

Don noted that PESB is working hand in hand with EARDC, and they want to collect data from universities state-wide, then post on the PESB website. This discussion has been ongoing since last summer. They want program diversity equal to or greater than university diversity. This piece is a problem because some universities have a lot of diversity, while others do not. The WWU EDAD program does not look like our university diversity nor do our EDAD students. Don will report back at the next meeting.

- PEAB Satisfaction Question

The survey was distributed to the PEAB and collected.

- Adjournment

The meeting adjourned at 1:50 pm.
### Educational Administration Enrollment History

![Educational Administration Enrollment History Table](image)

*Notes: (Enrollment plans reflect the current student body.)*

- **AD&PP**
  - **Belltown**: 22 (ME: 35 PM), 17 (ME: 45 PM), 15 (ME: 34 PM), 15 (ME: 35 PM), 12 (ME: 21 PM), 15 (ME: 34 PM), 12 (ME: 18 PM), 16 (ME: 17 PM), 15 (ME: 17 PM), 13 (ME: 17 PM), 12 (ME: 19 PM), 12 (ME: 19 PM), 11 (ME: 17 PM), 11 (ME: 17 PM), 10 (ME: 18 PM), 10 (ME: 18 PM), 10 (ME: 18 PM), 10 (ME: 18 PM), 10 (ME: 18 PM)
  - **Seattle**: 60 (ME: 77 PM), 60 (ME: 6 PM), 60 (ME: 5 PM), 60 (ME: 4 PM), 60 (ME: 3 PM), 60 (ME: 2 PM), 60 (ME: 1 PM), 60 (ME: 12 PM), 60 (ME: 11 PM), 60 (ME: 10 PM), 60 (ME: 9 PM), 60 (ME: 8 PM), 60 (ME: 7 PM), 60 (ME: 6 PM), 60 (ME: 5 PM), 60 (ME: 4 PM), 60 (ME: 3 PM), 60 (ME: 2 PM), 60 (ME: 1 PM)
  - **Tacoma**: 6 (ME: 14 PM), 6 (ME: 13 PM), 6 (ME: 12 PM), 6 (ME: 11 PM), 6 (ME: 10 PM), 6 (ME: 9 PM), 6 (ME: 8 PM), 6 (ME: 7 PM), 6 (ME: 6 PM), 6 (ME: 5 PM), 6 (ME: 4 PM), 6 (ME: 3 PM), 6 (ME: 2 PM), 6 (ME: 1 PM)

- **R.C.**
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