



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Professional Education and Certification
 Old Capitol Building
 PO BOX 47200
 Olympia, WA 98504-7200
 (360) 725-6320 TTY (360) 644-3831

DUE DATE:
July 31, 2006
RECEIVED OSPI
JUL 28 2006

**ESA PREPARATION PROGRAM ANNUAL REPORT FOR
 July 1, 2005–June 30, 2006**

Professional Education

INSTITUTION Gonzaga University	ROLE <input checked="" type="checkbox"/> Counselor <input type="checkbox"/> Psych <input type="checkbox"/> Soc Worker	PREPARED BY Mary Brown	DATE June 22, 2006	TELEPHONE NUMBER (509) 323-3631	E-MAIL brownm@gonzaga.edu
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I. EXECUTIVE SUMMARY

The following information should be completed by the dean or director of education or his/her designee for each program.

Please respond to the following questions only. You may add other information/changes/highlights/activities on a separate sheet, if you wish.

For OSPI Use only

<p>1. List PEAB recommendations and program responses to the recommendations.</p>	<p>Recommendation: The PEAB recommended further discussion and development of a field supervisor orientation to update current supervisors and to train prospective supervisors.</p> <p>Response: The School Counseling Program Director will plan and implement a supervisor training perhaps in collaboration with other area universities.</p> <p>Recommendation: The PEAB reviewed the Site Supervisor Handbook and made the following suggestions: include a bibliography of relevant articles, books, and websites; include names and contact information of PEAB members for reference; consider a mentor program for new supervisors.</p> <p>Response: Suggested handbook additions will be made for fall 2006 or the next time that the handbook is printed. The School Counseling Program Director will identify two or three experienced supervisors who will serve as mentors to new supervisors on a pilot basis and will report back to the PEAB.</p> <p>Recommendation: The PEAB reviewed Standard 2: Accountability on 2/23/06. All key assessments and other documents were reviewed at both the December and February meeting. The PEAB stressed program admission criteria and gatekeeping protocols as an area of focus.</p> <p>Addition of wording for portfolio artifacts was suggested to include specific reference to graduation requirements, culminating project and 5 year plan.</p> <p>Response: The Counselor Education Department has developed an admissions process in concert with the School of Education that includes several elements that are rated by all Department faculty. The faculty will</p>	
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	<p>evaluate the process in the fall after the new cohort orientation. The Department will continue to make gatekeeping a priority by being proactive in evaluating and assessing student personal and professional skills utilizing the Professional Performance Evaluation by faculty, including adjunct faculty</p> <p>Response: A portfolio artifact will be revised or created prior to fall 2006 that includes specific reference to graduation requirements.</p>	
<p>2a. If your program had a site visit during 2005-2006, list the areas identified as "unacceptable" and/or recommendations made by the site visit team and include a summary of steps program has taken to respond to areas identified. Refer to your site visit report for those items.</p> <p style="text-align: center;">OR</p> <p>2b. If your program gave an update on last year's annual report but has made additional progress on correcting the areas listed as "unacceptable" or recommendations indicated in your site visit report, please give us an update.</p>	<p>Standard: Section: Response:</p> <p>Standard: Section: Response:</p> <p>Standard: Section: Response:</p> <p>Site Team Report Recommendation: Response:</p> <p>Site Team Report Recommendation: Response:</p> <p>Site Team Report Recommendation: Response:</p>	
<p>3. Current PEAB Operating Procedures or Bylaws are on file:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

4. PEAB annually reviews follow-up studies and placement records:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. PEAB has reviewed all program approval standards at least once every five years? Standard(s) reviewed in the last year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Standard(s):	
6. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05	19	
7. Indicate the number of persons completing program 9/1/04 – 8/31/05	11	
8. Make any corrections to AS126 form (Location of ESA Programs)	<input type="checkbox"/> Corrections made on attached AS126 <input checked="" type="checkbox"/> AS126 is accurate as sent	

If your PEAB membership is not in compliance with WAC 181-78A-209(1), please identify the deficiencies and how you plan to correct them.

II. PEAB Attendance and Membership

College/University
(e.g. WSU)

Counselor Psych Soc Worker

MEMBER'S NAME	V=voting N=nonvoting	ROLE (e.g. counselor, psych, SSW, principal)	ASSOCIATION AFFILIATION (e.g. WSCA, WASSW, WSASP, AWSP, WEA)	REQUIRED MEETING DATES				ADDITIONAL MEETING DATES
				Date 10/24/ 05	Date 12/1/ 05	Date 2/23/ 06	Date 5/01/ 06	
Dianne Allert	V	counselor	WSCA	X		X		
Elisabeth Bennett	V	professor	University		X	X	X	
Kathy Blancher	V	counselor	WSCA	X	X	X	X	
Shelly Boyd	V	counselor	WSCA	X	X	X		
Mary Brown	V	Program Director	University	X	X	X	X	
Rachel Kristianson	V	counselor	WSCA			X	X	
Cathy Dieter	N	certification officer	University		X		X	
Mona Griffin	V	administrator	WASA	X	X	X	X	
Paul Hastings	N	professor	University	X	X	X		
Karyn Holt	V	counselor	WSCA		X	X	X	
Stephanie Leek	V	counselor	WSCA	X		X	X	
Mike Mattoon	V	teacher	WEA	X		X		
Brian Melody	V	principal	WSASP		X	X	X	
Anne Walter	N	student	school cohort	X	X	X	X	

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the Professional Education Advisory Board has seen, reviewed and approved this report.

Name: *Ray Brown, Director*
(Title)

Date: *6/28/06*

School Counseling Program

III. PEAB Financial Report Concerning Precertification Program Activities for July 1, 2005—June 30, 2006

COLLEGE/UNIVERSITY	ESA PEAB
(e.g., WSU)	(e.g., psych., couns., soc. wrk.)

CONTACT PEOPLE

WAC 181-78A-261(2) An officially designated administrator is responsible for the management of operations and resources for the preparation program.

Fiscal Agent (must be a school district/educational service district or public college/university)

COLLEGE/UNIVERSITY PROGRAM PEAB ADMINISTRATOR	
NAME Mary Brown	
PREFERRED MAILING ADDRESS 502 E. Boone Ave. Spokane, WA 99258-0025	
E-MAIL ADDRESS brownm@gonzaga.edu	
WORK TELEPHONE NUMBER (509) 323-3631	HOME TELEPHONE NUMBER (509) 448-8060

FISCAL AGENT	
NAME Dorothy Mitchem	
PREFERRED MAILING ADDRESS Mead School District 12828 North Newport Highway Mead, WA 99201-9690	
E-MAIL ADDRESS dmitchem@mead.k12.wa.us	
WORK TELEPHONE NUMBER (509) 465-6000	HOME TELEPHONE NUMBER ()

If next year's PEAB administrator will be different, please complete the information below:

If next year's fiscal agent will be different, please complete the information below:

NEXT YEAR'S PROGRAM PEAB ADMINISTRATOR	
NAME same as above	
PREFERRED MAILING ADDRESS	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ()	HOME TELEPHONE NUMBER ()

NEXT YEAR'S FISCAL AGENT	
NAME	
PREFERRED MAILING ADDRESS	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ()	HOME TELEPHONE NUMBER ()

I certify (or declare) under penalty of perjury under the laws of the state of Washington that invoice payments were based on state per diem and allowable expenses and that the information in this annual financial report is true and correct.

Name: Mary Brown
(Dean or director of college/university program)

Date: 6/28/06

IV. PEAB Financial Report (WAC 181-79A-131)

COLLEGE/UNIVERSITY	ESA PEAB
(e.g., WSU)	(e.g., psych., couns., soc. wrk.)

Please complete this PEAB financial report for last fiscal year (July 1, 2005, to June 30, 2006). The program PEAB administrator is responsible for keeping records of revenue received (grants from OSPI, etc.) and records of expenditures (which includes receipts for money spent). This information must be available if audited. If you have any questions, please call Debbie Stevens, Professional Education and Certification, at (360) 725-6328.

1. REVENUE

	DATE	AMOUNT
Balance of PEAB funds in account (i.e., carryover)	July 1, 2005	93.63
Basic Grants received 2005-06 fiscal year	October 26, 2005	1,000
Other revenue (if applicable)		

Add carryover and grants received

TOTAL REVENUE

(a) 1093.63

2. EXPENDITURES

A. Meetings: (Basic Grant)

Precertification funds are to be used for the required four PEAB meetings. All expenses claimed must be within the state's per diem. (Some PEABs keep a matrix that itemizes meeting expenses. If you attach such a matrix, you need only to put the total amount spent on meetings in box "b.")

Number of meetings held during the fiscal year 4

Number of members serving during the fiscal year 14

Total travel expenses for members to attend PEAB meetings (mileage is calculated at state approved rate, also include parking, ferry, etc.)

350.22

Refreshments (if applicable)

491.71

Operating Expenses (postage, printing, etc.)

50.00

Other (provide details on separate sheet of paper)

296.91

TOTAL EXPENDITURES FOR MEETINGS

(b) 1188.84

3. BALANCE

Balance of PEAB funds in account on June 30, 2005 (subtract total expenditures line (b), from total revenue line (a)). Your balance on line (c) will be a carryover to the next fiscal period.

(c) 0

- **Substitute Teacher Reimbursement**—Reimbursement to school districts for substitute teacher expenses should not be part of expenditures reported on this form. (For substitute reimbursement, submit Form SPI 605 to Professional Education and Certification **before** meetings and Form SPI F-720 to school district after meetings.)
- **Anticipated Expenditures**—If you anticipate that the expenditures for 2006-07 related to PEAB meetings will differ from your 2005-06 expenditures, please provide an amount and rationale for additional expenditures.

**PEAB FINANCIAL REPORT ADDENDUM
JUNE 2006**

OTHER EXPENSES:

October PEAB Conference 2005: For Mary Brown	196.91
PEAB secretary stipend	100.00
TOTAL	296.91