



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) 664-3631

DUE DATE:
RECEIVED ~~JUL 31, 2006~~

JUL 31 2006

Professional Education

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

INSTITUTION Seattle Pacific University	ROLE <input checked="" type="checkbox"/> Principal <input type="checkbox"/> Prog Adm <input type="checkbox"/> Supt	PREPARED BY Lisa Bjork	DATE 06/12/2006	TELEPHONE NUMBER 206-281-2554	E-MAIL lbjork@spu.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>1. Review of the bi-laws suggested change to include "current standards." 2. Suggestion was made to incorporate technology into principal certification. 3. Suggestion was made to bring cohorts back together for renewal and networking. 4. Suggestions were made to improve the highly successful Mock Interview sessions. 5. Review of planned Principal Professional Certificate brought many suggestions. It was requested that the chair present several possible formats for consideration next year. 6. Review of 2004-05 assessment data brought very positive responses with no PEAB suggestions for change.</p>	<p>1. Change included in unanimously adopted bi-laws. 2. Technology for learning was included in spring 2006 Current Issues class. Students are also required to keep artifacts in an electronic portfolio. 3. We've added a hospitality center at the AWSP/WASA Conference and also considering a new principals' coaching course through continuing education. 4. Suggestions will be incorporated into next year's Mock Interview Seminar. 5. Possible SPU formats for the program will be presented at the October 2006 PEAB meeting.</p>	
<p>2. PEAB participates in the candidate selection process for principal preparation programs per WAC 181-78A-250:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments: PEAB reviews guidelines, reviews admissions materials, and requirements rather than individual applications.</p>	
<p>3a. 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 the steps program has taken to respond to the areas identified. Refer to your site</p>	<p>Standard: No standards were listed as "not met" or "unacceptable during our spring 2006 site visit. Section: Response:</p>	

visit report for those items

OR

3b. 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.

Standard:
Section:
Response:

Standard:
Section:
Response:

Standard:
Section:
Response:

Site Team Report Recommendation: School of Education in general

1. The School of Education should continue to strengthen current efforts to recruit and retain diverse faculty and students in all programs.

Response: A 3-5 year, unit-wide plan for strengthening efforts to recruit and retain diverse faculty will be developed and put in place for the 2006-2007 academic year. It will identify faculty, staff, and PEAB roles and responsibilities. The SOE Diversity Committee will be responsible for drafting a plan. The plan will be discussed and approved by faculty and staff. All certification PEABs will provide input and/or recommendations. The Diversity Committee will submit an annual progress report.

2. The School of Education should continue to develop strategies that ensure systematic and comprehensive use of assessment data to improve both residency and professional programs.

Response: A timeline indicating important completion dates during the year will be developed to ensure the systematic and comprehensive use of assessment data to improve programs. The Assistant Dean for Graduate Studies and Assessment will develop a timeline with input from faculty. Annual program assessment reports will be shared with PEABs for input and/or recommendations.

3. No recommendations specific to this program were provided.

Response:

Site Team Report Recommendation:

Response:

	<p>Site Team Report Recommendation:</p> <p>Response:</p>	
4. Current PEAB Operating Procedures or Bylaws are on file:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. PEAB annually reviews follow-up studies and placement records.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6. PEAB has reviewed all program approval standards at least once every five years? Standard(s) reviewed in the last year? none	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Standard(s):	
7. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05	Principal: 84 Program Admin: 0 Superintendent: 22	
8. Indicate the number of persons completing programs 9/1/04 – 8/31/05	Principal: 32 Program Admin: 0 Superintendent: 9	
9. Make any corrections to AS127 form (Location of Administrator Program)	<input type="checkbox"/> Corrections made on attached AS127 <input checked="" type="checkbox"/> AS127 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)

Principal Admin PEAB Prog Admin Superintendent

MEMBER'S NAME	V=voting N=nonvoting	ROLE (e.g. teacher, principal)	ASSOCIATION AFFILIATION (e.g. WEA, AWSP, WASA, WFIS)	REQUIRED MEETING DATES				ADDITIONAL MEETING DATES	
				Date 10/24	Date 01/09	Date 03/27	Date 05/30		
David Burgess	V	Superintendent	WASA	X	X	X	X		
Linda Darling	N	Special Ed TOSA		X	X				
Marisa Gaalema	V	Teacher	WEA	X	X	X			
Ray Houser	V	Principal	AWSP	X					
Bill Hulten	V	Chief Technology Officer	WASA		X	X	X		
Evelyn Huling	V	Principal	WFIS	X		X			
Gretchen Schaefer	V	Principal	AWSP		X	X			
Brad Stolz	V	Assistant Superintendent	WASA	X		X			
Marie Verhaar	V	Principal	AWSP	X	X	X	X		
Richard Smith	N	SPU Faculty			X		X		
Lisa Bjork	N	SPU Faculty		X	X	X	X		
Suzanne Bond	N	SPU Faculty			X		X		
Al Blomquist	N	SPU Staff		X	X	X	X		
Ted Hiemstra	N	SPU Staff		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. *(for October 2006 meeting.)*

Name: Lisa Bjork, PEAB Chair
(Title)

Date: 7-16-06

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

COLLEGE/UNIVERSITY (e.g., WVSU)	ADMIN PEAB (e.g., prin., prog. admin., supt.)
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CONTACT PEOPLE

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

COLLEGE/UNIVERSITY PROGRAM PEAB ADMINISTRATOR	
NAME Lisa Bjork	
PREFERRED MAILING ADDRESS Seattle Pacific University 3307 Third Ave. West, Seattle, WA 98119	
E-MAIL ADDRESS lbjork@spu.edu	
WORK TELEPHONE NUMBER (206) 281-2554	HOME TELEPHONE NUMBER (360) 222-3199

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

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

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

FISCAL AGENT	
NAME Puget Sound ESD	
PREFERRED MAILING ADDRESS Mail-Stop KR-01 800 Oakesdale Ave. S.W. Renton, WA 98055	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER (206) 439-3636	HOME TELEPHONE NUMBER ()

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

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: William J. Rowley
(Dean or director of college/university program)

Date: 7/25/06

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

COLLEGE/UNIVERSITY	ADMIN PEAB
(e.g., WSU)	(e.g., prin., prog. admin., supt.)

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	2532.84
Basic Grants received 2005-06 fiscal year		
Other revenue (if applicable)		

Add carryover and grants received

TOTAL REVENUE

(a) 2532.84

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

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

35.05

Number of members serving during the fiscal year

Refreshments (if applicable)

2402.26

Operating Expenses (postage, printing, etc.)

95.53

Other (provide details on separate sheet of paper)

TOTAL EXPENDITURES FOR MEETINGS

(b) 2532.84

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) 0.00

- **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.

LOCATION OF ADMINISTRATOR PROGRAMS

College or University	Type of ADMIN	"Main" Campus	Off "Main" Campus Sites
Central Washington University	Principal	Yes	SeaTac (select courses only)
	Program Admin	Yes	SeaTac (select courses only)
City University	Principal Program Admin	No	Bellevue (main), Everett, Tacoma, Vancouver (WA)
Eastern Washington University	Principal	Yes	Moses Lake
Gonzaga University	Principal	Yes	
	Program Admin	Yes	
	Superintendent	Yes	
Heritage University	Principal	Yes	Omak, Seattle, Yakima, Tri-Cities, Moses Lake
	Program Admin	Yes	Omak, Seattle, Yakima, Tri-Cities, Vancouver, Moses Lake
Pacific Lutheran University	Principal	Yes	
	Program Admin	Yes	
Seattle Pacific University	Principal	Yes	Federal Way, Olympia, Bremerton, Mt. Vernon
	Superintendent	Yes	
Seattle University	Principal	Yes	
	Program Admin	Yes	
	Superintendent	Yes	
University of Puget Sound	Principal	Yes	
	Program Admin	Yes	
University of Washington-Seattle	Principal	Yes	
	Program Admin	Yes	
	Superintendent	Yes	
University of Washington-Tacoma	Principal	Yes	
	Program Admin	Yes	
Washington State University	Principal	Yes	Vancouver, Tri-Cities, Spokane
	Program Admin	Yes	Vancouver, Tri-Cities, Spokane
	Superintendent	Yes	Vancouver, Tri-Cities, Spokane

Western Washington University	Principal Superintendent	Yes	Seattle, Bremerton
Whitworth College	Principal	Yes	

as of: April 2005

Program information is subject to change. Please check with the college or university for possible updates and specific program information.

AS # 127