



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:**  
**July 31, 2006**

**RECEIVED OSPI**

**JUL 31 2006**

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

INSTITUTION <b>Seattle Pacific University</b>	ROLE <input type="checkbox"/> Principal <input type="checkbox"/> Prog Adm <input checked="" type="checkbox"/> Supt	PREPARED BY <b>Suzanne Bond</b>	DATE <b>06/12/2006</b>	TELEPHONE NUMBER <b>(360)202-0047</b>	Professional Education bonds@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
1. List PEAB recommendations and program responses to the recommendations  PEAB members reviewed all standards approving compliance consistent with WAC. PEAB members examined all assessment data and validated program direction. They reviewed possible activities students may experience in their two-year internship and recommended that the following should be stressed: finance, collective bargaining and knowledge and awareness of classified staff	<b>Responses to recommendations included:</b> *improved registration process *change in instructional practice with more emphasis on rubrics *review of order of classes and ways to tie coursework to the internship.	
2. PEAB participates in the candidate selection process for principal preparation programs per WAC 181-78A-250:  PEAB members reviewed the candidate selection process. It was suggested that a personal statement be required for those applying to the superintendent's program.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Comments: Staff members have implemented this change for next year.	
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 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	Standard: No standards were listed as Not Met or Unacceptable in our spring visit. Section: Response:	

recommendations indicated in your site visit report, please give us an update.

Standard:  
Section:  
Response:

Standard:  
Section:  
Response:

Site Team Report Recommendation: 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.

Site Team Report Recommendation: 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.

Site Team Report Recommendation: No recommendations specific to the Superintendent's program were made.

Response:

<p>4. Current PEAB Operating Procedures or Bylaws are on file:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5. PEAB annually reviews follow-up studies and placement records.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

6. 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):	
7. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05	Principal:                      Program Admin:                      Superintendent: 22	
8. Indicate the number of persons completing programs 9/1/04 – 8/31/05	Principal:                      Program Admin:                      Superintendent: 9	
9. Make any corrections to AS127 form (Location of Administrator Program) SPU also serves Burlington off site.	<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**

MEMBER'S NAME	V=voting N=nonvoting	ROLE (e.g. teacher, principal)	College/University (e.g. WSU)  ASSOCIATION AFFILIATION (e.g. WEA, AWSP, WASA, WFIS)	Admin PEAB				ADDITIONAL MEETING DATES
				<input type="checkbox"/> Principal	<input type="checkbox"/> Prog Admin	<input checked="" type="checkbox"/> Superintendent		
				REQUIRED MEETING DATES				
Date	Date	Date	Date					
Monte Bridges	N	Superintendent	WASA					
Susan Burdett	V	Principal	Private Schools	X	X		X	
John Cervinsky	V	Principal	AWSP	X	X	X	X	
John Dekker	N	Executive Director WASA	WASA				X	
Katie Hagen	V	Teacher	WEA	X	X		X	
Gloria Hunter	V	Superintendent	WASA	X	X		X	
Marci Larsen	V	Superintendent	WASA	X	X	X		
Lawrence Nyland	V	Superintendent	WASA	X		X		
Bill Prenevost	V	Superintendent	WASA	X	X	X		
Charlene Richardson	V	Principal	AWSP					
Ron Taylor	V	Superintendent	Private Schools					
Richard Smith	N	SPU Faculty		X	X		X	
Lisa Bjork	N	SPU Faculty		X		X	X	
Suzanne Bond	N	SPU Faculty		X	X	X		
Al Blomquist	N	SPU Staff			X	X	X	
Ted Hiemstra	N	SPU Staff			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: Suzanne Bond Associate Professor  
(Title)

Date: 7/12/06

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

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

**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)

<b>COLLEGE/UNIVERSITY PROGRAM PEAB ADMINISTRATOR</b>	
NAME Dr. Suzanne S. Bond	
PREFERRED MAILING ADDRESS P.O. Box 1588, Coupeville, WA 98239	
E-MAIL ADDRESS  su.dan@verizon.net	
WORK TELEPHONE NUMBER ( 360 ) 202-0047	HOME TELEPHONE NUMBER ( 360 ) 678-5142

<b>FISCAL AGENT</b>	
NAME Puget Sound ESD	
PREFERRED MAILING ADDRESS 800 Oakesdale Avenue S.W., Renton, WA, 98055	
E-MAIL ADDRESS  	
WORK TELEPHONE NUMBER ( 425 ) 917-7600	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:

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

<b>NEXT YEAR'S FISCAL AGENT</b>	
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. Rawley  
(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	1874.94
Basic Grants received 2005-06 fiscal year		
Other revenue (if applicable)		

Add carryover and grants received

**TOTAL REVENUE**

<b>(a) 1874.94</b>
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**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 \_\_\_\_\_

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

Refreshments (if applicable)

Operating Expenses (postage, printing, etc.)

Other (provide details on separate sheet of paper)

	80.32
	1056.39
	255.73

**TOTAL EXPENDITURES FOR MEETINGS**

<b>(b) 1392.44</b>
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**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.

<b>(c) 482.50</b>
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- **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