



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) 684-3631

**DUE DATE:**  
**July 31, 2006**  
**RECEIVED OSPI**

AUG 17 2006

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

INSTITUTION <b>University of Washington, Tacoma</b>		ROLE <input checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> Prog Adm <input type="checkbox"/> Supt	PREPARED BY <b>Anne Davis</b>	DATE <b>7/28/06</b>	TELEPHONE NUMBER <b>253-692-5698</b>	Professional Education E-MAIL <b>annemd@u.washington.edu</b>
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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>§ One member suggested that the PEAB work on a policy that would state how many interns, or contact hours, would be appropriate per field supervisor.</p> <p>§ The PEAB had the following suggestions for meetings:</p> <ol style="list-style-type: none"> <li>1. How will UWT 4-year status affect program?</li> <li>2. Poor mentors—is there a pattern? Are we getting support from district superintendents?</li> <li>3. Program is now 5 years old. Are there growth issues we should look at?</li> <li>4. Have current students and alums come to meetings.</li> </ol> <p>§ One member requested a list of books that the students are reading.</p> <p>§ The PEAB suggested the members evaluate the effectiveness of the PEAB at a future meeting.</p> <p>§ One member suggested UWT could hold "in service" for principals in Auburn School District to meet collaboration requirement in WAC standards.</p>	<p><b>New guidelines for caseloads for field supervisors was presented to the PEAB. It was approved.</b></p> <p><b>Will incorporate suggestions into future meetings.</b></p> <p><b>Current students and alums came to a meeting.</b></p> <p><b>A bibliography was compiled and send it to the PEAB members.</b></p> <p><b>This is planned for a future meeting.</b></p> <p><b>Planning for an in service is being considered.</b></p>	
<p>2. PEAB participates in the candidate selection process for principal preparation programs per WAC 181-78A-250:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

	<p>Comments: When PEAB direct involvement in the candidate selection process has been discussed the response has been that the PEAB members have declined, preferring instead to review of the background of candidates selected.</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 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.</p>	<p>Standard: N/A Section: Response:</p> <p>Standard: N/A 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>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>	

<p>6. PEAB has reviewed all program approval standards at least once every five years? Standard(s) reviewed in the last year? None. All standards were reviewed during the 2004/2005 year.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Standard(s):</p>	
<p>7. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05 (do you mean 2005-2006?) 17 - One person received both Principal &amp; Administrator.</p>	<p>Principal: 16                      Program Admin: 2                      Superintendent:</p>	
<p>8. Indicate the number of persons completing programs 9/1/04 – 8/31/05 23</p>	<p>Principal: 20                      Program Admin: 3                      Superintendent:</p>	
<p>9. Make any corrections to AS127 form (Location of Administrator Program)</p>	<p><input type="checkbox"/> Corrections made on attached AS127    <input checked="" type="checkbox"/> AS127 is accurate as sent</p>	

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)	Admin PEAB				ADDITIONAL MEETING DATES			
				<input checked="" type="checkbox"/> Principal	<input checked="" type="checkbox"/> Prog Admin	<input type="checkbox"/> Superintendent	REQUIRED MEETING DATES				
				Date 11/3/05	Date 1/26/06	Date 3/23/06	Date 6/8/06				
Larry DeBruler	V	Chair	UWT	X	X	X	X				
Don Eismann	V	Administrator	WASA				X				
Chris Gavin	V	Principal	WFIS	X	X		X				
Kip Herren	V	Administrator	WASA	X	X						
Rich Knuth	V	Faculty	UWT	X	X	X	X				
Don Lapinski	V	Faculty	UWT		X		X				
Terry Pullen	V	Administrator	WASA	X	X	X	X				
Sonya Rempher	V	Teacher	WEA	X	X	X	X				
Margaret Whitney	V	Administrator	WASA		X	X	X				
Jeff Nelson	V	Principal	AWSP	X		X					
Clara Davidson	V	Principal	AWSP	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: Anne Davis Certification Spec. Date: 8/16/06  
 (Title)

**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 Larry DeBruler	
PREFERRED MAILING ADDRESS University of Washington, Tacoma 1900 Commerce St Box 358435 Tacoma, WA 98402-3100	
E-MAIL ADDRESS ldb3@u.washington.edu	
WORK TELEPHONE NUMBER ( 253 ) 692-4430	HOME TELEPHONE NUMBER ( )

<b>FISCAL AGENT</b>	
NAME Jan Rutledge	
PREFERRED MAILING ADDRESS University of Washington, Tacoma 1900 Commerce St Tacoma, WA 98402-3100	
E-MAIL ADDRESS janrute@u.washington.edu	
WORK TELEPHONE NUMBER ( 253 ) 692-5666	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 Rich Knuth	
PREFERRED MAILING ADDRESS SAME AS ABOVE	
E-MAIL ADDRESS rk4@u.washington.edu	
WORK TELEPHONE NUMBER ( 253 ) 692-4534	HOME TELEPHONE NUMBER ( )

<b>NEXT YEAR'S FISCAL AGENT</b>	
NAME SAME	
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: Anne Davis for Ginger Macdonald Date: 8/16/06  
(Dean or director of college/university program)

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

COLLEGE/UNIVERSITY <i>UWT</i> (e.g., WSU)	ADMIN PEAB (e.g., prin, prog. admin, supt.)
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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	150.56
Basic Grants received 2005-06 fiscal year		700.00
Other revenue (if applicable)		

Add carryover and grants received

**TOTAL REVENUE**

**(a) 850.56**

**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 11

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)

	40.50
	705.35
	12.21

**TOTAL EXPENDITURES FOR MEETINGS**

**(b) 758.06**

**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) 92.50**

- **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.

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