



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 July 31, 2006

JUL 31 2006

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

Professional Education

INSTITUTION <b>Western Washington University</b>	ROLE <input checked="" type="checkbox"/> Principal <input type="checkbox"/> Prog Adm <input checked="" type="checkbox"/> Supt	PREPARED BY <b>Judith Gramm</b>	DATE <b>July 24, 2006</b>	TELEPHONE NUMBER <b>360.650.3708</b>	E-MAIL <b>Judy.Gramm@wwu.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

1. List PEAB recommendations and program responses to the recommendations	<ul style="list-style-type: none"> <li>• <b>Recommendation:</b> PEAB recommended that membership on the Board be increased to include a student representative who would serve a two-year term.  <b>Response:</b> Membership was increased to include a student representative, who joined the Board as of the January 2006 meeting.</li>   <li>• <b>Recommendation:</b> PEAB recommended that, although there is no longer a Director of Woodring's Assessment and Evaluation unit, a representative from that unit should be retained in an ex-officio capacity.  <b>Response:</b> A representative from Woodring's Assessment and Evaluation unit will be invited to PEAB meetings in an ex-officio capacity on an "as needed" basis.</li>   <li>• <b>Recommendation:</b> PEAB recommended that the Educational Administration Program pursue the possibility of a doctoral program at Western. It was noted that some potential applicants see the lack of such a program as an obstacle in applying for admission to Western's Superintendent certification program.  <b>Response:</b> The Educational Administration Program has taken this idea to the President. Although there is support within Woodring College of Education, external support will be necessary before this program will be supported by the university.</li>   <li>• <b>Recommendation:</b> PEAB recommended that the Educational Administration Program faculty consider conducting a one-hour seminar for every first-quarter student, during which a set of guiding documents would be distributed in order to prepare students for the development of their culminating portfolios.  <b>Response:</b> Quarterly one-hour seminars have been established, starting</li> </ul>	
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<p>recommendations indicated in your site visit report, please give us an update.</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: Revision approved by PEAB 10/20/05.</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>Between July 1, 2005, and June 30, 2006, PEAB reviewed in detail four annual follow-up studies conducted by the program faculty. These studies included: (a) intern evaluations of the educational administration program; (b) first year follow-up of principal certificate graduates; (c) second-year follow up of principal certificate graduates; and (d) third-year follow-up of principal certificate graduates, with a comparison of data to their initial first-year follow-up.</p> <p>After careful review of the report and discussion with Educational Administration Program faculty, the following recommendations were made: (a) future intern questionnaires should more sharply delineate between the Educational Administration advisor and</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

<p>the internship supervisor and (b) future first-year and third-year follow up surveys should include four, rather than three, categories by which to rate overall performance.</p> <p>Overall, the follow-up evaluation data were highly supportive of administrators' high level of preparation. PEAB approved these reports and commended the Educational Administration faculty on their principal certification program.</p> <p>An additional report detailing "Where Are Our Graduates" in summary states that according to the 2005-2006 Washington Education Directory, Western Washington University's Educational Administration alumni currently hold 471 administrative positions in Washington State schools. It was noted that even with retirements and attrition, placements have increased by 75 administrators since 2005; this is an increase of approximately 16%</p>		
<p>6. PEAB has reviewed all program approval standards at least once every five years? Standard(s) reviewed in the last year?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Standard(s): Professional Education Advisory Board – WAC 181-78A-250 Items (1)-(7)</p> <p>It was determined that Western Washington University's Educational Administration Program is operating in compliance with the criteria in WAC 181-78A-250 Items (1)-(7) and there are no recommended changes or revisions.</p>	
<p>7. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05</p>	<p>Principal: 145                      Program Admin: 0                      Superintendent: 8</p>	
<p>8. Indicate the number of persons completing programs 9/1/04 – 8/31/05</p>	<p>Principal: 57                      Program Admin: 0                      Superintendent: 0</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) <u>WWU</u>	Admin PEAB			ADDITIONAL MEETING DATES		
				<input checked="" type="checkbox"/> Principal	<input type="checkbox"/> Prog Admin	<input checked="" type="checkbox"/> Superintendent			
				REQUIRED MEETING DATES					
				Date 10/20/ 05	Date 1/26/ 06	Date 3/30/ 06	Date 5/18/ 06		
Warren Aller	V	Faculty	WWU	Yes	Yes	Yes	Yes		
Leslie Adcock-McInnis	V	Teacher	WEA	Yes	Yes	Yes	Yes		
Linda Brynes	V	Superintendent	WASA	Yes	No	Yes	No		
Steve Clarke	V	Principal	AWSP	Yes	Yes	Yes	No		
Bill Evans	V	Superintendent	WASA	Yes	Yes	No	No		
James Hammond	V	Superintendent	WASA	No	Yes	No	Yes		
Pam Hopkins	V	Faculty	WWU	Yes	No	Yes	No		
Kyle Kinoshita	V	Principal	AWSP	Yes	Yes	Yes	No		
Tod Klundt	V	Student, Ed Admin Prog	WWU	No	Yes	Yes	Yes		
Keith Lambert	V	Principal	AWSP	No	Yes	Yes	Yes		
Linda Larrabee	V	Principal	AWSP	Yes	No	No	Yes		
Donald Larsen	V	Faculty	WWU	Yes	Yes	Yes	Yes		
Kristine McDuffy	V	Faculty	WWU	Yes	Yes	Yes	Yes		
Mark Venn	V	Superintendent	WASA	Yes	No	No	Yes		
Stephanie Salzman	N	Dean, Woodring	WWU	Yes	No	No	No		
Susan Mancuso	N	Chair, Ed Leadership	WWU	Yes	No	Yes	Yes		

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the Professional Education Advisory Board will see, review and approve this report during their first meeting of 2006-2007.

Name: *William Allen*  
(Title)

Date: 7/25/06

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

COLLEGE/UNIVERSITY <i>Wwu</i> (e.g., WSU)	ADMIN PEAB <i>Prin., Supt.</i> (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 Stephanie Salzman	
PREFERRED MAILING ADDRESS Woodring College of Education Western Washington University 516 High Street Bellingham, WA 98225-9088	
E-MAIL ADDRESS Stephanie.Salzman@wwu.edu	
WORK TELEPHONE NUMBER ( 360 ) 650-3319	HOME TELEPHONE NUMBER ( ) ( )

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 Bureau for Faculty Research	
PREFERRED MAILING ADDRESS Woodring College of Education Western Washington University 516 High Street Bellingham, WA 98225-9038	
E-MAIL ADDRESS	
WORK TELEPHONE NUMBER ( ) ( )	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: Stephanie Salzman  
(Dean or director of college/university program)

Date: 7/27/06

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

COLLEGE/UNIVERSITY <i>WU</i> (e.g., WSU)	ADMIN PEAB <i>Prin., Supt.</i> (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	-287.99
Basic Grants received 2005-06 fiscal year		1,900.00
Other revenue (if applicable)		

Add carryover and grants received

TOTAL REVENUE

(a) 1,612.01
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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 16

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)

	975.76
	600.36
	159.76
	90.00

TOTAL EXPENDITURES FOR MEETINGS

(b) 1,825.88
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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.

(c) -213.87
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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.

*See attached memo*

## 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