



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) 644-3631

RECEIVED OSPI
 DUE DATE:
 July 31, 2006

JUL 31 2006

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

Professional Education

INSTITUTION Western Washington University	ROLE <input checked="" type="checkbox"/> Counselor <input type="checkbox"/> Psych <input type="checkbox"/> Soc Worker	PREPARED BY Arleen C. Lewis	DATE May 9, 2006	TELEPHONE NUMBER 360 650-3523	E-MAIL Arleen.Lewis@wwu.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.	1 Continue with student observations as part of 551 2 Incorporate more classroom content on consultation, special education and classroom management The School Counseling faculty met to review these recommendations and developed the following plan: 1 Student observations will continue to be a part of 551, offered next in fall of 2006. 2 Consultation is introduced in Psy 551. A follow up session will be incorporated into Psy 556. Arleen will work with the instructor for 554 to make sure that the special educational referral process is reviewed there. She will include content on classroom management as part of Psy 670 in the fall.	
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. OR 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.	Standard: Standard 1: Professional Education Advisory Board Section: Operating Procedures, Membership, Meeting Times-- Recommendations: Amend Bylaws Part IV, Section 10. Response: The by-laws were amended as recommended at meeting on 10/26/05 Standard: Standard 1: PEAB Section: Collaborative function--Recommendations: (1) Invite area legislators to at least one meeting; (2) Expand interface opportunities between counselors and teachers; (3) Incorporate review of information relating to local, state, and federal accountability requirements Response: (1) area legislators were invited to October meeting. Unfortunately, none were able to attend. We will try again next year.	

	<p>(2) Program changes reviewed by PEAB at October meeting provide new opportunities for students to pursue elective coursework within the Woodring College, thus increasing these opportunities. (3)</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>	
3. Current PEAB Operating Procedures or Bylaws are on file:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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): In preparation for CACREP visit during 2006-07, the PEAB members were provided with documentation regarding program standards for (1) institutional support, (2) program objectives and curriculum, (3) clinical instruction, (4) faculty and staff, (5) organization and administration, and (6) evaluations in the program.	
6. Indicate the number of persons enrolled in the program 9/1/04 – 8/31/05	13	
7. Indicate the number of persons completing program		

9/1/04 – 8/31/05	7	
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)

ESA PEAB

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 10/26/ 05	Date 2/16/ 06	Date 4/26/ 06	Date 5/11/ 06		
Dave Berger	V	School Counselor	ASCA	x		x	x		
Jed Decker	V	School Counselor	ASCA	x		x	x		
Molly Foote	V	School Counselor	ASCA		x	x	x		
Susan Holmes	V	Principal	AWSP						
Sharon Kortuem	V	Teacher	WEA	x	x	x	x		
Arleen Lewis	V	Executive Officer	WWU	x	x	x	x		
Kenn Robinson	V	School Administrator	WASA						
Annette Towne	V	School Counselor	ASCA	x	x	x	x		
Diana Gruman	N	ex-officio	WWU	x	x	x			
Sue Hayes	N	ex-officio	WWU	leave	leave				
Michael Henniger	N	ex-officio	WWU		x		x		
Lynn Graham	N	ex-officio	WWU	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: Sharon Kortuem Executive Officer Date: 6/1/06
(Title)

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

COLLEGE/UNIVERSITY WWU (e.g., WSU)	ESA PEAB Counselor (e.g., psych., couns., soc. wrk.)
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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 Arleen Lewis	
PREFERRED MAILING ADDRESS Dept. of Psychology, Western Washington University 516 High Street, Bellingham, WA 98225-9089	
E-MAIL ADDRESS Arleen.Lewis@wwu.edu	
WORK TELEPHONE NUMBER (360) 650-3523	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 BFR, Western Washington University, 516 High Street Bellingham, WA 98225-9038	
E-MAIL ADDRESS Rose-Mary.Barstad@wwu.edu	
WORK TELEPHONE NUMBER (360) 650-3220	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 () ()

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: <u>Stephanie Dalzman</u> (Dean or director of college/university program)	Date: <u>7/27/06</u>

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

COLLEGE/UNIVERSITY WWU (e.g., WSU)	ESA PEAB Counselor (e.g., psych., couns., soc. wrk.)
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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 OSP, 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	\$ 73.56
Basic Grants received 2005-06 fiscal year		600.00
		350.00
Other revenue (if applicable)		

Add carryover and grants received

TOTAL REVENUE

(a) \$ 1,023.56

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 12

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)

\$ 738.47
\$ 187.45
\$ 44.00

TOTAL EXPENDITURES FOR MEETINGS

(b) \$ 969.92

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) \$ 53.64

- **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 ESA PROGRAMS

College or University	Type of ESA	"Main" Campus	Off "Main" Campus Sites
Central Washington University	Counselor	Yes	
	Psychologist	Yes	
City University	Counselor	Yes	Tacoma, Northgate, Vancouver (WA)
Eastern Washington University	Counselor	Yes	
	Psychologist	Yes	
	Social Worker	Yes	Cheney, Everett, Spokane, Toppenish
Eastern Washington University/Washington State University (offered jointly)	Psychologist	Yes	Regional Program
Gonzaga University	Counselor	Yes	
Heritage University	Counselor		Wenatchee & Tri-Cities
Saint Martin's College	Counselor	Yes	
Seattle Pacific University	Counselor	Yes	
Seattle University	Counselor	Yes	
	Psychologist	Yes	
University of Puget Sound	Counselor	Yes	
University of Washington	Psychologist	Yes	
	Social Worker	Yes	
Walla Walla College	Social Worker	Yes	
Washington State University	Counselor	Yes	Tri-Cities
Western Washington University	Counselor	Yes	
Whitworth College	Counselor	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 # 126