

Program/PEAB Administrator Handbook

Guidelines for PEAB Operations



Revised 2024

For more information about the contents of this document, please contact:

KC Hoffman, Professional Educator Standards Board

Old Capitol Building, Room 400, P.O. Box 47236, Olympia, WA 98504-7236

E-mail: kc.hoffman@k12.wa.us

Phone: 564.201.0410

This document is available online at

<https://www.pesb.wa.gov/preparation-programs/standards/program-standards/peab/>



Contents

I. Program/PEAB Administrator

- A. Responsibilities
- B. PEAB standards
- D. Procedures
- E. Program/PEAB closure

II. PEAB Membership

- A. Qualifications of PEAB appointees (WAC 181-78A-207)
- B. Educator preparation program PEAB membership per WAC 181-78A-209
- D. New member requests
- E. Can retired educators serve on a PEAB?
- F. Member attendance

III. Guidelines for PEAB fund expenditures

- A. Purpose
- B. Procedures
- C. Allowable expenses
- D. Non-allowable expenses

IV. Instructions for reimbursement of pay of substitutes for teachers serving on PEABs

- A. Administrative policy
- B. Release authorization
- C. Substitute reimbursement paperwork processing procedures:

V. OFM travel regulations and procedures

VI. Annual reports

- A. PEAB information form
- B. PEAB data requirements
- C. PEAB satisfaction question
- D. PEAB recommendations

VII. Appendices



I. Program/PEAB Administrator



A. Responsibilities

The Professional Educator Standards Board (PESB) requires all Educator Preparation Programs (EPPs) seeking approval to establish and maintain a Professional Education Advisory Board (PEAB). ([WAC 181-78A-205](#)).

Each institution operating an approved EPP shall require the dean, director, or other designee of the administrative unit to be responsible for the PEAB ([WAC 181-78A-136](#)). The PEAB Administrator must be the *employee who is administratively responsible for directing and managing a preparation program on a day-to-day basis*, including the PEAB activities. The PEAB Administrator is responsible for the applicable standards identified below.

B. PEAB standards

Building on the mission to *prepare educators who demonstrate a positive impact on student learning*, the following evidence will be used to determine whether the EPP meets the program approval standards of [WAC 181-78A-220\(1\)](#):

1. The PEAB has been established in accordance with [WAC 181-78A-209](#).
2. The PEAB **adopts operating procedures** and **meets at least three times a year**.



- a. PESB considers a quorum necessary in order to count as a meeting. A quorum is typically defined as a simple majority of voting members.
3. The PEAB **reviews all program approval standards** at least once every five years.
4. The PEAB **reviews and analyzes data** annually in order to:
 - a. determine if candidates have a positive impact on student learning, and
 - b. provide the institution with recommendations for programmatic change.

This data may include, but is not limited to: student surveys, follow-up studies, employment placement records, student performance portfolios, course evaluations, and summaries of performance on the pedagogy assessment for teacher candidates.

5. The PEAB **makes recommendations**, when appropriate, for program changes to the institution. The institution must consider and respond to the recommendations in writing in a timely fashion.
6. The PEAB for administrator preparation programs **participates in the candidate selection process** for principal programs.

NOTE: While your institution may select a PEAB chair who is not an institutional employee, the PEAB administrator must be an employee of the institution.

D. Procedures

PEAB administrators will ensure that the following procedures take place:

1. **Annually** | Submit the PEAB information form by the scheduled deadline. The form is emailed to program deans/directors each year.
2. **Throughout the year** | Ensure that precertification funds are spent according to the guidelines established by:
 - o [WAC 181-79A-131](#),
 - o the guidelines for PEAB grant expenditures and record keeping included in Part III of this handbook, and



- [Washington State Office of Financial Management \(OFM\)](#) rules.
3. **Each PEAB Meeting** | Prepare documentation for substitute reimbursements.
 - See instructions in Parts IV and V of this handbook;
 - Forms and sample forms are available in the Appendices (A-D).
 - Precertification funds spending must adhere to state per diem regulations (see Part III).
 4. **End of the Year** | Work with your program's Data Administrator to prepare and submit annual PEAB reports.
 - See instructions in Part VI of the [annual data reporting manual](#).

E. Program/PEAB closure

If a program/PEAB closes, unexpended funds will remain with or be returned to OSPI, the fiscal agent for the PESB.



II. PEAB Membership



A. Qualifications of PEAB appointees ([WAC 181-78A-207](#))

1. One-half or more of the members of the PEAB must consist of representatives who meet the qualifications of this subsection and who are from the role for which the PEAB has responsibility. PEABs may authorize the appointment of additional representatives from other school districts or other public and private agencies as long as this minimum is met.
2. If any PEAB receives a written request from other school districts or other public or private agencies for representation on the PEAB, the current members of the PEAB shall vote on the request at the next regular meeting of the board. The PEAB members may elect to add private school representatives to the board without adding to the representation from the role for which the PEAB has responsibility if the board authorizes such action by a majority vote.



B. Educator preparation program PEAB membership per [WAC 181-78A-209](#)

TEACHERS:

- Half or more of the voting members must be **classroom teachers** appointed by the Washington Education Association (WEA) with the exception of one teacher who must be appointed by the Washington Federation of Independent Schools (WFIS)
- At least one **principal** appointed by the Association of Washington School Principals (AWSP)
- At least one **school administrator** appointed by the Washington Association of School Administrators (WASA)
- At least one **educational staff associate** (school counselor, school psychologist, school social worker, school nurse, school occupational therapist, school physical therapist, or school speech language pathologist or audiologist) appointed by the president of the individual's professional association
- One **career and technical education teacher or program director** appointed by the Washington Association of Vocational Administrators (WAVA) in cooperation with the college/university IF the college offers a career and technical education program. The individual must have expertise in one of the career and technical programs offered by the college/university
- At least one institution/organization **college or university representative**.

CAREER AND TECHNICAL EDUCATION (CTE) BUSINESS AND INDUSTRY ROUTE

TEACHER:

- Half or more of the voting members are **CTE teachers**.
 - Half of these teachers must be recommended by the Washington Association for Career and Technical Education.
 - The remaining teachers must be appointed by the educator preparation program.
 - At least one career and technical education teacher on the advisory board must be prepared through a Washington state business and industry route



preparation program.

- At least one CTE **administrator** recommended by the Washington Association for Career and Technical Administrators.
- At least one **secondary building level leader** recommended by the Washington Association of Career and Technical Administrators' area group associated with the educator preparation program.
- At least one CTE **career guidance specialist**, or one CTE **occupational information specialist**, or one CTE **counselor**.
- At least one institution/organization representative

ADMINISTRATORS:

- Half of the voting members shall be **administrators**.
 - Half of the administrators must be appointed by the Washington Association of School Administrators (WASA)
 - Half of the administrators must be appointed by the Association of Washington School Principals (AWSP) with the exception of one who must be appointed by the Washington Federation of Independent Schools (WFIS)
- At least one **teacher** appointed by the Washington Education Association (WEA)
- At least one **educational staff associate** appointed by the president of the individual's professional association.
- At least one **institution/organization representative**.

CAREER AND TECHNICAL EDUCATION (CTE) ADMINISTRATOR:

- Half or more of the voting members are **certificated CTE administrators**.
 - Half of these administrators must be recommended by the Washington Association of Career and Technical Administrators' area group associated with the educator preparation program.
 - The remaining administrators must be appointed by the educator preparation program.
- At least one CTE **teacher** recommended by the Washington Association for Career and Technical Education.
- At least one **secondary building level leader** recommended by the Washington



Association of Career and Technical Administrators' area group associated with the program.

- At least one CTE **career guidance specialist**, or one CTE **occupational information specialist**, or one CTE **counselor** appointed by the educator preparation program.
- At least one **institution/organization representative**.

SCHOOL COUNSELOR:

- Half of the voting members shall be **school counselors** appointed by the Washington School Counselors Association (WSCA)
- One **teacher** appointed by the Washington Education Association (WEA)
- One **principal** appointed by the Association of Washington School Principals (AWSP)
- One **school administrator** appointed by the Washington Association of School Administrators (WASA)
- At least one institution/organization **college/university representative**.

SCHOOL PSYCHOLOGIST:

- Half of the voting members shall be **school psychologists** appointed by the Washington State Association of School Psychologists (WSASP)
- One **teacher** appointed by the Washington Education Association (WEA)
- One **principal** appointed by the Association of Washington School Principals (AWSP)
- One **school administrator** appointed by the Washington Association of School Administrators (WASA)
- At least one institution/organization **college/university representative**.

D. New member requests

Consult the [PESB PEAB website](#) to secure the name and contact information for the appropriate professional association contact.



Contact that individual as soon as possible. After they receive your request, the association contact has sixty days to provide you with their nominee. In your request,, please include:

- the specific role requested;
- when applicable, any additional criteria related to endorsement areas, grade level band, geographic representation, or need for increased representation from underrepresented populations;
- upcoming PEAB meeting dates; and
- a list of districts with whom your program has field placement agreements.

Note: each professional association uses different procedures for appointing PEAB members. See the [PESB PEAB website](#) for specific procedures.

E. Can retired educators serve on a PEAB?

The intent of the rules is that PEAB members should be current practitioners.

Retired educators can be members of PEABs, but they cannot count toward the official required representation.

F. Member attendance

What to do if PEAB meeting attendance is low:

1. If overall attendance is low, consider:
 - conducting meetings via K-20, webinar, or teleconference
 - scheduling late afternoon and/or evening meetings
2. Review by-laws to be sure attendance procedures are understood and followed.
3. If an individual's attendance is low, contact the individual. If the problem persists, contact the appropriate appointing association.
4. By-laws should indicate the necessary quorum for reviewing portfolios and/or conducting general business. A quorum is typically defined as a simple majority of voting members.



III. Guidelines for PEAB fund expenditures



A. Purpose

The primary use of funds designated for pre-certification activities shall be to support collaborative efforts essential to:

- program development
- program evaluation
- assessment of candidates' entry and exit competency

These funds shall not supplant other funds already available to participating agencies. See [WAC 181-79A-131](#) (2)(a)(b).

B. Procedures

The PEAB must perform the following duties:

- **Keep expenditures within guidelines** established by [WAC 181-79A-131](#), [Washington State Office of Financial Management \(OFM\) rules](#), and the requirements of this section.
- **Record keeping** (i.e., revenue and related expenditures receipts). Follow



directions provided to you by your fiscal agent.

- **Maintain books, records, documents** and other evidence which sufficiently and properly reflect funds expended in precertification activities. These records shall be subject to inspection, review, or audit by personnel of the program PEAB, PEAB fiscal agents, OSPI, and the Office of the State Auditor.
- **Retain all books, records, documents**, and other relevant material for six (6) years after fiscal year records are closed. The Office of the State Auditor and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

C. Allowable expenses

The PEAB has the responsibility to participate in and cooperate with the EPP institution on decisions related to the development, implementation, and revision of each professional preparation program. See [WAC 181-78A-220](#) (1).

- To serve in this role, PEABs meet at least three times per calendar year [WAC 181-78A-205](#) (3).
- Funds may be used for costs related to training such as the payment of per diem, travel costs (e.g., mileage reimbursement), materials, printing, meeting refreshments, or released time (see Appendix A Per Diem Rates and [OFM rules](#)) to support these meetings.
- Grant funds are available by application on an annual basis. For more information, contact PESB staff at kc.hoffman@k12.wa.us.

D. Non-allowable expenses

- Funds set aside for precertification shall not supplant funds already available to any participating agency. See [WAC 181-79A-131](#) (2)(a)(b).
- EPP tuition and fees are non-allowable costs per [WAC 181-79A-131](#)(5).
- Gratuity recognition and payment to PEAB members are not allowable expenses based on OFM rules and legal counsel.
- Stipends, honorariums, contractual services, etc. cannot be paid to PEAB members for participation in meetings.



- Members are not eligible for payment for performing routine PEAB activities (e.g., preparing annual reports and reviewing candidates for program admission).
- Requests to reimburse costs associated with substitutes for public and private school teachers should be processed via SPI FORMS 605 and 720 (see instructions in Part IV). Your PEAB grant award funds should not be used to pay for substitutes. Private school substitutes can be reimbursed, per the Attorney General.
- Expenditures of precertification funds are subject to audit. Therefore, receipts and other records must be available upon audit request.
- If you have any questions about allowable and non-allowable expenditures, please contact PESB staff at kc.hoffman@k12.wa.us.



IV. Instructions for reimbursement of pay of substitutes for teachers serving on PEABs



A. Administrative policy

[WAC 181-78A-215](#) allows reimbursement of substitute pay to school districts for PEAB members who are certificated or classified individuals employed by a public school district or private school within Washington State.

B. Release authorization

School districts are authorized to release certificated personnel for service on PEABs without prior letters of authorization from PESB.

C. Substitute reimbursement paperwork processing procedures:

Below are the responsibilities related to substitute reimbursement paperwork processing:



General information

- Theresa Leo, PESB Operations Specialist, is responsible for processing all SPI 605 (rev 1/18) Substitute Authorization and SPI 720 (Rev 1/18) Substitute Reimbursement forms.
 - Phone: 360-867-8098
 - Email: theresa.leo@k12.wa.us
- Important forms/documents:
 - Sign-in sheet template ([Appendix B](#))
 - SPI 605 Substitute Authorization ([Appendix C](#))
 - SPI 720 Substitute Reimbursement ([Appendix D](#))
- Submissions via email are preferred for all forms/documents.
- SPI 720 Substitute Reimbursement forms submitted more than 45 days after the meeting date are not guaranteed repayment.
- SPI 720 Substitute Reimbursement forms submitted after the closure of the fiscal year (June 30th) will only be repaid if they are still within the 45-day payment period.
- Substitute reimbursement can repay up to one day of coverage for any meeting.

Program PEAB administrator responsibilities

- PEAB Administrators are responsible for emailing SPI 605 Substitute Authorization forms to Theresa Leo.
 - Only current forms will be accepted; old forms will be sent back. Please ensure you are using the rev 1/18 form for your submissions.
- As soon as it is available, email the original sign-in sheet for each PEAB meeting to Theresa Leo.
 - SPI 720 forms are only eligible for reimbursement after attendance is verified via the sign-in sheet submitted by the PEAB Administrator. Provide this information promptly so attendees can be reimbursed on time.
- After the SPI 605 form is submitted:
 - If a meeting is canceled, notify Theresa Leo.
 - If a meeting is rescheduled, notify Theresa Leo and send an updated SPI 605.
 - If there is a change in the number of substitutes, email a revised SPI 605 to Theresa Leo.



- If needed, please provide PEAB attendees with the SPI 720 Substitute Reimbursement form.

Educator and school district requiring a substitute responsibilities:

- The educator who needs a substitute is responsible for providing the SPI 720 Substitute Reimbursement form to their district.
- School districts' business office staff are responsible for filling out and submitting the SPI 720 Substitute Reimbursement form. A signature by a school district official is needed to process the reimbursement.

V. OFM travel regulations and procedures



Subsistence, lodging, refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees are allowed under [RCW 43.03.050](#).

NOTE: Please use the per diem rates for the geographic area where the PEAB meeting is held. See Washington State per diem maps at the [Washington State Office of Financial Management](#) website. It is important to regularly check for updates, especially in January, July, and October.



VI. Annual reports



For guidance on reporting requirements, please visit the [PESB annual reporting webpage](#).

A. PEAB information form

Each year, you will complete the [PEAB Information Form](#) (2023 version) to determine funding eligibility for the next academic year. If your June 30 balances exceed 100% of the allotment amount for the PEAB role, the PEAB is ineligible to receive additional funds but may continue to use funds they have available. PEAB funds are disbursed through EGMS as a lump sum. Funds will not be disbursed to the institution until all PEABs at that institution have completed the PEAB Information Form.

B. PEAB data requirements

PEAB Administrators will work with their institution's Data Administrator to submit the required PEAB data as outlined in the current data manual found on the [ERDC Annual Data Collections webpage](#) (see "Submit Data" section).



C. PEAB satisfaction question

In an effort to determine the level of satisfaction with data presented to PEAB members at meetings, the following survey question is to be used at the end of each PEAB meeting.

The PEAB is welcome to add any relevant questions to this survey, but the survey will include the question below. This survey will take place at the end of each meeting.

“Were you satisfied with the amount of actionable data (relevant, timely, and important) that was provided by the program at this meeting?”

A Likert scale of 1 - 5 is used for the rating (1 = Very Dissatisfied, and 5 = Very Satisfied). Satisfaction scores are tabulated and averaged by the PEAB Administrator after each meeting and entered into the PEAB Meeting Table.

This indicator is used by PEAB Administrators, PEAB members, and PESB staff and board members to gauge the actionable data presented at each meeting. PEAB members are encouraged to provide satisfaction scores accurately to reflect the level of data presented by the program. Is the data and information presented useful to PEAB members to guide their decisions?

D. PEAB recommendations

PEAB recommendations should be based on data. Data-driven decisions provide the momentum for program improvement toward the goal of candidate success both in the program and as a practicing professional. PEAB recommendations must be responded to by the program. Recommendations should be formal, in writing, and recorded in PEAB minutes and in the PEAB Recommendation Table. A program must provide empirical evidence or a plan to collect empirical evidence in response to formal PEAB recommendations.



VII. Appendices



Appendix A – [Per diem rates](#)

Appendix B – [Sign-in sheet](#)

Appendix C – [Form 605 \(rev. 1/18\) Authorization for substitute reimbursement](#)

Appendix D – [Form 720 \(rev. 1/18\) Substitute reimbursement invoice voucher](#)