

**Arkansas Department of Education
Professional Licensure Standards Board (PLSB)
Friday, December 10, 2010**

A meeting of the Professional Licensure Standards Board was held in the PLSB meeting room, located at #1 Capitol Mall, Little Rock, AR, on December 10, 2010. Members of the Board present were Brenda Brown, Dr. Mitch Holifield, Kathy Howell, Don McGohan, Marion Sibert, Dale Query, Tom Smith, Sheila Jacobs, Dr. Jerry Guess, Evelyn Thrower, Ron Tolson and Beverly Williams. Members unable to attend were Dr. John Jones, Ms. Carolyn Odom and Dr. Tony Finley. A guest in attendance was Jeanne Jones-ADHE. ADE staff members in attendance were Judy Mason, Tameka Parker, Eric James, Michael Smith, Debra Farris, Tara Amuimuia and Katherine Donovan.

There were ten (10) voting members present, representing a quorum and two non-voting members present.

1. **Call to Order:** The meeting was called to order by Dr. Holifield, chairman.
2. **Approval of the Previous Minutes: November 12, 2010:** After a brief discussion Ms. Howell made a motion to approve the minutes as written, seconded by Mr. Query; motion passed 9/0.
3. **Fund Balance Reports–November :** \$1,102,185.43
 - a) **Ways to spend PLSB funds.** Mr. Query made a motion to create a Special Projects Board to investigate ways to utilize PLSB funds, seconded by Ms. Thrower, motion passed 9/0. After further discussion board members Tom Smith, Evelyn Thrower, Marion Sibert and Dale Query volunteered to work on the proposed board. They will determine what days and times they want to meet.
4. **Creation of the Birth to Pre-K Endorsement Pursuant to ACT 187 of 2009:**
 - a) Ms. Williams presented the board with ACT 187 of 2009 for review. After a brief discussion Ms. Howell made a motion to authorize the licensure office of ADE to endorse the Creation of the Birth to Pre-K Endorsement Pursuant to ACT 187 of 2009, seconded by Dr. Smith, motion passed 9/0.
5. **Plans for Distribution of the PLSB Recommendations on Social Networking:**
 - a) **ADE PLSB website:** We still have board members that need to have their pictures taken for website.
 - b) **Fliers to School Districts, IHEs, etc.** The board members agreed that this information should go out in the Commissioner’s Memo.
6. **Procedure discussion regarding what to do when PLSB receives a request to “Withdraw a Code of Ethic Allegation”:**
 - a) Ms. Williams lead a brief discussion about how to handle someone wanting to withdraw an allegation after it has been received. After discussion by the board

Mr. Query made a motion that once an allegation has been received it goes through the entire process and can not be withdrawn and that this rule be added to the procedures handbook, seconded by Ms. Jacobs, motion passed 10/0.

- b) FYI - Further discussion will be needed with regard to some allegations received, while there is an appearance of a code of ethics violation, this may also violate an Arkansas statute, specifically, for which SBOE has jurisdiction others.

7. Copy of new Rules Governing the Code of Ethics for Arkansas Educators: The new Rules have been approved as of December 4, 2010.

- a) **Letter of Concern:** Mr. McGohan gave a brief discussion of what a Letter of Concern is and informed board members that it does not go to SBOE for consideration.

8. Update Regarding Handbook for Conducting Ethics Investigations: Investigator Michael Smith informed the board that the handbook is currently being updated to be consistent with the new Rules Governing the Code of Ethics for Arkansas Educators and it will be available for their review in January.

9. Copy of the Matrix reflecting public comments on the NTL Rule: Ms. Williams gave a hand out and lead a brief discussion regarding comments on the NTL Rule. Dr. Holifield would like to address the SBOE about the PLSB's position on the proposed NTL Rules.

10. Licensure Taskforce Update: After a brief discussion by board members, Dr. Holifield and Mr. McGohan will discuss and come up with a recommendation on a Formal Written Charge to send to the other board members for review.

Mr. McGohan made a motion to adjourn, seconded by Dr. Guess; motion passed unanimously 10/0.

***Next meeting date: January 14, 2011 in the PLSB Conference Room**