

**Professional Licensure Standards Board  
Friday, September 8, 2023  
PLSB Full Board Minutes**

A meeting of the Professional Licensure Standards Board held its quarterly meeting via Zoom and in person for those who could attend on **September 8, 2023**. Voting members of the Board present were, Chair Dr. Donny Lee, Dr. Tiffany Bone, Mary Jane Bradley, Brenda Brown, Brandi Cheers, Kathy Howell, Annette Hux, Dr. Harold Jeffcoat, Karen Lasker, Wendy Peer, Dr. Victoria Groves-Scott, Melissa Speers, Dr. Phong Tran, and Dudley Webb, III.

ADE staff members present: Whitney James, Sarah Banker, Cheri Rolett, Maria Lockhart, Shannon Rostad, Vikki Jennings, Melissa Hamric, Rhina Odom, Laura Shelton, Sharlee Crowson, and Andy Sullivan.

Voting members not present: Hosea Born and J. D. Keeling

Non-voting members not present: Karli Saracini (ADE) and Tonya Williams

Guests: Amy Douglas (ASTA)

**1. Call to Order – Dr. Donny Lee - Chair**

Dr. Lee called the meeting to order at 9:15 a.m. Dr. Lee introduced the newest members to the PLSB Full Board.

Brandi Cheers, third grade teacher, Math, Science &  
Technology Magnet  
Marion School District

Dr. Tiffany Bone, Asst. Superintendent  
Ft. Smith Public Schools

Melissa Spears, Superintendent  
Jessieville School District

**2. Approval of Minutes**

Mr. Webb made a motion to approve the June 2, 2023, PLSB Full Board minutes; seconded by Mary Jane Bradley.

Motion passed. None opposed.

Ms. James introduced the newest investigators in the PLSB unit to the PLSB Board:

Laura Shelton  
Rhina Odom

### **3. Rules Update**

**Presenters: Whitney James, PLSB Managing Attorney & Karli Saracini, Assistant Commissioner for Educator Effectiveness & Licensure**

1. Sanctioning Matrix will be attached to the rules.
2. Ethics Hearing Subcommittee Standard Operating procedures will also be part of the rules.

The Licensure rules are also being amended. The timeline to have the draft ready is to be determined. The governor's office must approve, then they will be presented to the State Board for approval and then will be released for public comment.

### **4. Updated Sanctioning Matrix and Written Reflections Rubric**

**Presenters: Sarah Banker and Vikki Jennings, PLSB Chief Investigators**

Ms. Jennings discussed the rubric used for the educators to use as a guide for their written reflections. Ms. Jennings explained the process of the rubric and when it is used, which is after a sanction has been determined. The reflections are submitted back to PLSB for the Ethics Subcommittee (ESC) to approve.

Ms. Banker discussed the sanctioning matrix used by the ESC. The sanctioning matrix consists of five (5) years of data. The sanctioning matrix has a minimum sanction and a maximum sanction, which are determined by aggravating or mitigating circumstances. The sanctioning matrix will be part of the PLSB rules. This is an updated version and will replace the existing sanctioning matrix. (See attached)

Mr. Webb made a motion to move the endorsement of the sanctions and fines to the action items to be considered for approval. Seconded by Ms. Peer.

Motion passed. None opposed.

\*Potential Sanctions and Fines/PLSB Sanctioning Guidelines Handout and PLSB Ethics Subcommittee Written Reflection Rubric Handout

### **5. Update regarding first-time licensure cut scores**

Ms. Crowson told the Board that all first-time Licensure cut scores would be at -2 SEM (Standard Error of Measure) effective September 1, 2023. (See hand out for Adjustments of Licensure Assessment Cut Scores).

The State Board approved the – 2 SEM cut score at the July 2023 meeting.

\*Licensure Assessment Cut Score Updates-Effective September 1, 2023,  
Handout and Adjustment of Licensure Assessment Cut Scores Handout

**6. Action Items – Whitney James, PLSB Managing Attorney:**  
**a. Evidentiary Hearing Subcommittee – New Members**

**Presenter: Whitney James, PLSB Managing Attorney**

Ms. James introduced the newest members of the Evidentiary Hearing Subcommittee:

Brandi Cheers, Marion School District  
Dr. Tiffany Bone, Fort Smith School District

Mr. Jeffcoat made a motion to approve Brandi Cheers and Dr. Tiffany Bone as members of the Evidentiary Hearing Committee; seconded by Mr. Webb.

Motion passed. None opposed.

**b. Ethics Hearing Subcommittee – Proposed Standard Operating Procedures**

**Presenter: Whitney James, PLSB Managing Attorney**

The Standard Operating Procedures for the Ethics Hearing Subcommittee would be added to PLSB rules. Ms. James described the proposed new standard operating procedures.

Mr. Webb suggested that the following be added to the Standard Operating Procedures: The hearing officer or chair is responsible for ensuring that the standard operating procedures are enforced.

Mr. Jeffcoat made a motion to adopt the standard operating procedures with the change suggested by Mr. Webb; seconded by Ms. Howell.  
Motion passed. None opposed.

\*Standard Operating Procedures for the Evidentiary Hearing Subcommittee Handout

**c. Recommendation for TNTP Approved Pathway for Lead Professional Designation**

**Presenter: Karli Saracini, Assistant Commissioner for Educator Effectiveness and Licensure (Sharlee Crowson presented in Ms. Saracini's absence)**

The discussion on the TNTP Approved Pathway for Lead Professional Designation was tabled by a motion made by Mr. Webb to move this action item to the December 1, 2023, PLSB Full Board meeting or a special called meeting before the December 1, 2023, meeting; seconded by Dr. Bradley.  
Motion passed. None opposed.

**d. Recommendation for consideration to endorse the updated PLSB sanctioning matrix and fines to be part of the PLSB rules. Motion made by Dudley Webb (Item 4)**

A motion to approve the sanctioning matrix and fines to be part of the PLSB rules; Seconded by Mr. Webb.  
Motion passed. None opposed.

Mr. Webb made a motion to adjourn the meeting at 10:46 a.m.; seconded by Mary Jane Bradley.  
Motion passed. None opposed.

The next PLSB Full Board meeting will be on Friday, December 1, 2023, at 9:00 a.m.