NEBRASKA DEPARTMENT OF EDUCATION

TO: Roger Breed, Ed.D.
Commissioner of Education

FROM: Sharon Katt, Administrator, Adult Program Services

SUBJECT: Request for replacement of a State Board representative to the Nebraska Council on Teacher Education (NCTE)

Proposed Board Action:

It is requested that the Board nominate one individual to fill a vacancy for an alternate in the Board-appointed category of Teachers - State Board Appointed.

Background Information:

The Nebraska Council on Teacher Education (NCTE) is an advisory body to the State Board of Education. Member and alternate appointments are specified in the NCTE "Organizational Policies", section 4.00 and section 5.00. The "Organizational Policies" provide for six Board-appointed NCTE members. The individuals currently serving as Board-appointed representatives are listed below.

It is requested that the Board appoint an individual to serve as alternate since Debra Harder (District 6) will be moved into the regular member position due to the resignation of Tammy Von Essen (District 3). The individual nominated by the Board will be appointed for a 4-year term. Individuals interested in appointment to the NCTE must submit their application form to NDE by September 21, 2012 to be considered for selection at the October Board Meeting.

TEACHERS - STATE BOARD APPOINTED (2 Voting Members/1 Alternate):
Debra Freese - Voting Representative (District 3)--term expires July, 2015
Debra Harder - Voting Representative (District 6)--term expires July, 2015
Vacant-Alternate Representative---term expires July, 2016

AT-LARGE MEMBERS (2 Voting Members/1 Alternate):
Anna C. Gay - Voting Representative (District 1)--term expires July, 2013
Mary Schlieder - Voting Representative (District 1)--term expires July, 2013
Mary Haun - Alternate Voting Representative (District 7)--term expires July, 2014

Estimated Cost:

The cost of operating the Council averages $30,000 per year. This includes travel expenses for three membership meetings, three executive committee meetings, and for ad hoc committees to develop revisions to endorsements; material printing and dissemination; and other meeting expenses.

Supporting Documentation Included:

Nebraska Council on Teacher Education 2012-13 Membership List
NCTE Organizational Policies
Application for Membership on the Nebraska Council on Teacher Education

For Additional Information on this item:

Call Sharon Katt, 402.471.2405 or e-mail sharon.katt@nebraska.gov; or Pat Madsen, 402.471.4863 or e-mail pat.madsen@nebraska.gov

NEBRASKA COUNCIL ON TEACHER EDUCATION
2012-2013 MEMBERSHIP

Revised 08/08/12

❄ Indicates members who have participated in NCATE BOE Training.
⌖ Indicates members who have participated in NCATE 2000 Training (State or National).
✠ Indicates members who have participated in NCATE 2004 Training (State or National).
D1 - D8 Indicates State Board District
***Approved by State Board May, 2012 (in Boldface)**
^Nominated members not yet approved by State Board (shaded in Gray)

HIGHER EDUCATION

Chadron State College
Margaret Crouse (2013) - D7
1000 Main St.
Chadron, NE 69337
308-432-6330 (office)
308-432-6429 (fax)
mcrouse@csc.edu

Chadron State College
Patti Blundell *alternate* (2013) - D7
1000 Main St.
Chadron, NE 69337
308-432-6469 (office)
308-432-6454 (fax)
pblundell@csc.edu

College of Saint Mary
Merryellen Towey-Schulz (2013) - D8
7000 Mercy Rd.
Omaha, NE 68106
402-399-2432 (office)
402-399-2671 (fax)
mschulz@csm.edu

College of Saint Mary
Melanie Felton *alternate* (2013) - D8
7000 Mercy Rd.
Omaha, NE 68106
402-399-2625 (work)
402-399-2671 (fax)
mfelton@csm.edu

Concordia University
❄⌖Ron Bork (2013) - D5
800 N. Columbia
Seward, NE 68434
402-643-7475 (office)
402-643-3328 (fax)
ron.bork@cune.edu

Concordia University
Janell Uffelman *alternate* (2013) - D5
800 N. Columbia
Seward, NE 68434
402-643-7318 (office)
402-643-3328 (fax)
Janell.Uffelman@cune.edu

Creighton University
⌖Deb Ponec (2013) - D4
2500 California Plaza
Omaha, NE 68178
402-280-2557 (office)
402-280-1117 (fax)
dlponec@creighton.edu

Creighton University
Fr. Tom Simonds *alternate* (2013) - D4
2500 California Plaza
Omaha, NE 68178
402-280-2700 (office)
thomassimonds@creighton.edu

HIGHER EDUCATION (continued)

Doane College
⚘✠Lyn Forester (2013) - D5
1014 Boswell
Crete, NE 68333
402-826-8631 (office)
402-826-6785 (fax)
Lyn.forester@doane.edu

Doane College
❄⚘✠Kay Hegler *alternate* (2013) - D5
1014 Boswell
Crete, NE 68333
402-826-8208 (work)
402-826-6785 (fax)
kay.hegler@doane.edu

Grace University
⚘✠Sue Alford (2013) - D4
1311 S. 9th St.
Omaha, NE 68108
402-449-2932 (office)
salford@graceu.edu

Grace University
⚘✠Michelle Lundgren *alternate* (2013) - D4
1311 S. 9th St.
Omaha, NE 68108
402-449-2929 (work)
mlundgren@graceu.edu

Hastings College
❄⚘✠Kass Rempp (2013) - D6
710 N. Turner Ave.
Hastings, NE 68901
402-461-7307 (office)
402-461-7792 (fax)
krempp@hastings.edu

Hastings College
⚘✠Doug Phelps *alternate* (2013) - D6
710 N. Turner Ave.
Hastings, NE 68901
402-461-7754 (work)
402-461-7792 (fax)
dphelps@hastings.edu

Midland University
Keith Rohwer (2013) - D3
900 North Clarkson
Fremont, NE 68025
402-941-6332 (work)
402-620-4113 (home)
rohwer@midlandu.edu

Midland University
Kathy Fuchser *alternate* (2013) - D3
900 North Clarkson, Anderson 422D
Fremont, NE 68025
402-941-6334 (office)
402-721-0250 (fax)
fuchser@midlandu.edu

Nebraska Wesleyan University
TBD – voting member

Nebraska Wesleyan University
***Jennifer Lorenzen *alternate* (2013) - D1**
5000 St. Paul Ave.
Lincoln, NE 68504
402-465-2308 (office)
jlorenze@nebrwesleyan.edu

HIGHER EDUCATION (continued)

Peru State College
❄Jodi Kupper (2013) - D5
P.O. Box 10
Peru, NE 68421
402-872-2244 (office)
402-872-2414 (fax)
jkupper@peru.edu

Peru State College
Patricia Rippe *alternate* (2013) - D5
600 Hoyt St., Box 10
Peru, NE 68421
402-872-2399 (office)
prippe@peru.edu

Union College
Denise Cunningham-White (2013) - D1
3800 South 48th St.
Lincoln, NE 68506
402-486-2522 (office)
402-486-2574 (fax)
dewhite@ucollege.edu

Union College
Y.J. Moses *alternate* (2013) - D1
3800 South 48th St.
Lincoln, NE 68506
402-486-2600 ext. 2318 (office)
402-484-7090 (home)
yjmoses@ucollege.edu

University of NE - Kearney
✠✠Ed Scantling (2013) - D6
COE, C117
Kearney, NE 68849
308-865-8502 (office)
308-865-8097 (fax)
scantlinge@unk.edu

University of NE – Kearney
^Jenny Jansky (2013)- D6
COE, C128
Kearney, NE 68849
308-865-8266 (office)
308-865-8854 (fax)
janskyjl@unk.edu

University of NE - Lincoln
✠✠Tom Wandzilak (2013) - D1
104 Henzlik Hall
Lincoln, NE 68588
402-472-8626 (office)
402-472-1701 (fax)
twandzilak1@unl.edu

University of NE - Lincoln
Beth Doll *alternate* (2013) - D1
238 Mabel Lee Hall
Lincoln, NE 68588
402-472-2238 (office)
402-472-0522 (fax)
bdoll2@unl.edu

University of NE - Omaha
✠✠Becky Schnabel (2013) - D8
College of Education, Roskens Hall 204
60th and Dodge Streets
Omaha, NE 68182
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bschnabel@unomaha.edu

University of NE - Omaha
^Sarah Edwards (2013) – D8
Roskens Hall 212
6001 Dodge Street
Omaha, NE 68182-0163
402.554.3465 (office)
402.554.3744 (fax)
skedwards@unomaha.edu

HIGHER EDUCATION (continued)

Wayne State College
Jean Blomenkamp (2013) - D3
1111 Main St.
Wayne, NE 68787
402-375-7389 (office)
402-375-7414 (fax)
jeblome1@wsc.edu

Wayne State College
Phyllis Spethman *alternate* (2013) - D3
1111 Main St.
Wayne, NE 68787
402-375-7373 (office)
402-375-7698 (fax)
phspeth1@wsc.edu

York College
***Bob DeHart (2013) – D6**
1125 E. 8th
York, NE 68467
402-363-5696 (office)
bdehart@york.edu

York College
Erin DeHart *alternate* (2013) - D6
1125 E. 8th
York, NE 68467
402-363-5684 (office)
edehart@york.edu

NEBRASKA COUNCIL ON AMERICAN PRIVATE EDUCATION

Barbara Schweiger (2013)
Archdiocese of Omaha
PO Box 4130
Omaha, NE 68104
402-557-5600 (office)
bmschweiger@archomaha.org

Rev. Lawrence Stoley *alternate* (2013) - D1
Our Lady of Good Counsel Retreat
7303 N. 112th St.
Waverly, NE 68642
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fr.lawrence-stoley@cdolinc.net

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

Kathy Danek (2013) - D1
4261 Knox
Lincoln, NE 68504
402-464-8549
402-464-8557 (fax)
kdanek@lps.org

***Heidi Vahle – (2016) – D6**
2408 Cottonwood Rd.
Grand Island, NE 68801
308-391-1684
vahleclan@charter.net

Nancy Huston (2015) - D4
3000 Farnam, Apt. 9F
Omaha, NE 68131
402-341-7528
nancy.huston@ops.org

Jim Vlach (2015) - D3
PO Box 143
775 S. 7th Ave.
Lyons, NE 68038
402-687-8083
kvlach@abbnebraska.com

NEBRASKA ASSOCIATION OF SCHOOL BOARDS (continued)

Alan Moore *alternate* (2012) - D2
4906 Coffey St.
Papillion, NE 68133
402-291-7048
amoore.nasb@gmail.com

***Freddie Gray *alternate* (2016) – D4**
5425 Fort St.
Omaha, NE 68104
402-344-7877
freddie.gray@ops.org

Jean Vincent *alternate* (2016) - D6
825 East 6th St.
York, NE 68467
402-362-6009
jvincent@neb.rr.com

Pam Williams *alternate* (2015) - D5
418 E. Holdrege
Goehner, NE 68364
402-523-4725
pwilli00@connectseward.org

NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS

Mark Adler (2013) - D8
Ralston Public Schools
8545 Park Drive
Ralston, NE 68127
402-331-4700 (work)
402-331-4843 (fax)
madler@ralstonschools.org

Ann Auten (2015) - D6
Hawthorne Elementary
2200 W 9th Street
Hastings, NE 68901
402-461-7540 (office)
402-461-7546 (fax)
aauten@esu9.org

Dan Bird (2015) - D6
Burwell Public Schools
190 I St., Box 670
Burwell, NE 68823
308-346-4150 (office)
308-346-5430 (fax)
danbird@esu10.org

Paul Bohn (2016) - D2
Papillion-LaVista Public Schools
9920 Brentwood Dr.
LaVista, NE 68128
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402-898-0426 (fax)
pbohn@paplv.esu3.org

Bary Habrock (2013) - D8
Elkhorn Public Schools
20650 Glenn St.
Elkhorn, NE 68022
402-289-2579 (work)
402-289-2585 (fax)
bhabrock@epsne.org

***Dana Wiseman (2016) – D5**
Sutton Public Schools
1107 N. Saunders
Sutton, NE 68979
402-773-5569
dwiseman@spsne.org

NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS (continued)

Fred Helmink (2016) - D5
Fairbury Public Schools
703 K St.
Fairbury, NE 65352
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402-729-6392 (fax)
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Jon Lopez (2015) - D5
Beatrice Public Schools
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^Katie Mathews (2016) – D6
Kearney Public Schools
Park Elementary
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Jerry Beach *alternate* (2014) - D3
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Ft. Calhoun, NE 68023
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Herb Pokorny *alternate* (2016) - D3
Newman Grove Public Schools
101 South 8th, Box 370
Newman Grove, NE 68758
402-447-2721 (work)
402-447-2445 (fax)
hpokorny@esu8.org

Mark Lenihan (2015) - D3
Wayne Community Schools
611 W. 7th St.
Wayne, NE 68787
402-375-3150 (office)
402-375-5251 (fax)
malenih1@wayneschools.org

Lynn Moeller (2015) - D3
85415 548 Avenue
Pierce, NE 68767
402-329-6792 (home)
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^Susan Anderson (2016) – D2
ESU #3
6949 S. 110th St.
La Vista, NE 68128
402-597-4845
sanderson@esu3.org

Lance Fuller *alternate* (2016) - D6
Sunrise Middle School
4611 Ave. N
Kearney, NE 68847
308-698-8150 (work)
308-698-8152 (fax)
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***Bob Hastings *alternate* (2016) - D3**
Norfolk Public Schools
512 Philip
Norfolk, NE 68701
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402-644-2506 (fax)
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NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS (continued)

Robert Slauson *alternate* (2015) - D1
Lincoln Southwest High School
7001 S. 14th Street
Lincoln, NE 68512
402-436-1306 (work)
719-640-8472 (home)
rslauso@lps.org

Jane Stavem *alternate* (2014) - D3
Blair Public Schools
140 S. 16th, PO Box 288
Blair, NE 68008
402-426-2610 (work)
402-426-3110 (fax)
jane.stavem@blairschools.org

TEACHERS
State Board Appointed

Debra Freese (2015) - D3
Norfolk High School
801 Riverside Blvd.
Norfolk, NE 68701
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402-644-2529 (work)
dbfreese@yahoo.com

^Debra Harder (2015) - D6
Grand Island Public Schools
Kneale Administration Bldg
123 South Webb Rd
Grand Island, NE 68803
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308-385-5976 (fax)
dharder@gips.org

TBD – alternate member

TEACHERS
Nebraska State Education Association Representatives

Sandy Bartholomew (2013) - D6
Ord Jr-Sr High School
1800 K Street
Ord, NE 68862
308-728-3241 (work)
308-728-5108 (fax)
sbarthol@esu10.org

Alan Bone (2014) - D8
11122 Jefferson
Omaha, NE 68137
abone@cox.net

TEACHERS (continued)
Nebraska State Education Association Representatives

✠✠Sarah Brown (2016) - D5
Wilber-Clatonia Public Schools
1540 Forest (Home)
Crete, NE 68333
402-821-2508 (work)
402-826-2698 (home)
sabrown@esu6.org

Travis Coe (2013) - D7
Gothenburg Secondary School
1322 Avenue I
Gothenburg, NE 69138
308-537-3651 (work)
308-537-2325 (home)
tcoe@esu10.org

❄✠✠Doreen Jankovich (2015) - D4
509 S. 51st Ave.
Omaha, NE 68106
402-558-4478 (home)
402-557-4300 (work)
402-572-9075 (fax)
doreen.jankovich@ops.org
doreen.jankovich@gmail.com

Fran Marymee (2016) - D6
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Hastings, NE 68901
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402-984-7800 (home)
wallf7@gmail.com

✠✠Donna Moss (2014) - D6
616 Thomas Dr.
Hastings, NE 68901
402-670-1611 (cell)
402-461-7578 (office)
402-461-7509 (fax)
dmoss@esu9.org

✠✠Diana Casey (2013) - D2
2130 Franklin Dr.
Papillion, NE 68133
402-596-1668 (home)
402-734-6001 ext 1017 (school)
402-734-6210 (fax)
diana.casey@ops.org

Tiffanny Heese (2016) - D3
Winnebago Public Schools
P.O. Box KK
Winnebago, NE 68071
402-878-2224 (work)
402-878-2472 (fax)
theese@esu1.org

***Pat Ludeke (2014) – D3**
2950 Dale Street
Fremont, NE 68025
402-727-3160 (work)
pat.ludeke@fpsmail.org

Linda Mihm (2014) - D7
605 S. Webster
Kimball, NE 69145
308-235-4031 (home)
308-235-3671 (school)
mihmlin@panesu.org

❄✠✠Caroline Rice (2016) - D5
18202 Nicholas Rd.
Plattsmouth, NE 68048
402-298-7185 (home)
402-297-4263 (cell)
carolinerice@hotmail.com

TEACHERS (continued)
Nebraska State Education Association Representatives

✠✠Jay Sears (2015) - D1
Nebr. State Education Association
605 South 14th
Lincoln, NE 68508
402-475-7611 (office)
jsears@nsea.org

Susan Stake (2015) - D1
6615 Shenandoah Ct.
Lincoln, NE 68510
402-786-2348 (work)
402-484-6927 (home)
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Michelle Tebbe (2015) - D6
Starr Elementary
1920 Cottage St.
Grand Island, NE 68803
308-382-1853 (home)
mtebbe@gips.org

✠✠Neil Bateman *alternate* (2013) - D1
Retired
1444 Sunburst Ln.
Lincoln, NE 68506
402-488-2960 (home)
rnb57@aol.com

Irene Cuellar *alternate* (2014) - D6
1117 N Washington
Grand Island, NE 68801
308-383-3560 (cell)
icuellar@gips.org

Amy Kelly *alternate* (2015) - D6
Hastings Public Schools
410 University St.
Hastings, NE 68901
402-463-0828
akelly@esu9.org

***Tim Bayne *alternate* (2013) – D1**
1731 S. 23rd St.
Lincoln, NE 68502
402-429-8121 (home)
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Susan Ptacek *alternate* (2016) - D1
Lincoln East High School
1720 Buckingham Dr.
Lincoln, NE 68506
402-488-9590
septacek@aol.com

Joey Zbylut-Birky *alternate* (2016)
2240 200th St.
Red Oak, IA 51566
402-557-3600 ext. 7616 (office)
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josephine.zbylut-birky@ops.org

NEBRASKA PARENT TEACHER ASSOCIATION

TBD – voting member

Ann Nickerson *alternate* (2013) - D1
1241 North 41st St.
Lincoln, NE 68503
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anickers@aol.com

AT-LARGE MEMBERS
State Board Appointed

Anna Gay (2013) - D1
2928 Woodsdale Blvd.
Lincoln, NE 68502
402-436-1304 (work)
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402-423-4746 (home)
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Mary Schlieder (2013) - D1
Norris School District 160
25211 South 68th St.
Firth, NE 68358
402-791-0010 ext. 2297 (work)
402-792-2471 (home)
mary.schlieder@nsdttitans.org

Mary Haun *alternate* (2014) - D7
Geil Elementary
1600 D St.
Gering, NE 69341
308-436-2545 (work)
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mkhaun@geringschools.net

NEBRASKA DEPARTMENT OF EDUCATION

❄✞✠Sharon Katt (2013) - D1
NDE
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Kevin Peters (2013) - D1
NDE
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Lincoln, NE 68509
402-471-0739 (office)
402-471-9735 (fax)
kevin.peters@nebraska.gov

❄Pat Madsen *alternate* (2013) - D1
NDE
PO Box 94987
Lincoln, NE 68509
402-471-4863 (work)
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pat.madsen@nebraska.gov

ORGANIZATIONAL POLICIES
OF THE
NEBRASKA COUNCIL ON TEACHER EDUCATION

1.00 THE NEBRASKA COUNCIL ON TEACHER EDUCATION.

The Nebraska Council on Teacher Education (NCTE) is an advisory body to the Nebraska State Board of Education. Its membership is appointed by the State Board from representatives of state-wide organizations which have a direct involvement or interest in teacher and administrative preparation, and from higher education institutions in Nebraska which are approved by the State Board of Education to prepare and recommend for certification teachers, administrators, and counselors; and those people recommended for special services endorsements. The State Board of Education reserves unto itself sole authority over college program approval and certification.

2.00 PURPOSE.

As an advisory body to the State Board of Education (Board), NCTE will develop and recommend for State Board approval and adoption:

2.01 Standards relating to state approval of higher education institutions providing teacher, counselor, and/or administrative preparatory programs; and programs leading to a special services certificate.

2.02 Standards relating to admission into and retention in an approved professional education program leading to teacher, counselor, administrative, or special services certification.

2.03 Standards relating to the issuance of teacher counselor, administrative, and special services certificates.

2.04 Standards relating to certificate endorsements.

2.05 Standards relating to the relationships of Nebraska teacher, counselor, administrator, and special services certification with other states and national bodies.

Further, NCTE will, at the request of the Nebraska Department of Education (NDE), and pursuant to NDE regulations, conduct campus visits to those institutions seeking approval for their programs leading to teacher, counselor, administrative, and/or special services certification and endorsements, and may recommend approval or non-approval of those programs in compliance with regulations adopted by the State for such purposes.

Additionally, NCTE, through its regular meetings, shall provide a forum where representatives of teacher educators, practicing teachers and administrators, school board members, parents, and the Nebraska Department of Education can meet and discuss those issues affecting professional preparation, and seek solutions to problems impacting on the quality of preparation of certified professionals in school settings. The goal of the college approval and professional certification process is to ensure the citizens of Nebraska, in particular, and citizens of the United States, in general, that the teachers and administrators in this state are well qualified and meet all state laws governing certification. The ultimate goal is to provide children and youth with the best educational opportunities possible.

3.00 STATUTORY AUTHORITY
Appointments to the NCTE are made by the Board pursuant to its authorization. Sections 79-318(9), R.R.S., 1943, and 79-808, R.R.S., 1943.

4.00 MEMBERSHIP
The State Board of Education shall appoint all members of the NCTE. Membership shall include equal representation of Higher Education, School Governance, and Teachers as specified in Sections 4.01, 4.02, and 4.03; two representatives from the Nebraska Department of Education, one representative from the Nebraska Parent-Teacher Association, and two at-large members. Terms shall begin August 1 in the year in which the members are appointed and shall continue until July 31 in the year in which their terms expire. Terms shall be for four years except as otherwise provided.

Members are expected to act as liaisons between the Council and the groups they represent.

Organizations submitting nominations for members and alternates shall give consideration to balancing the representation with regard to geographic location and state board district, gender, ethnicity, grade level, academic subject area, and school enrollment size. Selection of members shall be in accordance with the following provisions:

4.01 Higher Education.
One (1) representative shall be nominated from each Board approved teacher preparation college or university. The representatives shall be nominated by the university or college chancellor or president.

4.02 School Governance.
The number of persons representing School Governance shall equal the number of Board approved teacher preparation institutions, and nominated as follows:

4.02A NCAPE Representative. One (1) administrator shall be nominated by the Nebraska Council of American Private Education (NCAPE) to represent private schools

4.02B Local School Board Membership. Of the School Governance allotment of memberships minus the NCAPE designee, twenty-five percent (25%) shall be local school board members, and nominated by the Nebraska Association of School Boards (NASB).

4.02C Public School Administrators. Of the School Governance allotment of memberships minus the NCAPE designee, seventy-five percent (75%) shall be public school administrators, and nominated by the Nebraska Council on School Administrators (NCSA). Those nominated shall represent all administrative and supervisory personnel and most classes of districts.

4.03 Teachers.
The number of persons representing practicing teachers shall equal the number of Board approved teacher preparation institutions, and shall be nominated as follows:

4.03A Two (2) shall be nominated by the State Board of Education, and

4.03B The remaining shall be nominated by the Nebraska State Education Association (NSEA).

4.04 Nebraska Department of Education (NDE).
Two (2) representatives of the Nebraska Department of Education shall be nominated by the Nebraska Commissioner of Education.

4.05 Parents.
In addition to any of the above who may be parents, one representative shall be selected from parents who have students currently enrolled in the public and/or private schools of this state, and shall be nominated by the Nebraska Parents and Teachers Association (PTA).

4.06 At-Large Members.
The State Board of Education will appoint two (2) at-large members.

5.00 ALTERNATES.
Each category of membership shall nominate alternates to the Council. The alternates may serve as voting members when members of the official delegation are unable to attend. Names of alternates shall be submitted at the same time as proposed NCTE nominations.

5.01 The NCSA may nominate six (6) alternates; NASB, four (4); NSEA, six (6); PTA, one (1); NDE, one (1); NCAPE, one (1); State Board of Education, one (1) for each category; teacher and at-large and Higher Education institutions, one (1) each.

5.02 Alternates may attend meetings of NCTE at times other than when serving as an official delegate but under such circumstances shall not have voting privileges. When not replacing an official delegate, expenses of alternates in attendance are ineligible for state reimbursement.

6.00 METHOD OF SELECTING MEMBERS AND ALTERNATES.
Nominations for members and alternates shall be submitted to the Executive Committee of NCTE by April 1 each year, which shall review the nominees to determine if a reasonably balanced representation has been achieved as described in Section 4.00. If necessary the Executive Committee will ask a nominating group to modify its list so that the balance can be created. The Executive Committee shall submit the final list of nominees to the Commissioner of Education for placement on the May agenda for State Board action.

When NCTE members, who serve because of elected or appointed positions, are no longer in that position, they shall immediately resign from the NCTE. The Executive Committee will ask the nominating group or institution for an immediate replacement. Interim replacements made after the annual State Board of Education approval will be nominated by NDE staff and approved by the State Board of Education.

7.00 LENGTH OF TERM.
One-fourth of the representatives from the School Governance and the Teachers categories shall be appointed each year and shall serve a term of four years. Each at-large member, appointed by the Board, shall serve a term of four years. Representatives of Higher Education and the Department of Education serve as a function of office or position and shall be appointed

annually. The representatives of the PTA and NCAPE shall each serve a one year term and shall be appointed annually.

8.00 OFFICERS.
NCTE officers shall consist of President and President-Elect, who shall serve for a term of two years. Nominations for President-Elect shall be presented at the spring meeting of odd numbered years, and elected by the membership of NCTE at the summer meeting. The President-Elect shall serve two years as President-Elect and two years as President. The President and President-Elect shall assume office August 1 of the odd numbered years. A representative of the Nebraska Department of Education or his/her designee shall serve as the recording secretary in a non-voting capacity.

The President and President-Elect shall be representative of different membership groups, i.e., Governance, Higher Education, Teachers.

The President and/or President-Elect, or the President's designee, shall serve as the presiding officer of NCTE and liaison to the Board.

9.00 EXECUTIVE COMMITTEE.
The President, President-Elect, Chairpersons of the Standing Committees, and the two NDE representatives shall constitute the Executive Committee. In the event that any of the following groups: Governance, Higher Education, or Teachers are not represented on the Executive Committee by virtue of office or serving on a Standing Committee, the Executive Committee shall appoint a representative of that unrepresented group to serve for a one-year term.

9.01 Duties. The duties of the Executive Committee shall include the following:

9.01A Meet at least thirty (30) days prior to each regular meeting of the NCTE to prepare an agenda.

9.01B Provide guidance and leadership in conducting the business of NCTE.

9.01C Establish and publish tentative dates and locations for regular meetings two years in advance.

9.01D Coordinate the work of the Standing Committees and *ad hoc* committees.

9.01E Review the list of nominees and alternates for appointment to NCTE as provided under the provisions governing membership (Section 6.00) and transmit a final list of nominees to the Commissioner of Education for Board action. The Executive Committee is responsible for determining reasonable balance in the NCTE as described in Section 4.00. If necessary the Executive Committee shall ask a submitting group to modify its list so that the balance is forthcoming.

9.01F Appoint a nominating committee of three members: one each from school governance, higher education, and teacher delegates who shall seek candidates for the office of President-Elect. This committee will prepare a slate of nominees to be presented at the March meeting of the odd numbered years and voted on at the June meeting. Nominations may also be made from the floor.

9.01G Appoint the President-Elect as President if the President fails to complete his/her term. The Executive Committee shall then appoint, from the membership of NCTE, an individual to fill the office of President-Elect until the office can be filled by election at the next June meeting. A nomination committee will be formed to present candidates as stated in Section 9.01F.

9.01H Appoint the President and President-Elect if both offices should simultaneously become vacant, until the offices can be filled by election at the next June meeting. A nomination committee will be formed to present candidates as stated in Section 9.01F.

9.01I Assign members of NCTE to Standing Committees of NCTE and make reassignments to fill vacancies as they occur.

9.01J Review every proposed endorsement as presented by the *ad hoc* committee chair. The Executive Committee may return the proposed endorsement to the *ad hoc* committee with recommendations for modification, make minor changes in the proposed endorsement with the approval of the *ad hoc* committee chair, and/or forward it to the appropriate Standing Committee. If the *ad hoc* committee re-presents the proposed endorsement unchanged at the next Executive Committee meeting, the Executive Committee will forward the proposed endorsement with their recommendations to the appropriate Standing Committee.

9.01K Review every proposed endorsement as presented by the *ad hoc* committee chair for requests to change the number of semester credit hours, grade levels, and undergraduate or graduate status. Any changes in these three areas must be approved by the Executive Committee.

9.01L Provide orientation at the October meeting for all new members, including alternates, on the structure, responsibilities, and procedures of the NCTE.

9.01M Initiate, receive, and/or evaluate proposals for new endorsements. The Executive Committee will refer any proposed new endorsement to the appropriate Standing Committee along with a recommendation for action and rationale. The Standing Committee, after appropriate deliberation, will add its recommendation and rationale and forward the matter to the full Council for action. The full Council will decide whether such a proposed endorsement shall be recommended for addition to Rule 24. If the Council decides favorably, an *ad hoc* committee will be set up under the normal procedures and the customary hearings and decisions will ensue.

9.01N
The Executive Committee may initiate, receive and/or evaluate proposals for endorsement revisions and will refer those proposals to the appropriate *ad hoc* or Standing Committee. The *ad hoc* or Standing Committee, after deliberation, will provide a recommendation to the full Council for action. The full Council will decide whether a proposed endorsement revision shall be considered for inclusion in Rule 24. The Council may direct that an *ad hoc* committee be set up as provided in Section 17.

9.01O Act on behalf of the full Council when there is a need for a decision which cannot be postponed to a subsequent regular meeting of the full Council. The Executive Committee may make a decision on any topic except to reverse a recent decision of the Council. When such action is taken, a report will be made to the membership at the next regular meeting.

10.00 STANDING COMMITTEE OFFICERS.

During the Spring meeting of each even numbered year, each Standing Committee, from its membership, shall elect a Chairperson, Vice Chairperson, and Secretary who shall serve for a term of two years. The officers may be re-elected once. Succeeding officers for each position must be elected from a different representational group. The term shall begin August 1st of the same year. In the event of a resignation or vacancy, the Standing Committee shall elect a successor at the next regularly scheduled meeting. Such officers shall perform the usual duties assigned to that office.

Chairpersons of the Standing Committees will present their proposed agendas at the Executive Committee prior to each regular meeting of the Council.

The Secretary shall provide a copy of the minutes to NDE within 14 days of the meeting for inclusion in the published minutes of the Council.

11.00 STANDING COMMITTEES.

There shall be three Standing Committees with membership drawn from the members of NCTE. The duties and membership by categories of each of the Standing Committees are stated below.

11.00A Committee on Certification Standards.

11.00A1 The Committee shall conduct periodic review of the teacher, and administrator certification requirements, as well as the special services certificate requirements, Rule 21, and shall recommend changes to NCTE for consideration and adoption. Such recommendations, when approved, shall constitute recommendations to the Board for revision in Rule 21.

11.00A2 The Committee shall deliberate and make recommendations to the full Council on such special issues as assigned to it by the President.

11.00A3 Membership on the Committee shall consist of one-third of the NCTE membership, and shall include approximately an equal number of representatives from Higher Education, Governance, and Teachers; one representative from the Nebraska Department of Education and one At-Large member.

11.00B Committee on Undergraduate Endorsements.

11.00B1 The Committee shall review the requirements for each undergraduate endorsement at least every seven years and shall recommend revisions in such requirements to the full Council. Action taken by the full Council shall constitute a recommendation to the Board. The committee in conducting such reviews shall utilize the expertise of *ad hoc* committees which shall meet the

requirements set forth under Section 17.00, "*Ad Hoc* Committee Guidelines, Responsibilities, and Procedures."

11.00B2 The Committee will publish a tentative seven-year calendar of anticipated endorsement reviews.

11.00B3 The Committee will seek the names and addresses of appropriate persons to serve on the *ad hoc* committees according to the categories stipulated in the *Ad Hoc* Committee Guidelines. Such names will be submitted to the Nebraska Department of Education who will create a balanced *ad hoc* committee according to the guidelines in Section 17.00.

11.00B4 The Committee shall deliberate and make recommendations to the full Council on such special issues as assigned to it by the President.

11.00B5 If, in the opinion of the Executive Committee, extra meetings of the Undergraduate Committee need to occur in order to process the endorsements in an expeditious manner, special meetings may be called. In such cases, the State of Nebraska will cover the usual expenses as described in Section 16.00.

11.00B6 Membership on the Committee shall consist of one-third of the NCTE membership, and shall include approximately an equal number of representatives from Higher Education, Governance, and Teachers; the representative from PTA and one At-Large member.

11.00C The Committee on Graduate Endorsements.

11.00C1 The Committee shall review the requirements for each graduate endorsement every seven years and shall recommend revisions in such requirements to the full Council. Action taken by the full Council shall constitute a recommendation to the State Board. The Committee in conducting such reviews shall utilize the expertise of *ad hoc* committees which shall meet the requirements set forth under section 17.00.

11.00C2 The Committee shall prepare and publish a tentative, seven -year calendar identifying which graduate endorsements will be reviewed in subsequent years.

11.00C3 The Committee will seek the names and addresses of appropriate persons to serve on the *ad hoc* committees according to the categories stipulated in the *Ad Hoc* Committee Guidelines. Such names will be submitted to the Nebraska Department of Education who will create a balanced *ad hoc* committee according to the guidelines in Section 17.00.

11.00C4 The Committee shall deliberate and make recommendations to the full Council on such special issues as assigned to it by the President.

11.00C5 Membership on the Committee shall consist of one-third of the NCTE membership, and shall include approximately an equal number of representatives from Higher Education, Governance, and Teachers; and one representative from the Nebraska Department of Education.

12.00 COLLEGE APPROVAL.

The full Council shall act as a committee of the whole to recommend college approval. Using the standards adopted by the Board for approval of teacher, counselor, administrative, and special services preparation programs, the Department of Education shall schedule and provide for visitations of the professional preparation programs in Nebraska engaged in preparing persons for state certification. The visitation teams will be drawn from persons who have had Nebraska NCATE training, and at least one person shall serve on both of the State and NCATE (if applicable) teams.

A. The number of persons serving on State visitation teams will be determined by the size of the institution. The number of persons serving on the folio review teams will depend on the number of institutions being reviewed at that time.

B. Persons nominated to serve on visitation or review teams will submit to NDE their areas of expertise and/or areas which they have previously evaluated as part of a college program approval visitation team.

C. Persons selected to serve on visitation teams must verify that they do not have a conflict of interest with that institution. (See Appendix A.)

D. The NCTE Executive Committee shall provide NCATE training for the Council membership at least once every three (3) to five (5) years.

E. The Commissioner, or his/her designee, shall appoint the Chairperson for each visitation team. The Chairperson of each visitation team shall report to the NCTE and to NDE pursuant to its regulations, the results of the visitation. Recommendations for approval or non-approval shall be made to the unit head of the institution. The unit head, or his/her designee, shall be afforded an opportunity to respond to a visitation report before a recommendation is made by the full Council to the Department of Education.

F. The opportunity to respond/rejoin will be provided at a meeting of the NCTE. The rejoinder will be made to the Executive Committee, which will meet prior to the commencement of the morning business meeting. A recommendation for action by the NCTE will be made by the Executive Committee during the afternoon business meeting.

G. The President of the NCTE shall forward NCTE recommendations to the Commissioner of Education for State Board of Education action. A copy of the final recommendation shall also be forwarded to the unit head of the institution under review.

H. The NDE shall make arrangements for revisits where necessary. Revisits will be conducted by a committee that includes members of the original visitation team. Reports of revisits and subsequent recommendations will follow the procedures established in Section 12.00.

13.00 MEETINGS OF NCTE

There shall be three regular meetings of NCTE – one during the fall, one during the spring, and one during the summer. Meetings of the NCTE, with the exception of college visitations, shall be subject to the open meetings law and public notice of said meetings shall be made by NDE.

Special meetings of the Council may be called by the President when authorized by the Executive Committee and approved by the Commissioner of Education.

14.00 VISITORS COMMENT PERIOD

In conjunction with each meeting of NCTE, there shall be a visitors' comment period at which time those members of the public wishing to address NCTE shall have an opportunity to do so, subject to procedures adopted by NCTE. The presiding officer shall have the right to limit discussion in order to facilitate the work of NCTE.

In conjunction with debate on specific recommendations being considered by NCTE, the Chairperson of a Standing Committee or the President may request that a non-member be allowed to address the membership regarding that issue. The request shall be granted unless there is an objection. In such event, the non-member shall be granted speaking privileges only by an affirmative vote of a majority of the membership present.

15.00 AMENDMENTS TO THESE ORGANIZATIONAL POLICIES.

These Organizational Policies may be recommended for changes by majority vote of the membership present provided that such recommended changes shall have been provided to the membership at least 30 days prior to the date of the business meeting at which a vote to amend is taken. The NCTE President, or his/her designee, shall present the recommendations to the State Board of Education. Such recommended changes shall become effective when approved by the State Board of Education.

16.00 EXPENSES.

Expenses for Program Reviews, Approval Visits; NCTE, Executive Committee, Task Force, and *ad hoc* committee meetings; and NCTE member expenses (including alternates when serving as official delegates) for such meetings shall be borne by the State of Nebraska in accordance with state approved expense guidelines.

Members of *ad hoc* committees will be reimbursed for expenses by the State of Nebraska in accordance with state approved expense guidelines. School districts may be reimbursed for the cost of a substitute for teachers serving on *ad hoc* committees.

AD HOC COMMITTEE
GUIDELINES, RESPONSIBILITIES, AND PROCEDURES

17.00 The *ad hoc* committee membership is selected to give representation to professional teacher educators; scholars in the field; professional pre-school, elementary, middle grades, and/or secondary teachers; the general public; administrators; the Nebraska Department of Education; and either the Undergraduate or Graduate Committee of the Nebraska Council on Teacher Education. Members are also selected to reflect balanced representation with regard to geographic location and state board district, gender, ethnicity, grade level, academic subject area, and school enrollment size.

> 17.01 It is the responsibility of the *ad hoc* committee to review and update the criteria for endorsement in the specified area, such that teacher, administrator, and special services educator requirements reflect the best of current knowledge and are responsive to special needs in Nebraska.
>
> 17.02 Chairs. Chairs of the *ad hoc* committees shall be appointed by a committee consisting of the Chair of the Undergraduate or Graduate Committee (whichever is

applicable), a NDE representative , the NDE Team Leader responsible for the specific area, and the NDE designee who is responsible for consultation with the *ad hoc* committees.

17.03 Membership. The membership of an *ad hoc* committee responsible for recommending criteria for a specific undergraduate or graduate endorsement shall be kept as small as possible and yet fulfill the representational requirements as described below. The *ad hoc* committee shall include:

17.03A three (3) practitioners currently endorsed and employed in approved or accredited public or private schools in the endorsement area under consideration.

17.03B at least two (2) faculty members from a college or department of education who are teaching professional education courses at an approved professional training institution.

17.03C two (2) specialists in the area which might include academic college professors, learned society officers, or persons drawn from related professions.

17.03D two (2) teachers currently employed and endorsed in approved or accredited public or private schools at the grade levels and/or subject matter under consideration.

17.03E two (2) school administrators currently employed in approved or accredited public or private schools at the grade levels under consideration. At least one of the administrators must represent District Classes 2 or 3.

17.03F one (1) person representing the general public, e.g., PTA member or a school board member.

17.03G one (1) member (or official alternate) of the Undergraduate or Graduate Committee, whichever is applicable.

17.03H one (1) representative from the Nebraska Department of Education.

17.03I additional representatives if it is a field endorsement, such as language arts, natural sciences, physical sciences, social sciences, or health and physical education, so that each subject of the field is represented by either a teacher or member of higher education.

17.03J additional approved or accredited public or private school practitioners or higher education faculty members to equalize the representation between these two groups.

17.03K the Nebraska Department of Education designee, who will be a non-voting member and serve as a consultant for the *ad hoc* committee.

17.04 Procedures.

17.04A Review current Nebraska endorsement requirements for the specific area.

17.04B Review guidelines from other regulating bodies such as learned societies, the National Council for the Accreditation of Teacher Education, the National Council for Teachers of Mathematics, Nebraska Frameworks, Nebraska K-12 Content Standards and the National Board for Professional Teaching Standards.

17.04C Review Nebraska and national supply and demand data.

17.04D Review current trends and research for teacher preparation in the specified areas.

17.04E Determine if there is a need to continue preparation in the endorsement area.

17.04F Act as liaison persons between *ad hoc* committee deliberations and the groups they represent.

17.04G Rule 24 Format:

17.04G1 Use the numbering system currently in Rule 24.

17.04G2 Line A specifies grade levels for the endorsement.

17.04G3 Line B specifies endorsement type.

17.04G4 Line C specifies "Persons with this endorsement may teach. . . in grades . . . through grade . . . ." Do not list the classes.

17.04G5 Line D specifies academic requirements. For example, "This endorsement shall require a minimum of . . . semester hours."

17.04G6 Line E specifies the responsibilities of the teacher preparation institution.

17.04H Guidelines Format: The Guidelines shall delineate the performance standards for the endorsement area.

17.04I At the request of the Executive Committee or after the proposed endorsement is completed to the satisfaction of the *ad hoc* committee members, the chair of the *ad hoc* committee or appropriate representative will present the proposed endorsement to the NCTE membership and appropriate Standing Committee for review and subsequent approval.

17.04I1 The chair of the *ad hoc* committee or the individual(s) requesting consideration of an endorsement revision will present the endorsement (Rule 24 and Guidelines) to the Executive Committee for review.

17.04I2 The NCTE normally meets three times a year: October, March and June. The procedure for moving endorsements through NCTE is to present the proposed endorsement for a first reading during the 1st general session of a full Council meeting. The second reading will be during the Standing Committee meeting, immediately following the 1st general session. The Standing Committee will deliberate the proposed endorsement or proposed revision and bring a recommendation to the full Council during the second general session. The Standing Committee may recommend revisions/changes and that the endorsement remain in second reading status until the next regularly scheduled NCTE meeting or that it move to third (final) reading at the next regularly scheduled NCTE meeting.

17.04I2a First Hearing. The proposed endorsement (Rule 24 and Guidelines) is presented to the full Council at the morning session and to either the Graduate or Undergraduate Committee (whichever is applicable) for second reading immediately following the morning session of the full Council. The *ad hoc* committee chair or the individual(s) proposing a revision presents the proposed endorsement and addresses all changes and rationale. The proposed endorsement or proposed endorsement revision (including names of the *ad hoc* committee members, if applicable) will have been distributed to the NCTE membership at least 30 days prior to the meeting.

17.04I2b Second Hearing.
The *ad hoc* committee chair or the individual(s) proposing a revision presents the proposed endorsement and addresses questions/concerns during the Standing Committee meetings immediately following the 1st general session of the NCTE meeting. After discussion, the Standing Committees may request changes before the next regularly scheduled NCTE meeting. If major changes are needed before the Standing Committees will approve the endorsement, it is usually sent back to the appropriate committee. However, the appropriate Standing Committee reserves the right to make any and all final changes before presentation to the full Council. The Standing Committee may accept the proposed endorsement at this second reading if no changes are needed and recommend that the proposal move to third and final reading at the next NCTE meeting.

17.04I2c Presentation to the full Council. The proposed endorsement (Rule 24 and Guidelines) with the approval of the Standing Committee is presented to the full Council by the Chair of the Standing Committee. Copies of the endorsement will have been distributed to members of the Council 30 days prior to the meeting date. If major changes are recommended it may be sent back to the *ad hoc* committee. Substantial changes are not made without the consent of the Chair of the *ad hoc* committee.

However, the full Council reserves the right to make any and all changes before presentation to the State Board of Education.

17.04J Presentation to the State Board of Education. Both Rule 24 and the Guidelines are presented to the State Board of Education. The approval process for the Guidelines is completed with State Board approval. Rule 24 approval is completed after State Board, Attorney General, and Governor approval of the document. The State Board of Education usually opens Rule 24 and the Guidelines once a year for a public hearing, at which time those proposed endorsements which have been approved by the full Council are presented. It is advisable for the Chair of the *ad hoc* committee to be present for this meeting, but proposed endorsement(s) will be presented by the Commissioner or his/her designee. The State Board, after appropriate Hearings, will take action on the revised Rule 24 and Guidelines. They may amend any portion or approve it as presented. Upon approval of the Guidelines, they become effective when the accompanying version of the rule has been approved by the State Board. Upon Board approval of Rule 24, it is forwarded to the Attorney General's office.

17.04K Attorney General Review. The Attorney General's office will review the Rule for constitutionality, and then forward his/her comments to the Governor.

17.04L Signed by the Governor. The proposed revisions to Rule 24, upon the signature of the Governor, become effective five days after filing with the Secretary of State and are implemented by August 1 following the effective date.

17.05 Recommendations. Endorsement changes in the following categories must be approved by the NCTE Executive Committee. Therefore, requests for changes should be accompanied by extensive reasons.

17.05A number of semester hours

17.05B grade level designations

17.05C endorsement designation from an undergraduate to graduate endorsement (or vice versa).

17.06 If the *ad hoc* committee wants to create a new endorsement, not currently in Rule 24, they must make such a request to the Executive Committee of the NCTE. The Executive Committee will follow the procedures as outlined in Section 9.01M.

APPLICATION FOR MEMBERSHIP ON THE NEBRASKA COUNCIL ON TEACHER EDUCATION

The purpose of this form is to obtain general information for use in appointing members of committees, councils, and consortiums approved by the Nebraska State Board of Education. If you have recently prepared a biography or resume, please attach it to this form.

PERSONAL INFORMATION

NAME (first) (middle initial) (last)

RESIDENCE (street) (city) (zip) (county)

WORK ADDRESS (street) (city) (zip)

TELEPHONE (residence) (work)

OCCUPATION

In which Nebraska State Board of Education district do you live?_____

Please provide the following information, check all categories which you represent, and complete pages 2 and 3 of this form. Information provided in this section will assist our staff and the State Board in making selections.

Check category(ies) which you represent:

☒ Teachers

☐ At-Large Member

ADDITIONAL INFORMATION

Please provide additional supportive information about yourself and your experiences. Include membership of organizations related to this position, membership of any board, commission, council, or committee you have served in the past, honors or awards received, and other volunteer activities.

Please explain your interest in serving on the Nebraska Council on Teacher Education:

EMPLOYMENT

List employment history, beginning with current experience; include volunteer activities. A resume or additional information is optional.

EDUCATION

List schools attended (including high school), location, dates, major field of study or degree received.

REFERENCES

List names, addresses, and telephone numbers of at least three persons who may be contacted for references.

_____ _____

Signature of applicant Date

Please return by email to sharon.katt@nebraska.gov.

Questions concerning this form should be directed to Sharon Katt at 402-471-2405.

STATE STAFF USE ONLY

STATE BOARD OF EDUCATION REPRESENTATIVE AND DISTRICT

RECOMMENDING STAFF PERSON

Appointment approved at _____ State Board of Education meeting.

Appointment not approved at _____ State Board of Education meeting.