



HANDBOOK

**F o r O f f i c e r s
a n d
C o m m i t t e e
M e m b e r s**

2011 - 2012

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What is NASDTEC?

NASDTEC is the National Association of State Directors of Teacher Education and Certification. The purpose of this Association, which was founded in 1928, is to exercise leadership in matters related to the preparation and certification of professional school personnel.

State agencies and agencies in the District of Columbia, the Commonwealth of Puerto Rico, United States Territories, the United States Department of Defense Education Activity (DODEA) and governmental entities outside the United States that have major administrative responsibility for the preparation and certification of professional personnel for the schools, or for professional standards and practices relative to such personnel, may become voting members of the Association upon compliance with membership requirements set forth in the Constitution, Bylaws, and rules of the Association.

Associate membership may be applied for by organizations ineligible for voting membership and to governmental entities other than State agencies and agencies in the District of Columbia, United States Territories, and the United States Department of Defense Education Activity (DODEA), which are interested in matters relating to professional standards and practices, or the preparation or certification of professional school personnel, upon compliance with membership requirements set forth in the Constitution, Bylaws, or rules of the Association.

NASDTEC Vision, Mission and Guiding Principles

NASDTEC's VISION:

NASDTEC believes that all students should have educators who are held to high standards.

NASDTEC's MISSION:

NASDTEC is dedicated to providing leadership and support to those responsible for the preparation, certification/licensure, ethical and professional practice, and continuing professional development of educators.

GUIDING PRINCIPLES: (NASDTEC's Goals)

- ◆ **Leadership and Advocacy**
 - Provide leadership for the adoption and implementation of high standards for the selection, preparation, and assessment of candidates for certification/licensure as educators;
 - Promote linkages between standards for educators and student achievement;
 - Promote sound practices, policies, and procedures for the continued improvement of the preparation, certification/licensure, employment, and career-long development of educators;
 - Recognize the role of a variety of entities, which support or provide for preparation, certification/licensure, and career-long development of educators for service in schools.

- ◆ **Information and Dissemination**
 - Disseminate information on the use of technology and other methodologies that enhance the management of certification/licensing systems;
 - Make available current information on requirements and procedures related to the preparation and certification/licensure of educators.

- ◆ **Quality Assurance and Protection**
 - Provide policies and practices to protect students from educators who have been found unfit to practice;
 - Facilitate the mobility of certified/licensed educators.

- ◆ **Networking/Collaboration**
 - Collaborate with other constituencies involved with the preparation and certification/licensure of well-prepared school personnel committed to ensuring all students achieve at high levels;
 - Facilitate communication among entities responsible for the preparation, certification/licensure, and professional development of educators.

What Does Voting Membership in NASDTEC Provide?

1. The right to vote at general membership meetings;
2. The right to vote at regional membership meetings of the region to which the member belongs;
3. Membership in the NASDTEC Certification Clearinghouse, including the right to contribute and obtain Clearinghouse information.
The NASDTEC Clearinghouse provides for the exchange of information among the states about certificates/licenses which have been revoked or denied for cause. Participation in the Clearinghouse is the best system we have for protecting children and preventing child abusers from crossing state lines to abuse again. Being a participant can also help to protect your state from liability in a law suit. Involvement in the Clearinghouse alone justifies payment of the membership fee.
4. Participation in the Interstate Certification Agreement which facilitates movement of educators across state lines;
5. Access codes for the NASDTEC KnowledgeBase, the online publication that replaced the NASDTEC Manual in 2004. Each member jurisdiction will receive codes that can be used by anyone in the organization to access the data contained in the KnowledgeBase. Each jurisdiction also receives a set of "Information Provider" codes which allows you to edit any of the data for your jurisdiction;
5. Listing in the Membership On-Line Directory;
6. Access to the Membership On-Line Directory for your office. You will be provided with both READ ONLY and READ/WRITE access codes so you can update your record as changes take place.
7. Free subscriptions to the Communicator Newsletter, which is published several times a year.
8. Member registration fees for conferences sponsored by NASDTEC;
9. Voting membership on committees to which members have been appointed;
10. Eligibility to apply for grants administered through NASDTEC
11. Complimentary copies of new publications and other products as they become available;
12. Services of the NASDTEC office in answering questions, providing materials and helping you get the information you need.

Membership Fees and Fiscal Year

Voting Membership. The annual membership fee for voting members is \$4,000.00 (NOTE: the dues increase to \$4000 effective for FY 2010 was approved by the membership at the June 2007 Annual Meeting and confirmed during the budget balloting for the FY 2009 and FY 2010 budgets). For the convenience of the membership, the annual membership fee for an individual member may be increased at the member's request to cover additional costs relating to specific NASDTEC services or activities. The dues year is considered to be July 1 through June 30 and the annual dues are set every two years by a vote of the membership during the budget process at the annual meeting.

Associate Membership. The annual membership fee for organizations affiliating with NASDTEC as associate members is \$400.00.

Fiscal Year as of July 1, 1999: The fiscal year begins July 1 and ends June 30 of the subsequent calendar year.

Dues: The dues year begins July 1 and ends June 30 of the subsequent calendar year.

Jurisdictions are considered to be delinquent in payment of dues when the dues for the current year have not been paid by September 1 of the Fiscal Year being billed. The mailed ballot recipient (MBR) for the jurisdiction will be notified prior to that time that all NASDTEC services, including Clearinghouse access will cease as of September 30 if the account is not brought to current status. NASDTEC services will begin again when the membership becomes current.

Delinquent Accounts: For a person to serve as an officer or committee member, the state must not be delinquent in payment of dues.

NASDTEC REGIONS AND STATES WITHIN EACH REGION

REGION 1: NORTHEAST REGION

| | |
|----------------------|---------------|
| Connecticut | New Hampshire |
| Delaware | New Jersey |
| DODEA | New York |
| District Of Columbia | Ontario |
| Maine | Pennsylvania |
| Maryland | Rhode Island |
| Massachusetts | Vermont |

REGION 2 CENTRAL REGION

| | |
|-----------|--------------|
| Illinois | Nebraska |
| Indiana | North Dakota |
| Iowa | Ohio |
| Kansas | Oklahoma |
| Michigan | Oklahoma CTP |
| Minnesota | South Dakota |
| Missouri | Wisconsin |

REGION 3: SOUTHERN REGION

| | |
|-------------|----------------|
| Alabama | North Carolina |
| Arkansas | South Carolina |
| Florida | Tennessee |
| Georgia | Texas |
| Kentucky | Virginia |
| Louisiana | West Virginia |
| Mississippi | |

REGION 4: WESTERN REGION

| | |
|------------------|------------|
| Alaska | Montana |
| Alberta | Nevada |
| Arizona | New Mexico |
| British Columbia | Oregon |
| California | Utah |
| Colorado | Washington |
| Guam | Wyoming |
| Hawaii | |
| Idaho | |

**NASDTEC EXECUTIVE BOARD
2011 – 2012**

President: Victoria Chamberlain, Oregon
Vice President: Brian Devine, Massachusetts

Regional Directors:

Northeast: Marta Cambra, Vermont (2013)
Central: Pamela Coleman, Kansas (2013)
Southern: Michael Carr, Kentucky (2012)
Western: Elizabeth Keller, Montana (2012)

Standing Committee Chairs

Interstate Christina Linder, Idaho (2013)
Professional Practices Beth Myers, Iowa (2012)
Professional Preparation
and Continuing Development Frank Servedio, Arkansas (2013)
Technology David LaJeunesse, Florida (2012)

Special Committees:

Associate Members Meredith Curley, University of Phoenix (2012)
Independent Standards Boards Janet Welk, North Dakota (2012)

Staff

Executive Director: Roy Einreinhofer
Attorney: Carolyn Angelo

NASDTEC OFFICE

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NASDTEC Elected Officers and Their Duties

The officers include a President, Vice President, four Regional Directors, and the chairs of the four standing committees (Interstate, Professional Practices, and Professional Preparation and Continuing Development, and Technology) and Secretary. The committee chairs, secretary, and executive director serve as ex-officio members of the Board and have no vote. The Executive Director serves at the pleasure of the Executive Board.

Term of office

- a. Election of Regional Director is for a two year term
Elected during Regional Meetings held at the Annual Meeting
Central and Northeast elect in odd numbered years
Western and Southern elect in even numbered years
- b. The President serves a one-year term, commencing at the close of the Annual Meeting. The individual serves one year as vice president and then one year as president.
- c. Position of Vice President rotates among the various regions according to the following rotation: Northeast, Southern, Central, and Western. A candidate for Vice President is chosen during the regional meeting of the affected region held during the Annual Meeting. Any Voting Member during the NASDTEC business meeting may nominate additional candidates from that region from the floor. Elections take place as per Article IX of the Bylaws.
- d. The Secretary is an appointed position and may serve multiple one-year terms.

Time Commitment - Executive Board

The Executive Board normally holds three meetings per year. (two in addition to the one held in conjunction with the annual meeting)

Occasionally other special meetings or tele-conferences may be called.

Annual Meeting - held yearly, usually in June meets 2 days prior to

conference and meets for breakfast the last day of the conference

Regular multiple-day meetings are usually held on the weekend.

Regional Meetings - held at the Annual Meeting and as called by the Regional Directors.

Elected officers are expected to attend all meetings and to be in attendance for the full meeting time.

THINGS TO CONSIDER WHEN SELECTING A SITE FOR A NATIONAL CONFERENCE

The site should be:

- ◆ Close to a center of population
- ◆ Cost of hotel rooms and food should be reasonable
- ◆ In an area where the state or states are supportive and will help increase attendance and help support the conference in other ways.
- ◆ In or near state(s) with large number of colleges
- ◆ Where NASDTEC might get national attention and press coverage
- ◆ A city where the airport is within 30 minutes of the meeting site and where reasonable ground transportation is available from the airport to the meeting site.
- ◆ A city where air travel is facilitated by a large number of direct flights from around the country and where weather would not tend to be a problem for travelers.

The evaluations that we collect at the end of each of our conferences provides us with the following information about site selection:

- ◆ The destination should be easy to get to. That translates into good air connections and good ground transportation from the airport to the meeting site. There is no great opposition to holding the meeting at a resort as long as transportation is neither too costly nor too time consuming.
- ◆ The most popular sites (each gathering 31% of the total responses) are hotels in a major city or resorts that are not too far from a major airport. This, again, addresses the issue of travel time, cost, and ease. Another factor to consider is the proximity to the meeting site of a good number of restaurants of various types and price ranges within walking distance of the meeting site.

COMMITTEES

Executive Board: The Board is composed of the elected Officers of NASDTEC and the chairs of the four standing committees. The executive director, recording secretary, and corporate counsel serve as ex-officio members. Only the six elected officers may cast votes.

Interstate Certification Agreement Committee: This committee is responsible for the oversight of the Interstate Certification Agreement.

Professional Practices Committee: This committee is responsible for the oversight of the NASDTEC Educator Identification Clearinghouse, including the development of proposals for governance and operation of the NASDTEC Educator Information Clearinghouse, the development of model laws and rules relating to professional practices, and other activities relating to the improvement of professional practices among the various NASDTEC member jurisdictions. The Committee is also responsible for the conference agenda for the annual Professional Practices Institute.

Professional Preparation and Continuing Development Committee: This committee has the responsibility to oversee issues dealing with teacher preparation and continuing development. For the immediate future the committee will be heavily involved in the Troops to Teachers Mobility Study.

Technology Committee: This committee was created in 2003 and has the responsibility for providing leadership and guidance to the Association in technological areas. Its first project, the NASDTEC KnowledgeBase, involved moving the NASDTEC Manual from the printed version to an Internet-based publication bringing it to a higher level of usefulness. The Committee will continue to serve the membership by searching for ways in which services can be provided through the utilization of available technology.

Ad Hoc Committees: These committees are formed to address short-term issues, which may arise, whether on a periodic basis or on a one-time basis to meet a special need. Ad hoc committees are formed by the Executive Board with such leadership, membership, and purposes as the Executive Board may deem appropriate.

In FY 2009 it was decided to form an ad hoc Associate Members Committee to give a voice to the many associates and to help make our conferences and meetings more valuable to them. At the 2009 Annual Meeting a decision was made to form a second ad hoc committee, one that would serve the Independent Standards Boards. Both ad hoc committees held meetings at the conference. At the June 2010 Annual Meeting, both of these committees were reclassified as Special Committees after the Bylaws were amended to set up this new classification.

NASDTEC COMMITTEE MEMBERS

STANDING COMMITTEES:

Interstate Agreement Committee

Susan Helbert, Kansas (2012)
Christina Linder, Idaho (2013) Chair
Joanne Erickson, Maryland (2013)
Lori Wiggins, West Virginia (2012)
Bonnie Copeland, Walden University (2012)

Professional Practices Committee

Beth Myers, Iowa (2012) Chair
Marian Lambeth, Florida (2012)
Patricia Truman, Alaska (2013)
Larissa Grenier, Vermont (2013)
Troy Hutchings, Northern Arizona University (2012)

Professional Preparation and Continuing Development Committee

Nancy Pugliese, Connecticut (2012)
Frank Servedio, Arkansas (2011) Chair
Flora Jenkins, Michigan (2011)
Jerry Barbee, Nevada (2012)
Rebecca Lodewyck, University of Phoenix

Technology Committee

David LaJeunesse, Florida (2012) Chair
Cynthia Lackey, Idaho (2012)
Barbara Seifert, Pennsylvania (2013)
Rusty Rosenkoetter, Missouri (2013)
Conna Bral, University of Phoenix (2012)
Mark Pevey, Georgia
Patty Wohl, California
Shirley Wilson, University of Alabama, Birmingham
Stan Wall, Oregon

Years indicate expiration of the term on the committee. Chairmanships are one-year appointments made by the president.

At our annual meeting in June, 2010, a new class of committee was established, the Special Committee. These committees will have a specific purpose and the chair of the committee may be invited to be an exofficio member of the Executive Board.

SPECIAL COMMITTEES:

Associate Members Committee

Meredith Curley, University of Phoenix, Arizona Chair
Kelly Ryan, Jacksonville State University, Alabama
Pamela Barnes, Southeast Missouri State University, Missouri
Sharyn Boornazian, Lesley University, Massachusetts

Independent Standards Board

National Independent Educator Standards Board (NIESBA)

Janet Welk, North Dakota (2012) Chair
Phillip Rogers, Kentucky Vice Chair
Jennifer Wallace, Washington, Member-at-large

NASDTEC POLICIES

NASDTEC Policy on Sponsored Events

- ◆ Companies are allowed to sponsor events such as breaks, meal functions, NASDTEC receptions, and other appropriate social/cultural events at annual or regional meetings and conferences. Notice in the program book, on the conference website, and/or signage at the event is appropriate recognition for sponsorships.
- ◆ Solicitation of such sponsorship should be in an open manner so that all vendors are treated fairly and equitably.

NASDTEC Policy on Copyrights

If a NASDTEC committee or contractor prepares materials in an electronic, print, or other format, and the materials appear to have reasonable potential for publication, sale, or distribution in any format, or for inclusion in other materials which may be published, sold, or distributed, then the materials shall be prominently marked on the front page, cover, or first screen as follows:

© [year] National Association of State Directors of Teacher Education and Certification

The copyright notice shall be included on all working drafts and copies prepared for limited distribution to NASDTEC members or NASDTEC conference participants. If more extensive distribution is planned, then formal copyright protection shall be obtained.

The Executive Board must approve exceptions to this policy.

NASDTEC Policy on Advanced Payments

As a service to its members, NASDTEC may accept payments to an Advance Payment Account from which the depositing member may draw to pay for travel, NASDTEC materials, services, and dues.

The Advance Payment Account shall be held apart from other NASDTEC accounts, and its funds may not be used for purposes other than those designated by depositors.

A handling fee of 5%, or such higher amount as may be agreed by NASDTEC and the depositor based upon anticipated account activity or special services requested by the depositor, shall be assessed against each payment into the Advance Payment Account. The handling fee and any interest earned on the Advance Payment Account shall be transferred to NASDTEC's Operations Account and used for official NASDTEC purposes.

Funds deposited into the Advance Payment Account shall remain in the account until withdrawn by the member. An accounting of Advance Payment Account balances shall be provided to each depositor at the close of each fiscal year, and at other times upon request.

Reimbursement for Authorized Expenses:

NASDTEC members are not compensated for services provided to the organization, and are responsible for their own expenses when engaging in NASDTEC business. Nevertheless, within the limits of the approved budget, the Executive Board may authorize reimbursement of expenses for members or other persons who are required to travel in connection with official assignments on behalf of NASDTEC, subject to the following limits and conditions:

Lodging: NASDTEC will reimburse the full cost of a single room for each person for any overnight stay required for NASDTEC business. Incidental expenses are the responsibility of the traveler. The reservation must be made or authorized by the Executive Director. Lodging shall not be paid for the night before a meeting or activity that begins after 12:00 noon, or for the night following a meeting or activity which concludes by 12:00 noon, unless additional lodging will result in a net savings in total transportation costs including airfare. Exceptional cases may be approved in advance by the Executive Director.

Ground Transportation: NASDTEC will reimburse the full cost of commercial ground transportation between the person's home and the airport, and the airport and the meeting site, as well as necessary transportation in the city where a meeting is held. Use of a personal vehicle shall be reimbursed at the current federal rate, together with parking fees and tolls. Travelers are urged to use shuttles, hotel shuttles, and similar transportation when and where available.

Air Transportation: NASDTEC will reimburse the full cost of an advance-purchase coach fare for approved round-trip transportation by air for each person. Reservations must be made at least four weeks in advance using the lowest fare reasonably available, and may be made through the NASDTEC designated travel agency (Classic Connections, Seattle, WA 206/547-7300). Excess costs shall be the responsibility of the traveler unless exceptional circumstances warrant special authorization by the Executive Director.

Ground Transportation in Lieu of Air Travel: NASDTEC will reimburse the actual cost of ground travel, together with any additional required lodging, not to exceed the cost of the otherwise applicable round-trip advance-purchase ticket airfare. "Actual cost of ground travel" using a private automobile will be computed at the current US Government per mile rate over the shortest major highway route between the cities in question. The rate will be published on the Expense Report form annually.

Meals: NASDTEC will pay, in lieu of reimbursement for actual meal costs, \$1.50 for each hour that a person is required to be away from home while travelling on approved NASDTEC business. If a traveler uses ground transportation instead of air, payment shall be computed using the lesser of the actual hours or the hours which the traveler would have been absent from home had the person traveled by air. No deduction shall be made for meals provided to meeting participants.

Additional Assistance for Persons with Special Needs: NASDTEC encourages persons with special needs to participate as members of boards and committees. Travelers with special needs may, with the approval of the Executive Director, receive up to \$500.00 additional reimbursement per trip for actual costs, not reasonably payable from other sources, arising from the special need.

Submitting Claims: All claims for reimbursement shall be made using the standard NASDTEC travel reimbursement form, a copy of which is enclosed for your use. You may copy the form or ask the NASDTEC office to forward copies to you. The form must be submitted to the Executive Director of NASDTEC within 30 days after completion of a trip, together with receipts for airfare, parking, ground transportation, lodging, and special needs.

NASDTEC Policy on Attendance at Meetings by Officers and Committee Members

Persons elected or appointed to positions within NASDTEC are selected to represent specific areas of membership or to provide specific expertise. Failure of such a person to subsequently attend scheduled meetings deprives the organizations and, by extension, the members of NASDTEC, of the representation or expertise which that person was to provide. In order to protect NASDTEC against the loss of representation or expertise which results from repeated absences, failure to attend two consecutive scheduled meetings shall be equivalent to resignation from office or committee membership, and the Executive Director of NASDTEC shall immediately notify the appointing authority that a vacancy exists. Appointments to fill vacancies in elective positions are made by the Executive Board. Appointments to fill committee vacancies are made by the President of NASDTEC. Notice of a scheduled meeting shall be given to affected persons not less than four weeks in advance of the meeting. A substitute may not take the place of an absent officer or committee member.

NASDTEC Policy on Background Checks

WHEREAS, NASDTEC members recognize a duty to protect school children against harms which may occur through the wrongful acts of school personnel; and

WHEREAS, NASDTEC members have found that background checks, including fingerprint checks, can be of significant help in identifying persons who should not be permitted to work with children;

NOW, THEREFORE, be it resolved and established as NASDTEC policy, that member jurisdictions develop and implement policies under which careful background checks, including fingerprint checks, will be undertaken with all persons upon application for certification or school employment.

CERTIFICATES AND AWARDS

Kinds of Awards

Honorary Membership - may be awarded in accordance with procedures set forth in the Bylaws to persons who have given exemplary service to NASDTEC or to education. See attached guidelines for nominating Honorary Members.

Certificate - Standardized form that can be customized to the occasion and signed by president and/or executive director

Plaque or other appropriate memento - to retiring president and honorary members, upon recommendation of executive board

Occasions

Retirement - Standardized certificate form, irrespective of years of service, upon recommendation of regional director and president at annual meeting or by mail

Change of position away from NASDTEC- related activity - upon recommendation of regional director and president at annual meeting or by mail

Particular service to NASDTEC - standardized certificate form upon recommendation of executive board

Other

Official of host jurisdiction in which Annual Meeting is conducted - Letter of Appreciation

For deaths - Floral arrangement or contribution of equal value to charity selected by family of former president or others whose special contributions are to be recognized.

Special - Other situations deserving of recognition as may be directed by executive director or current president

How do we find out about these situations?

Regional Directors should be attuned to developments within the region and report significant information to the Executive Board for their consideration.

NASDTEC DOCUMENT RETENTION AND DESTRUCTION POLICY

I. Purpose

This Document Retention and Destruction Policy of the National Association of State Directors of Teacher Education and Certification (NASDTEC) identifies the record retention and responsibilities of the Executive Board, Standing Committees, staff and volunteers for maintaining and documenting the storage and destruction of NASDTEC's documents and records.

II. Document Retention

NASDTEC follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time designated for the similar listed documents.

III. Governance Records includes but are not limited to:

Articles of Incorporation, Constitution, Bylaws, other organizational documents, Executive Board and Standing Committee minutes, and policies/resolutions. These records shall be retained **permanently**.

IV. Tax Records includes but are not limited to:

filed state and federal tax returns and supporting documents; IRS Application for Tax-Exempt Status (Form 1023); and IRS Determination letter. These records shall be retained **permanently**.

V. Audit Records include but are not limited to:

annual audits and financial statements and attorney contingent liability letters. These records shall be retained **permanently**.

VI. Pension, Payroll, and Benefit Records include but are not limited to:

pension plan participant/beneficiary records; actuarial reports and supporting records; salary schedules; and payroll records. These records shall be retained for **ten years**.

VII. Financial Records include but are not limited to:

business expense records; journal entries; invoices; sales records; cash or credit card receipts; bank deposit slips; bank statements; and check registers. These records shall be retained for **seven years**.

VIII. Employment Records include but are not limited to:

employee names, addresses, social security numbers, resumes, applications, job descriptions, evaluations, compensation information, dates of hire/termination/separation, disciplinary documentation, time/payroll records, and engagement and discharge correspondence. These records shall be retained for **three years**.

IX. Lease, Insurance, Contract/License Records include but are not limited to: license agreements; hotel and service agreements; independent contractor agreements; employment

agreements; consultant agreements; and all other agreements. These records shall be retained for **three years**.

X. Miscellaneous Records include but are not limited to: correspondence files; publications; and survey information. These records shall be retained for **one year**.

XII. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

XIII. Document Destruction

NASDTEC's Executive Director is responsible for the ongoing process of identifying the records that have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or litigation.

XIV. Exceptions to these rules may be granted only by the Executive Board.

NASDTEC'S CONFLICT OF INTEREST POLICY

I. Purpose

The purpose of the conflict of interest policy is to protect NASDTEC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or a voting member of the Executive Board or a Standing Committee of NASDTEC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

II. Definitions

A. Interested Person

Any officer, voting member of the Executive Board or a Standing Committee, or any member of NASDTEC with Executive Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

B. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which NASDTEC has a transaction or arrangement,

2. A compensation arrangement with NASDTEC or with any entity or individual with which NASDTEC has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NASDTEC is negotiating a transaction arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under section III, a person who has a financial interest may have a conflict of interest only if the Executive Board decides that a conflict of interest exists.

III. Procedures

A. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board considering the proposed transaction or arrangement.

NASDTEC EXECUTIVE COMPENSATION POLICY

National Association of State Directors of Teacher Education and Certification (NASDTEC) executive total compensation package, including base salary, bonuses and benefits, will be decided by NASDTEC's Executive Board. Members of the Executive Board with conflicts of interest with respect to the compensation package shall not participate in any compensation decision. NASDTEC's primary objective is to attract and retain key executive talent as well as to pay reasonable compensation for services provided by its executive staff. In order to ensure reasonable compensation, the Executive Board will review compensation comparability data for the position.

The comparability data may be based on industry surveys, use of a compensation consultant, documented compensation of persons holding similar positions in similar organizations, expert compensation studies or other comparable data.

The Executive Board will document the basis for its determination concurrently with the approval of the compensation package. The documentation will contain the terms of the approved transaction, the date approved and the comparability data that was relied on by the decision-making body.

This procedure need only be repeated each time the executive compensation package changes materially. The procedure need not be repeated for annual cost of living increases or increases set forth in any contract or agreement with the executive staff member.

NASDTEC WHISTLEBLOWER POLICY

National Association of State Directors of Teacher Education and Certification (NASDTEC) is committed to high standards of ethical, moral and legal business practices. This Whistleblower Policy of NASDTEC (1) encourages staff and members to come forward with credible information on illegal practices or serious violations of adopted policies of NASDTEC; (2) specifies that NASDTEC will protect the person from retaliation; and (3) identifies where such information can be reported.

I. Encouragement of Reporting

NASDTEC encourages complaints, reports or inquiries about illegal practices or serious violations of NASDTEC's policies, including illegal or improper conduct by NASDTEC itself, by its leadership or by others on its behalf. Appropriate subjects falling under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

II. Protection from Retaliation

NASDTEC prohibits retaliation by or on behalf of NASDTEC against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. NASDTEC reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or who otherwise abuse this policy.

III. Where to Report

Complaints, reports or inquiries may be made under this policy on a confidential basis. Complaints should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. While NASDTEC will accept anonymous complaints, concerns raised in such complaints may be more difficult to review and investigate. All complaints should be directed to NASDTEC's Executive Director or President; if both or either of those persons are implicated in the complaint, report or inquiry, it should be directed to the Vice President of NASDTEC. NASDTEC will conduct a prompt, discreet and objective review of all complaints or reports filed under this Whistleblower Policy. If so warranted by the initial review, NASDTEC will conduct a full investigation of the alleged misconduct or illegal practice.

The Doug Bates Award:

The Doug Bates Lectures (1997 – 2007) grew out of a desire to honor the legacy of an early proponent of high moral and ethical standards for America’s educators. Doug Bates was an attorney with the Utah State Office of Education and served for a number of years as the attorney for NASDTEC. In both roles, Doug was consistent and relentless in his insistence that state licensing agencies and employing school districts effectively screen applicants and monitor all educators for moral fitness.

For a number of years, NASDTEC has included workshops pertaining to professional practices for educators in the programs at its national and regional conferences. In fact, NASDTEC now sponsors a national *Professional Practices Institute* for practitioners aside from the annual conferences. After discussion at an Executive Board meeting, it was decided that NASDTEC’s annual conference should also include a formal, full session length presentation, entitled the “Doug Bates Lecture,” specifically devoted to professional practices. Speakers were chosen on the basis of their demonstrated commitment to the ideals of NASDTEC in the area of educator moral fitness. In 2008 the Doug Bates Lecture was changed to the Doug Bates Award using the same selection criterion and the award and a short presentation by the recipient is done at the Doug Bates Luncheon on Tuesday of the Annual Conference.

Selection Criteria for the Doug Bates Lecture/Award:

- 1) Membership in NASDTEC and/or affiliation with NASDTEC’s Professional Practices efforts or other noteworthy efforts in this regard;
- 2) Recognized contributions or work experience in the field of Professional Practices and educator misconduct;
- 3) Demonstrated dedication to the safety and welfare of school children;
- 4) Selection by the Professional Practices Committee with approval by the Executive Board

Doug Bates Lecturers and Conference Cities

| | | |
|------|---------------------|--------------------------|
| 1997 | Doug Bates | Savannah, Georgia |
| 1998 | Paul Longo | Rapid City, South Dakota |
| 1999 | Charles Mackey, Jr. | Santa Rosa, California |
| 2000 | Adelle Nore | Portland, Maine |
| 2001 | Martin Bates | Alexandria, Virginia |
| 2002 | Gary Jones | St. Louis, Missouri |
| 2003 | Gene Campbell | Seattle, Washington |
| 2004 | Rick Eiserman | Pittsburgh, Pennsylvania |
| 2005 | Bart Zabin | San Antonio, Texas |
| 2006 | Kathleen Richards | Minneapolis, Minnesota |
| 2007 | Ronald Stanfield | Salt Lake City, Utah |

Doug Bates Award Recipients and Conference Cities

| | | |
|------|----------------------|--------------------------|
| 2008 | Gary Walker | Providence, Rhode Island |
| 2009 | Troy Hutchings | Jacksonville, Florida |
| 2010 | Victoria Chamberlain | Indianapolis, Indiana |
| 2011 | Marian Lambeth | Sacramento, California |

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NASDTEC, 1225 Providence Road, PMB 116, Whitinsville, MA 01588

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Total Hours away from home: _____ X \$1.50 = _____

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List of Future NASDTEC Events

Fall 2011 – Professional Practices Institute (Little Rock, Arkansas)

June 2012 – Annual Meeting (Baltimore, Maryland)

Fall 2012 – Professional Practices Institute (Cincinnati, Ohio)

June 2013 – Annual Meeting (Austin, Texas)

Fall 2013 – Professional Practices Institute (Boise, Idaho)

June 2014 - Annual Meeting (Central Region)

Fall 2014 – Professional Practices Institute (Northeastern Region)

June 2015 - Annual Meeting (Western Region)

Fall 2015 – Professional Practices Institute (Southern Region)

June 2016 – Annual Meeting (Northeastern Region)

Fall 2016 – Professional Practices Institute (Central Region)

June 2017 – Annual Meeting (Southern Region)

Fall 2017 – Professional Practices Institute (Western Region)

June 2018 – Annual Meeting (Central Region)

Fall 2018 – Professional Practices Institute (Northeastern Region)

June 2019 - Annual Meeting (Western Region)

Fall 2019 – Professional Practices Institute (Southern Region)

NASDTEC Publications

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**2011-2012 Budget Goals
July 1, 2010 through June 30 2012**

1. Strengthen NASDTEC's administrative roles to carry out the Organization's Mission

Objective: Update the job description for the Executive Director and support staff. Establish criteria for selecting an Executive Director and establishing a recruiting process.

2. Establish NASDTEC's relationships with other stakeholders interested in quality educator preparation and certification.

Objective: Executive Director and NASDTEC Executive Board to meet and confer with other organizations such as AACTE, INTASC and others to build a common voice for quality educator prep.

3. Promote research related to the NASDTEC Mission.
4. Establish a model for professional educator ethics.
5. To improve communication with state affiliates and associate members.

A Committee -

Oh, give me a pity, I'm on a committee
Which means that from morning to night
We attend and amend and contend and defend
Without a conclusion in sight.

We confer and concur, we defer and demur
And re-iterate all of our thoughts
We revise the agenda with frequent addenda
And consider a load of reports.

We compose and propose, we suppose and oppose
And the points of procedure are fun!
But though various notions are brought up as motions
There's terribly little gets done.

We resolve and absolve, but never dissolve
Since it's out of the question for us.
What a shattering pity to end our committee
Where else could we make such a fuss?