

## Virtual Education Advisory Committee (VEAC)

### Meeting Information

**Date:** 2/13/19

**Location:** WDE Zoom Meeting

**Committee Members:** **Angelique Littlejohn**, Jamie Christensen, Jeff Verosky, **Katie Swistowicz**, Laurie Davis, Nancy Johnson, **Nish Goicolea**, Representative Freeman, **Richard Parker**, Senator Kost, **Shannon Siebert**, Steve Hopkins, **Tanya Sisneros**, **Zeta Anderson**  
**WDE:** Shelley Hamel, John Bole, **Kim Morrow**, Laurel Ballard, **Robin Grandpre**, **Lori Thilmany**, **Leslie Zimmerschied**

**Guests:** Bob Jensen, **Jarrod Hogue**, **Jody Rakness**, Tim Hancock

*(Names in **bold** indicate meeting attendees)*

### Agenda

1. Welcome and Introductions
2. Virtual Education Bills
  - a. [HB0025](#) Virtual Education Amendments
  - b. [HB0199](#) Virtual Education Agreements
3. School District Statement of Concern [Form](#)
4. Annual PD Requirement for Virtual Education Teachers
  - a. Required for all teachers whether employed by a school district or vendor
  - b. [PTSB](#) approved workshop
  - c. 2018-19 school year dates: 8/1/18 through 7/31/19
5. Annual Accreditation [Requirements](#)
6. Assessment Exemption [Request](#) for VE Students of Military Parents
7. Virtual Education Course Approval Survey Results
8. 2019-20 Virtual Education Program Application and Renewal [Process](#)
9. Virtual 307 [Site](#) Hard Launch 2/28/19

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## Notes

### Virtual Education Bills

- [HB0025](#) Virtual Education Amendments
  - Has passed both the Senate and the House, and is now waiting for the Governor's signature. The bill provides the following amendments to current statute:
    - Allows VE classes to be taught by postsecondary faculty members employed at a college teaching the same content area if a Wyoming certified teacher is unavailable per W.S. 21-7-303(b).
    - Allows for a district of residence to enter an agreement to maintain student membership even if the student is taking more than 50% VE classes from a virtual education provider district.
- [HB0199](#) Virtual Education Agreements
  - Has passed the House and passed the Senate Education Committee. It will go to the Senate Committee of the Whole today. The bill provides the following:
    - If there is an agreement between two districts to provide virtual education, and the teacher delivers the class from a brick and mortar setting, those districts will be excluded from the virtual education requirements.
    - The Senate Education Committee drafted an amendment to try to better define the courses that would qualify and require that some of the education be taught in person.
  - It is important to note that even if this bill is passed as is, the school district concurrent enrollment reporting requirements will be the same. Concurrent enrollment reporting was the only hardship described during district testimony at the Senate Education Committee meeting on 2/11/19 but that requirement is separate from virtual education statutes.

### School District Statement of Concern [Form](#)

- Moving forward, we are hoping that districts will use the statement of concern form that will let the VEAC know about issues so those can be vetted and recommendations can be made based on relevant rules, policy, and statutes if needed.

- To date, no one has submitted a concern for the VEAC to consider.
- The VEAC provided the following ideas beyond the WDE Superintendent’s Memo process to let school districts know about the Statement of Concern form and process:
  - Develop a one page flyer to mail to districts and distribute at regional conferences for administrators such as the Wyoming Association for School Administrators, the Wyoming School Board Association, Technology Directors, Curriculum Directors, and the Wyoming Education Association.
  - Include information about it during the WDE data collection training, especially the WDE684 and add a link to the form in the data collection guidebooks.
  - Add a link to the form on other WDE web pages such as the School Foundation page.

#### Annual PD Requirement for Virtual Education Teachers

- Required for all teachers whether employed by a school district or a vendor.
  - Some of the virtual programs already provide annual PD for online teachers that meet this requirement.
  - All VE PD must be approved by the Professional Teaching Standards Board (PSTSB) through the workshop credit registration process.
  - Nish Goicolea, the PTSB Executive Director, and other PTSB staff are willing to help districts and answer any questions regarding the request for workshop form and submitting the renewal credit.
- The [PTSB](#) request for workshop approval form is located under the “Professional Development” pages of the PTSB website.
- For the 2018-19 school year, the dates teachers must receive the seven hours of virtual education PD approved by PTSB are 8/1/18 through 7/31/19.

#### Annual Accreditation [Requirements](#)

- WDE has a new accreditation process this year and it includes virtual education requirements.
- Districts were required to submit accreditation artifacts by February 1, including artifacts pertaining to virtual education programs if applicable.
- The accreditation team will be contacting districts by March 1 with any possible accreditation assurance issues.

- Examples of VE compliance issues verified by WDE data collections that could affect accreditation:
  - A district offering VE but they didn't apply to have an approved program.
  - Districts offering VE classes that haven't been approved.
  - Teachers instructing VE classes without appropriate Wyoming certification.

#### Assessment Exemption Request for VE Students of Military Parents

- This is the process districts will follow if they have students who cannot participate in the statewide assessment due to active military parents/guardians located outside Wyoming pursuant to W.S. 21-13-330(k):
  - On the WDE [2018-2019 Assessment Resources](#) page, select [State Assessment Exemption Request \(SAER\) system](#).
  - On the [SAER](#) system, use the "Exemption Criteria: The student is placed out-of-state for the entire assessment window."
  - Submit the parent or guardian Leave and Earnings Statement, generally referred to as an LES, issued by the United States military with Wyoming designated in the "TAX, STATE" field.

#### Virtual Education Course Approval Survey Results

- A survey was sent to the 19 school districts with approved virtual education programs in the fall of 2018 to collect feedback on the VE course approval process. Only 5 districts responded.
- Based on feedback from a person stating they didn't know if their syllabus was approved when they didn't hear anything, districts now receive a message upon a syllabus submission that if after two weeks they haven't heard anything it means the syllabus has been approved.
- Both the district and the WDE have two weeks to approve or make requested edits to the syllabi.
- School districts requested the virtual education course approval process for a coming school year open before the start of the summer. As such, the 2019-20 application and course submission period was opened at the end of January 2019.

#### 2019-20 Virtual Education Program Application and Renewal [Process](#)

- The process was opened in January but the official memo hasn't yet been released.
- School districts may now submit 2019-20 syllabi for courses not yet approved, the 2019-20 WDE638 Collection, and program application or renewal documents.
- If districts have approved 2018-19 VE programs, they only need to submit the renewal form and statement of assurance.
- Programs that want to be eligible for the Distance Education Grant have to apply or renew by April 26, 2019. All other documents are due by July 31, 2019.

#### Virtual 307 [Site](#) Hard Launch

- We will do the official launch of the Virtual 307 website on national Digital Learning Day which is February 28, 2019.
- School districts will receive postal and electronic mailings with information about the amenities and function of Virtual 307.