Idaho Professional
Standards Commission

APPROVED DECEMBER 5, 2025

PROFESSIONAL STANDARDS COMMISSION (PSC) MEETING MINUTES

650 W State Street, Len B. Jordan (LBJ) Building, Boise, ID

THURSDAY, October 2, 2025

Full Commission, 9:00 am—5:00 pm, or upon conclusion of committee work, whichever is earlier

LBJ Building, Clearwaters Conference Room, Third Floor

Welcome, Announcements, and Attendance

Commission Chair Angela Gillman called the meeting to order at 9:03 AM.

Commissioners Present			
Erika Estes	Ramona Lee	Jamee Nixon	Jonelle Warnock
Melyssa Ferro	Katie Mathias	Matthew Pollard	Royal Toy
Angela Gillman	Amy McBride	Karen Pyron	
Melissa Green	Jason Moss	MeLissa Rose	

Commissioners Absent

All commissioners were in attendance.

Commission Chair Angela Gillman welcomed new commission members and introduced two Deputy Attorneys General who will be supporting the Commission. She also announced that agenda item 4, *"Ethics Initiative,"* is removed from the October 3, 2025, meeting agenda.

June 12-13, 2025, Minutes Review/Revision/Approval—Motion/Second (Pyron/Nixon)

I move to approve the minutes from the June 12-13, 2025, meeting of the Professional Standards Commission as written.

Motion Carried

Orientation: PSC Overview, Executive Committee, Open Meetings Law, Confidentiality

PSC Overview

Professional Standards Commission Coordinator Helen Henderson provided a presentation on the Idaho Professional Standards Commission (PSC). The PSC is composed of 18 representatives from across the state's educational sectors and serves as Idaho's primary body for educator ethics, certification, and professional standards. Functioning in coordination with the Idaho Department of Education's Certification and Professional Standards division, the commission operates under statutory authority granted by the State Board of Education. The PSC typically meets about five (5) times per school year to review ethics cases, conduct investigations, hold hearings through appointed panels, and make certification and disciplinary recommendations to the board. However, workload determines whether the meeting is one (1) or two (2) days and whether it is held virtually. The commission emphasizes broad statewide representation and compliance with Idaho's open meeting laws. Current efforts focus on filling commission vacancies and strengthening statewide awareness of Idaho's Code of Ethics for Professional Educators.

Deputy Attorney General Kyle Grigsby stated that commissioners must recuse themselves from voting when they have a personal relationship with a case. Deputy Attorney General Niky Robles confirmed that recusal is also required in any situation involving a conflict of interest.

Commissioner Chair Angela Gillman asked how the Commission should proceed if an error is made during a motion. Specifically, she inquired whether the correct process involves making a second motion to rescind the incorrect one, followed by a third motion to adopt the correct action. Robles clarified that if an error occurs during a motion, the Commission may proceed by amending the motion directly, rather than rescinding and reintroducing it.

Commissioner Royal Toy noted that motions may be amended repeatedly until a final version is agreed upon. Henderson responded that commissioners may call for a brief recess to seek legal counsel if clarification is needed.

Gillman asked whether the Commission could add items to the agenda during a meeting. Robles responded that no action items or topics not already listed on the agenda may be added or discussed during the meeting. However, commissioners may propose topics for inclusion on the next meeting's agenda.

Commissioner Melissa Rose noted that commissioners may submit agenda items to PSC staff up to two weeks before a meeting for inclusion. Educator Ethics Coordinator Annette Schwab confirmed that while agenda items may be skipped during a meeting, new items cannot be added.

PSC Administrator Cina Lackey announced a change to the member update agenda item. Commissioners can submit their updates, along with a prepared report, at least two weeks before each meeting for inclusion on the agenda.

Commissioner Karen Pyron requested that the presentation be added to the secure folder. Henderson confirmed this would be completed after the meeting.

Executive Committee

Ethics Program Specialist Victoria Del Toro and Ethics Coordinator Annette Schwab provided a PSC Ethics Orientation, outlining the Idaho PSC educator ethics complaint process, from filing through resolution. Per statute, the Executive Committee is tasked with making probable cause determinations. The full PSC makes all final disciplinary decisions, with the exception of final orders issued by hearing panels.

Open Meetings Law & Confidentiality

Deputy Attorney General Niky Robles provided a presentation on Idaho Open Meetings Law and the state's legal requirements for transparency in government, as well as guidance regarding confidentiality.

Robles reviewed the confidentiality agreement and expectations with commissioners, and each commissioner signed the confidentiality agreement.

Litigation Updates—Executive Session

Enter Executive Session—Motion/Second (Lee/Rose)

I move to enter into executive session, pursuant to Idaho Code § 74-206(1)(f), to communicate with legal counsel regarding the legal ramifications of and legal options for pending litigation.

Roll Call			
Erika Estes—Yes	Ramona Lee—Yes	Jamee Nixon—Yes	Jonelle Warnock—Yes
Melyssa Ferro—Yes	Katie Mathias—Yes	Matthew Pollard—Yes	Royal Toy—Yes
Angela Gillman—Yes	Amy McBride—Yes	Karen Pyron—Yes	
Melissa Green—Yes	Jason Moss—Yes	MeLissa Rose—Yes	

Motion Carried

Exit Executive Session—Motion/Second (Rose/Nixon)

I move to exit executive session.

Roll Call			
Erika Estes—Yes	Ramona Lee—Yes	Jamee Nixon—Yes	Jonelle Warnock—Yes
Melyssa Ferro—Yes	Katie Mathias—Yes	Matthew Pollard—Yes	Royal Toy—Yes
Angela Gillman—Yes	Amy McBride—Yes	Karen Pyron—Yes	
Melissa Green—Yes	Jason Moss—Yes	MeLissa Rose—Yes	

Motion Carried

Committee Work—Working Lunch

Commission Chair Angela Gillman resolved the full commission into committee work at 12:05 PM.

FRIDAY, October 3, 2025

Full Commission, 9:00 am—12:00 pm, or upon conclusion of committee work, whichever is earlier

LBJ Building, Clearwaters Conference Room, Third Floor

Welcome and Attendance

Commission Vice Chair MeLissa Rose called the meeting to order at 9:01 AM.

Commissioners Present			
Erika Estes	Ramona Lee	Jamee Nixon	Jonelle Warnock
Melyssa Ferro	Katie Mathias	Matthew Pollard	Royal Toy
Angela Gillman	Amy McBride	Karen Pyron	
Melissa Green	Jason Moss	MeLissa Rose	

Commissioners Absent

All commissioners were in attendance. One commission member had to leave early and was absent for some of the votes.

Consideration of Final Orders and Stipulations

Enter Executive Session—Motion/Second (Lee/Toy)

I move to enter into executive session, pursuant to Idaho Code § 74-206(1)(d), to consider records related to a person's fitness to retain a certificate which are exempt from public disclosure under § 74-106(9).

Roll Call			
Erika Estes—Yes	Ramona Lee—Yes	Jamee Nixon—Yes	Jonelle Warnock—Yes
Melyssa Ferro—Yes	Katie Mathias—Yes	Matthew Pollard—Yes	Royal Toy—Yes
Angela Gillman—Yes	Amy McBride—Yes	Karen Pyron—Yes	
Melissa Green—Yes	Jason Moss—Yes	MeLissa Rose—Yes	

Motion Carried

Exit Executive Session—Motion/Second (Lee/Warnock)
I move to exit executive session.

Roll Call			
Erika Estes—Yes	Ramona Lee—Yes	Jamee Nixon—Yes	Jonelle Warnock—Yes
Melyssa Ferro—Yes	Katie Mathias—Yes	Matthew Pollard—Yes	Royal Toy—Yes
Angela Gillman—Yes	Amy McBride—Yes	Karen Pyron—Yes	
Melissa Green—Yes	Jason Moss—Yes	MeLissa Rose—Yes	

Motion Carried

Deputy Attorney General Kyle Grisby presented the following final orders for consideration.

Case 22448—Motion/Second (McBride/Ferro)
In case number 22448, concerning the certificate of Jessica Lawson, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts alleged by the Chief Certification Officer as conclusions of law, and imposing Permanent Revocation of Ms. Lawson's certificate under Idaho Code §33-1208(2).

Motion Carried

Case 22450—Motion/Second (Lee/Farrow)
In case number 22450, concerning the certificate of Robert Johnsen, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts alleged by the Chief Certification Officer as conclusions of law, and imposing a letter of reprimand be issued to Mr. Johnsen.

Motion Carried

Case 22451—Motion/Second (McBride/Ferro)
In case number 22451, concerning the certificate of Robert Hannah, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint adopting any counts alleged by the Chief Certification Officer as conclusions of law, and imposing revocation of Mr. Hannah's certificate.

Motion Carried

Commissioner Royal Toy asked whether the dates for the administrative complaint were accurate. Grigsby responded that, to the best of their knowledge, the dates were accurate, though there can be some lag-time between when the default order is issued and the next PSC meeting occurs.

Gillman asked how long it typically takes to identify whether an educator's certification meets application standards. Ethics Coordinator Annette Schwab explained that this is why NASDTEC is utilized. Additionally, the educator's previous employer is contacted, and such issues are generally identified within one (1) to two (2) months.

Enter Executive Session—Motion/Second (Lee/Toy)
I move to enter into executive session, pursuant to Idaho Code § 74-206(1)(d), to consider records

related to a person's fitness to retain a certificate which are exempt from public disclosure under § 74-106(9).

Roll Call			
Erika Estes—Yes	Ramona Lee—Yes	Jamee Nixon—Yes	Jonelle Warnock—Yes
Melyssa Ferro—Yes	Katie Mathias—Yes	Matthew Pollard—Yes	Royal Toy—Yes
Angela Gillman—Yes	Amy McBride—Yes	Karen Pyron—Yes	
Melissa Green—Yes	Jason Moss—Yes	MeLissa Rose—Absent	

Motion Carried

Exit Executive Session—Motion/Second (Lee/Warnock)
I move to exit executive session.

Roll Call			
Erika Estes—Yes	Ramona Lee—Yes	Jamee Nixon—Yes	Jonelle Warnock—Yes
Melyssa Ferro—Yes	Katie Mathias—Yes	Matthew Pollard—Yes	Royal Toy—Yes
Angela Gillman—Yes	Amy McBride—Yes	Karen Pyron—Yes	
Melissa Green—Yes	Jason Moss—Yes	MeLissa Rose—Absent	

Motion Carried

Deputy Attorney General Kyle Grisby presented the following stipulations for consideration.

Case 22452—Motion/Second (Lee/Nixon)
In case number 22452, concerning the certificate of William Morris, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Motion Carried

Commissioner MeLissa Rose asked for clarification on consent orders. Ethics Coordinator Annette Schwab explained that it is what officially enacts the order and until someone signs the consent order, the discipline is not valid. Grisby noted that the stipulation would also be invalid until the consent order is signed.

Deputy Attorney General Niky Robles encouraged commissioners to continue to ask questions because they are entitled to amend stipulations and disciplinary actions, provided they are fully informed. If commissioners feel inclined, they have the power to suggest alternate discipline.

Case 22453—Motion/Second (McBride/Farrow)
In case number 22453, concerning the certificate of Tara Handy, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Motion Carried

Case 22502—Motion/Second (Warnock/Toy)
In case number 22502, concerning the certificate of Amanda Beeler, I move that the Professional

Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Motion Carried

PSC Administrative Report—APPENDIX A
Professional Standards Commission Administrator Cina Lackey provided a report.

Office of the State Board Report—APPENDIX B
Policy Director at the Office of the State Board Alison Henken provided a report.

Executive Committee Report—APPENDIX C
Commission Chair Gillman provided a report.

Travel Reimbursement Form Review
Professional Standards Commission Secretary Crystal Snyder provided a review of the form.

Adjourn
Meeting adjourned at 12:00 PM.

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APPENDIX A
PSC Administrative Report – Friday, October 3, 2025

1) **PSC Annual Report**
   Available in SFTP
   Will go to the State Board of Education at their October 15-16 meeting

2) **PSC Recommendation to State Board of Education -** State Board of Education meeting - August 20, 2025, Consent Agenda Items
   2003
   - Adoption of Praxis assessment 5589 Middle School Social Studies, with a multi-state qualifying score of 149, to replace expiring assessment 5089 Middle School Social Studies
     Adoption of 5758 ParaPathways: Reading and Writing, with a multi-state qualifying score of 332, to replace expiring assessment 1755 ParaPro Assessment
     Adoption of 5759 ParaPathways: Mathematics, with a multi-state qualifying score of 334, to replace expiring assessment 1755 ParaPro Assssment.
   - IACTE Content Knowledge Portfolio Assessment for Certain Idaho Educator Preparation Providers
   - PSC Nominations - Melyssa Ferro, Jason Moss

3) **2025-2026 SY – 246 Total Alternative Authorizations and 0 Emergency Provisionals approved to date**

   17 Provisional Certificate Application(s) will be considered at the State Board meeting on October 15, 2025. The totals below reflect the number of alternative authorizations approved so far for the 2025-2026 SY.

   - 91 Alternative Authorizations – Content Specialist
   - 9 Alternative Authorizations – Teacher to New Certificate
   - 119 Alternative Authorizations – Teacher to New Endorsement
   - 16 Alternative Authorizations – Pupil Service Staff
   - 2 CTE Alternative Authorizations – Content Specialist
   - 8 CTE Alternative Authorizations – Teacher to New Endorsements
   - 1 CTE Alternative Authorizations – Teacher to New Certificates

4) **Lifetime Certificate**
   - Webpage**:** https://sde.idaho.gov/about-us/departments/educator-certification/apply-for-educator-certification/lifetime-certificate/
   - Must have 25 years of certified experience
   - Application accepted at time of renewal, must meet the renewal requirements

5) Update on the Ethics Initiative

- Please share the Ethics Initiative website with colleagues, and your stakeholder group: https://www.sde.idaho.gov/cert-psc/psc/ethics-initiative/
- Reminder: ProEthica vouchers can be provided to PSC members upon request – for individual use only.
- Information regarding the ProEthica opportunity was put in the Weekly Newsletter and a media release was created and shared.
- ProEthica: as of September 26, 2025, there has been a 25% participation rate.

Idaho State Board of Education

APPENDIX B
Office of the Idaho State Board of Education
Report to the Professional Standards Commission

Date: October 3, 2025

1. Staffing Changes at the Office of the State Board of Education
    i. Katie Shoup shifted her role and is now the Chief Educator Officer for the Division of Career Technical Education
    ii. Alison Henken, Policy Director, now the Board's representative at PSC meetings
2. State Mandated Annual Evaluation Review
    i. Selected administrators will be notified this July via email
3. CSI Educator Preparation Program Review
    i. First review using the new program review process
    ii. Desk review was done in person earlier this month
4. Rural and Underserved Educator Incentive Program
    i. Application window closed on September 30
    ii. Currently have just under 300 applications; hope to award all 250 awards for Cohort 4

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APPENDIX C
Executive Committee Meeting

650 W State Street, Boise; Lewis & Clark Conference Room, Second Floor

Thursday, October 2, 2025

Members present: Angela Gillman, Erika Estes, Melyssa Ferro, Ramona Lee, Katie Mathias, Amy McBride, Karen Pyron, MeLissa Rose, Royal Toy

Members absent: None

Staff present: Annette Schwab, Tory Del Toro, Kyle Grigsby

Motion/Second (Lee/Estes): Under Idaho Code 74-206 (1)(d), the Executive Committee of the Professional Standards Commission was called into Executive Session to consider investigatory records exempt from disclosure under §74-106(9). (12:21 PM) Gillman – Yes, Estes – Yes, Ferro – Yes, Lee – Yes, Mathias – Yes, McBride – Absent, Pyron – Yes, Rose – Yes, Toy – Yes

Motion/Second (Lee/Ferro): The Executive Committee of the Professional Standards Commission was called into Open Session, after entering Executive Session to consider investigatory records exempt from disclosure under §74-106(9). (3:53 PM) Motion carried by majority.

Motion/Second (Rose/Ferro): In case number 22510 I move that the Executive Committee hold this case for additional information. (3:54 PM) Motion carried by majority.

Motion/Second (RL/MF): In case number 22511, I move that the Executive Committee not find probable cause exists to warrant the filing of a complaint and the requesting of a hearing. (3:56 PM) Motion carried by majority.

Motion/Second (McBride/Estes): In case number 22512, I move that the Executive Committee find probable cause exists to warrant the filing of a complaint and the requesting of a hearing and recommend fixed suspension of one year beginning April 22, 2025. (4:08 PM) Motion amended.

Motion/Second (Rose/McBride): In case number 22512, I move that the Executive Committee find probable cause exists to warrant the filing of a complaint and the requesting of a hearing and recommend fixed suspension of one year beginning April 22, 2025, with the following conditions to be completed prior to reinstatement: an approved course in each of the following areas: boundaries, confidentiality, grading practices, and ethics. (4:10 PM) Motion carried by majority.

Motion/Second (Rose/Toy): In case number 22513, I move that the Executive Committee hold this case for additional information. (4:19 PM) Motion carried by majority.

Motion/Second (McBride/Ferro): In case number 22514, I move that the Executive Committee not find probable cause exists to warrant the filing of a complaint and the requesting of a hearing. (4:21 PM) Motion carried by majority.

Motion/Second (Lee/Estes): In case number 22515, I move that the Executive Committee hold this case for additional information. (4:22 PM) Motion carried by majority.

Motion/Second Lee/Toy): In case number 22516, I move that the Executive Committee find probable cause exists to warrant the filing of a complaint and the requesting of a hearing and recommend a letter of reprimand. (1:45 PM) Motion amended.

Motion/Second (McBride/Rose): In case number 22516, I move that the Executive Committee find probable cause exists to warrant the filing of a complaint and the requesting of a hearing and recommend a letter of reprimand and an approved boundaries course. (1:45 PM) Motion passed by majority.

Motion/Second (Lee/Pyron): In case number 22517, I move that the Executive Committee hold this case for additional information. (4:28 PM) Motion carried by majority.

Motion/Second (McBride/Toy): In case number 22518, I move that the Executive Committee find probable cause exists to warrant the filing of a complaint and the requesting of a hearing and recommend a letter of reprimand. (4:31 PM) Motion amended.

Motion/Second (McBride/Toy): In case number 22518, I move that the Executive Committee find probable cause exists to warrant the filing of a complaint and the requesting of a hearing and recommend a letter of reprimand and approved boundaries and confidentiality courses. (4:32 PM) Motion carried by majority.