

1995-96 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

Joint Committee on
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 95hrJC-Fi_Misc_pt73

➤ Record of Comm. Proceedings ... RCP

➤ **

XIX. Other

Pursuant to section 9137 (1j) of 1995 Wisconsin Act 27, the Wisconsin Institute for School Executives submits, for the Committee's approval, a report on the objectives, activities and budget of the institute as required to transfer \$125,000 GPR in 1995-96 and \$125,000 GPR in 1996-97 from the Committee's appropriation under s. 20.865(4)(a) to the appropriation under s. 20.255(3)(ed) in the Department of Public Instruction.

Governor's Recommendation

Approve the report.



HISTORY

In March of 1994, Secretary of the Department of Administration James Klauser met with a representative group of school administrators to discuss reform initiatives that might be included in the governor's biennial budget.

During this same period of time, representatives from the Wisconsin Association of School District Administrators were meeting with Senator Joe Leean to discuss training programs for school administrators in the state of Wisconsin. At the encouragement of Secretary Klauser and Senator Leean, a proposal was drafted to create a statewide institute for school executives.

This proposal was then presented to Governor Thompson, who agreed to put this into the 1995-97 biennial budget as a staff development reform issue for the training of school administrators in the state of Wisconsin. School administrators--superintendents, principals, business officials, and special services administrators--worked with both Republicans and Democrats while this bill was making its way through the legislative process and there was broad bipartisan support for this proposal.

WISE, the Wisconsin Institute for School Executives, was included in the budget passed by the legislature and Governor Thompson signed it into law during the summer of 1995.

WISE BOARD OF TRUSTEES MEMBERS

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Association of Wisconsin School Administrators
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Wisconsin Association of School Business Officials
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Cooperative Education Service Agencies
Tony Evers, Administrator, CESA #6

WISCONSIN INSTITUTE FOR SCHOOL EXECUTIVES

Mission

The mission of the Wisconsin Institute for School Executives is to improve student learning through high quality and comprehensive continuing education programs for practicing school administrators.

The Program

Effective leadership is imperative for the continuing success of Wisconsin's public schools. Practicing school administrators are a major source of that leadership. To ensure that Wisconsin maintains the lead in school improvement, it is essential that school administrators have opportunities for continuing education to enhance their professional development, to provide them with important technical assistance, and to respond appropriately to changes affecting education. Currently, comprehensive, continuing, and coordinated programs are not available to practicing school administrators. Most other professions have continued training programs which lead to advanced levels of proficiency. It is believed that professional administrators need continuing educational programs in their fields. To that end, the Wisconsin Institute for School Executives (WISE) is formed to design, implement, and manage a continuing professional education program for practicing school leaders in Wisconsin.

There are several features that make the institute unique:

- WISE will provide certificates of advanced proficiency to school administrators who complete WISE programs successfully.
- WISE will identify new and emerging needs, develop programs to meet such needs, and deliver them efficiently and effectively to school administrators.
- WISE will create a partnership which includes the four largest school administrator associations in Wisconsin who recognize the need for an integrated program of continuing professional development:

Wisconsin Association of School District Administrators (WASDA)
Association of Wisconsin School Administrators (AWSA)
Wisconsin Association of School Business Officials (WASBO)
Wisconsin Council of Administrators of Special Services (WCASS)

The initial partnership will also include representatives from the Wisconsin Manufacturers & Commerce (WMC), Wisconsin Association of School Boards (WASB), the University of Wisconsin System and the Cooperative Educational Service Agencies (CESA).

- WISE will build alliances among organizations and stakeholders in the public and private sectors to create and operate an efficient system for providing a high quality professional development program for school administrators.
- WISE will be partially state funded for the 1995-97 beinnieum. Continued funding will be sought for the 1997-99 biennium. Reliance on state funding will be phased out during the second biennium. It is the goal of the Board of Trustees to make the Institute financially self-sufficient.

Goals

The following goals have been established to guide the work of the Wisconsin Institute for School Executives during its first four years of operation:

1. To design, implement and support an institute that provides opportunities for continuing professional development of practicing school administrators in Wisconsin.
2. To update and improve administrative proficiencies.
3. To establish partnerships with the private sector, institutions of higher education, professional associations and governmental agencies to identify critical proficiencies and to develop continuous education programs for practicing school administrators.
4. To take advantage of and improve existing means of delivering continuous education programs, as well as to create new and innovative ways to deliver such programs in a cost effective manner.
5. To encourage and support research efforts related to school leadership.
6. To provide formal recognition for practicing administrators who have participated successfully in a continuous program of professional development.
7. To provide opportunities to meet standards and proficiencies for those who have received alternative licensure or waiver of licensure.
8. To develop programs that address cultural, ethnic, and gender issues in educational administration.

Role of the Wisconsin Institute for School Executives

Much has been written about the pre-service preparation of teachers and administrators in recent years and there has been heated debate concerning the "best" way to prepare them to work effectively in schools. For example, national organizations of school administrators such as the American Association of School Administrators (AASA), the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals (NASSP), and the Association of School Business Officials (ASBO) have each prepared formal standards for the structure and content of programs designed to prepare administrators for these positions. (See bibliography)

Relatively little has been written concerning the continuing professional development of school administrators once they have begun to practice their profession. This situation is in direct contrast to organizations in the private sector, which devote substantial resources to programs of continuing professional development for their employees. It also stands in contrast to the active role professional organizations in fields such as medicine and law play in insuring that their members have ample opportunities to hone existing skills and acquire new skills in their fields.

In Wisconsin higher education institutions justifiably devote their primary attention to the preservice preparation of school administrators. They are constrained by the course and credit requirements of administrator certification programs, as well as institutional funding practices. Private sector organizations, both the for profit and the not-for profit, tend to specialize in the latest "hot topics." Thus, there is need for an organization which has as its primary focus the development of programs that will address the critical skills and proficiencies needed by practicing administrators in their daily work. The Wisconsin Institute for School Executives will fill this important role.

PLAN OF ACTION

Establish Relationships with Stakeholders

It is crucial for the ultimate success of the Wisconsin Institute for School Executives that high priority be given to contacting other stakeholders concerned with school leadership, such as private sector organizations, public and private institutions of higher education currently engaged in administrator preparation, professional associations, the Wisconsin Department of Public Instruction, and other relevant governmental agencies. The goal will be to establish partnerships with these organizations to create and operate a structured, coherent, sequential program of continuing professional development for Wisconsin school administrators who are responsible for school business affairs, instruction, and personnel.

It is important to establish that the Wisconsin Institute for School Executives is not conceived as being a competitor with these organizations, but as a partner. The institute will not engage in preservice preparation programs. It will have as its primary function the development and coordination of a systematic program of continuing professional development for practicing school administrators. It will seek the support and assistance of stakeholders in the development and conduct of its mission. It is evident that in some cases the most appropriate vehicle for continuing professional development will be existing credit courses offered by higher education institutions. In other instances, the institute will wish to draw upon the talent of private sector organizations and institutions of higher education in the design, development, and delivery of non-credit courses offered in non-traditional formats.

Identify Critical Proficiencies

A second high priority will be to identify critical proficiencies which will enable practicing school administrators to understand and further develop the knowledge and skills they need. Existing standards proposed by national organizations will provide a convenient and available starting point in identifying and prioritizing the critical need areas to be addressed initially by the institute. Categories and subcategories of knowledge and skills needed for the successful practice of school administration will be identified from the existing listings and will be used to prepare a survey instrument for use with practicing Wisconsin school administrators to identify and prioritize areas of greatest need.

Survey respondents will:

- be asked to prioritize the importance of various items as they perceive them for their positions.
- be asked to identify any critical proficiencies that do not appear in the survey instrument.
- be asked to identify the five highest priority needs that should be addressed by the institute in planning a program of continuing professional development for school administrators.

The results of the survey will be used to identify and prioritize the critical proficiencies of greatest concern to Wisconsin school administrators and to those they serve.

Program Development

The data obtained from the survey of school administrators and those they serve will be analyzed to identify and prioritize the most critical proficiencies and needs of practicing Wisconsin school administrators. The next task will be to adapt, modify or develop programs designed to deal with the identified needs. In some cases it may be possible to adapt or modify existing programs; in other cases it may be necessary to design and develop new programs. Concurrent with the survey of administrators, a catalogue of existing programs will be developed. Existing credit courses and special topic seminars offered by public and private higher education institutions are obvious candidates for inclusion in such a catalogue. In addition, professional associations and higher education institutions have regularly offered programs or workshops built around particular topics or issues and these will be identified in the catalogue. It will be important to identify and catalogue these various activities since they may be appropriate components of a program of continuous inservice training and development coordinated through the institute.

Develop Long-Term Plans and Schedules

Having accumulated data concerning critical needs and available offerings, the institute will develop a three-year plan for meeting the continuing professional development needs of Wisconsin school administrators. The plan will utilize existing programs, courses or workshops where appropriate and will identify those areas of need where new programs must be developed. It can be anticipated that some critical proficiencies are associated with a particular administrative position and that other proficiencies will be more generic in nature and applicable to several positions. The long term plan must be responsive to both types of proficiencies. The goal will be to construct a schedule that enables individuals in various administrative positions to acquire the specific skills and proficiencies associated with their administrative assignments, as well as the skills and proficiencies common to several administrative positions.

The use of new and emerging technology such as interactive television and teleconferencing will be explored to deliver these programs and to maximize the audience served and minimize the cost of program delivery. In some cases it may be feasible to hold workshops in conjunction with the meetings of professional organizations; in other cases it may be desirable to bring participants together at a conference center location.

Provision will be made for evaluation and feedback from participants concerning the program. Sessions will be evaluated in terms of both the value of their content and the effectiveness of the instructional procedures employed. Participants will be asked to give their suggestions for changes and modifications to improve the program content and delivery. The goal will be to develop a three- or four-year program of professional development (depending on the number and nature of critical proficiencies identified) that will serve as the basis for certification of the participants' proficiency in areas covered by the program in which they participate.

Organization and Governance of the Wisconsin Institute for School Executives

The Wisconsin Institute for School Executives will be directed by an executive who will report to a governing board comprised of the executive director and the president of each of the four administrator organizations (WASDA, AWSA, WASBO and WCASS), and four additional members appointed by the governing board to represent other agencies who are concerned with continuing professional development of school executives.

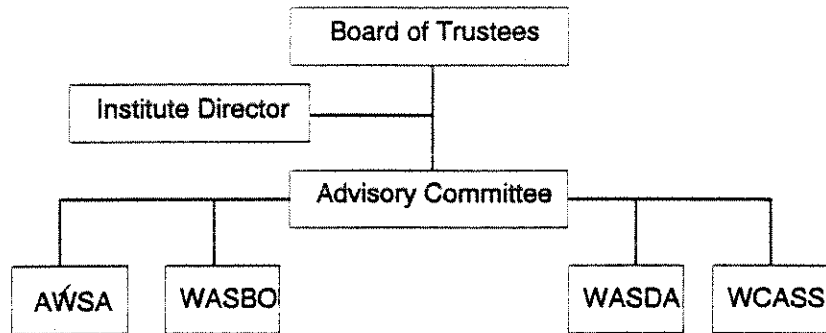
Formal Recognition of Professional Development

The Wisconsin Institute for School Executives will provide documentation for the successful completion of coursework recognized by the institute to the individual and their employer. The accumulation of recognized coursework will lead to the issuance of certificates of advanced proficiencies (CAP) in each administrative area. Participation in the program to earn these certificates will be voluntary. The quality of the coursework and the achievement of these certificates will demonstrate professional competence and dedication to continuing education on the part of the administrator. WISE will develop strategies to market the importance of this advanced certification.

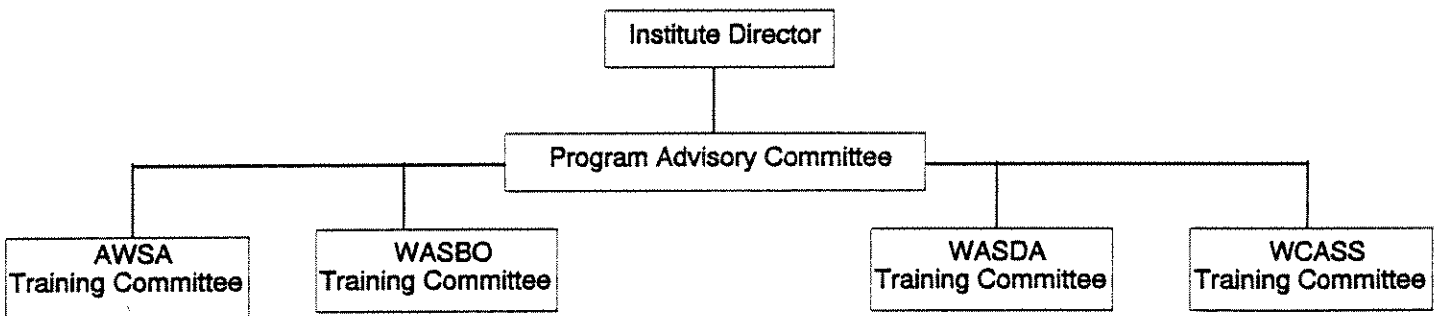
Wisconsin Institute for School Executives

Organizational Structure

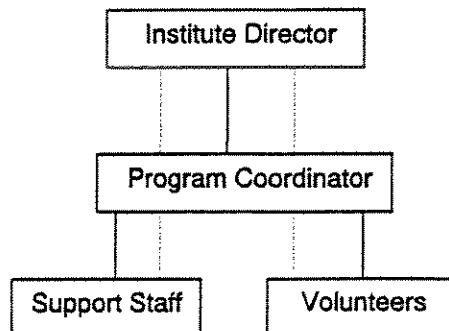
Decision-Making



Program Development



Operations



WISCONSIN INSTITUTE FOR SCHOOL EXECUTIVES

Proposed Budget Allocations 1995-97 Biennium

EXPENSES	1995-96	1996-97
Postage/mailing	\$ 4,250	\$ 4,250
Office supplies & equipment	7,200	7,200
Rent & Utilities	6,600	6,600
Printing	6,000	6,000
Telephone & Fax	2,400	2,400
Meeting expenses	5,000	5,000
Travel	8,000	8,000
Training & Inservice	2,000	2,000
Research & Program Development	11,400	11,400
Member Services	32,000	32,000
Salaries	97,362	97,362
Includes: Institute Director		
Program Director		
Clerical		
Limited term staff		
Fringes	47,955	47,955
TOTAL PROPOSED OPERATING COSTS	\$230,167	\$230,167
TOTAL PROPOSED OPERATING BUDGET - 1995-97 BIENNIUM		\$460,334
Revenues from state funds		<u>- 250,000</u>
BALANCE NEEDED FROM OTHER SOURCES		\$210,000
*Program Revenues		
*Grants		
*Membership		
*Foundations		

Wisconsin Institute for School Executives

Position Description

TITLE: Institute Director

QUALIFICATIONS: Education: Minimum of Masters Degree

Experience: Develop, organize, and implement professional development programs

Specific skills: Financial management, personnel management, needs assessments, contract negotiations, fund-raising, speaking, writing, public relations

REPORTS TO: WISE Board of Trustees

SUPERVISES: Executive and support staff members employed by the institute

JOB GOALS: To provide the leadership necessary in order to achieve the mission of the institute

RESPONSIBILITIES:

1. Obtain information regarding the professional development needs of school administrators and supervisors.
2. Meet and consult with the program advisory committee and with organizations' training committees.
3. Coordinate professional development activities with constituent organizations.
4. Select programs, topics, and presenters appropriate for the continuous and sequential inservice training of educational administrators.
5. Negotiate contracts for institute program presenters and sites.
6. Establish and publish an annual calendar of institute programs.
7. Develop, write, and maintain financial grants for the institute.
8. Market institute programs.
9. Implement an external public relations program.
10. Monitor and evaluate institute programs.

11. Maintain a positive relationship with the state education agency, universities, colleges, and other training institutions, other state and national educational associations, and with representatives of the private sector.
12. Manage the institute's administrative and financial affairs.
13. Develop and monitor the institute's annual budget.
14. Prepare monthly financial reports and facilitate an annual certified audit.
15. Deposit institute funds according to board of trustees policy.
16. Recommend staff appointments and separations.
17. Supervise and evaluate institute employees.
18. Act as the administrative officer of the board of trustees and assist them by providing the necessary information, reports, and recommendations they need to make informed decisions.
19. Inform, the board of trustees about the programs, practices, and problems of the institute.

INTENT:

In addition to the responsibilities listed here, and WISE Institute Director shall perform other duties as may be directed by the board of trustees.

BIBLIOGRAPHY

"Curriculum Guidelines for Programs in Educational Leadership: Advanced Programs in Educational Leadership for Principals, Superintendents, Curriculum Directors, and Supervisors." National Policy Board for Educational Administration for the Educational Leadership Constituent Council. Approved by: The National Council for Accreditation of Teacher Education, September 30, 1995.

"NCATE Unveils New Educational Administration Standards." NCATE News (press release). National Council for Accreditation of Teacher Educators. October 2, 1995.

Thompson, Scott D. (editor). Principals For Our Changing Schools: The Knowledge and Skill Base. National Policy Board for Educational Administration. 1993.



DATE: January 17, 1996

OFFICE OF THE SECRETARY OF STATE

CERTIFICATE OF INCORPORATION
of

WISCONSIN INSTITUTE FOR SCHOOL EXECUTIVES, INC.

The STATE OF WISCONSIN hereby grants to said organization the powers and privileges conferred upon it by Chapter 181 of the Wisconsin Statutes, for the pursuit of any purpose lawful under said Chapter, except as may be further limited in its articles of incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at Madison, on the date above written.



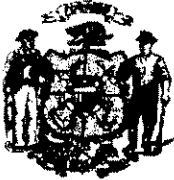
Douglas La Follette

DOUGLAS La FOLLETTE
Secretary of State

- ANNUAL REPORT** Corporations filing articles of incorporation under Chapters 180, 181 or 185 of the Wisconsin Statutes are required to file an annual report with the Secretary of State.
- Forms to Use** Ch. 181 corporations use Form 17 and business corporations (Ch. 180) and cooperative associations (Ch. 185) use Form 16. Blank report forms are mailed to the corporation c/o its registered agent and office of record with the Secretary of State, and are distributed during the calendar quarter in which the report is due.
- When to File** The DUE DATE is fixed by the date the articles of incorporation were originally filed. An original filing date of May 26 falls within the second calendar quarter, and the DUE DATE for the report of that corporation, for example, will be June 30, the last day of that calendar quarter. The first report of a corporation is due in the year following that in which it files its articles of incorporation.
- Where to File** By mail, to WISCONSIN CORPORATION ANNUAL REPORT, at the address indicated on the report form, or at the Office of the SECRETARY OF STATE, 30 W. Mifflin, Madison.
- REGISTERED OFFICE AND REGISTERED AGENT** Corporations are required to maintain a registered office and agent in Wisconsin. The initial registered office and agent were established in the articles of incorporation, and a specific procedure must be followed in order to change that designation. Form 13 (for Ch. 180), Form 113 (for Ch. 181) and Form 204-13 (for Ch. 185) may be used to file a change of registered office and/or agent. Forms available upon request from SECRETARY OF STATE, P.O. Box 7846, Madison, WI, 53707.

The above requirements are statutory, and further it is important that the office and agent designations be kept current, as annual report forms, notices and other official communications are directed to the corporation or cooperative through the registered/principal office and agent of record.

REPORTING REQUIREMENT FOR CHARITABLE ORGANIZATIONS THAT SOLICIT CONTRIBUTIONS. Notice is hereby given, pursuant to s. 181.32(2), Wis. Stats., that a NONSTOCK, NONPROFIT corporation engaged as a charitable organization and soliciting contributions is subject to reporting requirements with the Wisconsin Dept. of Regulation & Licensing, pursuant to Ch. 440 of the Wisconsin Statutes. Please call or write the following for further information and filing requirements: WISCONSIN DEPT. OF REGULATION & LICENSING, Attn: Charitable Organizations, P. O. Box 8935, Madison, WI 53708. Phone (608) 266-0829.



Legislative Fiscal Bureau

One East Main, Suite 301 • Madison, WI 53703 • (608) 266-3847 • Fax: (608) 267-6873

1410-2

April 16, 1996

TO: Members
Joint Committee on Finance

FROM: Bob Lang, Director

SUBJECT: Administration--Approval of Joint Application Under the Volunteer Health Care Provider Program--Agenda Item XX

BACKGROUND

The volunteer health care provider program is authorized under s. 146.89 of the statutes. The purpose of the program is to allow volunteer health care providers in connection with a non-profit entity to offer their services without charge to provide basic medical care for low-income, uninsured persons who do not receive health care from other publicly-funded programs such as medicaid. The statute defines a "volunteer health care provider" as a licensed physician, dentist, registered nurse, practical nurse, nurse-midwife, optometrist, or physician's assistant who receives no income from the provision of health care services at a non-profit agency under the volunteer health care provider program.

To participate in the program, the health care provider must submit a joint application with a non-profit agency to the Department of Administration (DOA). The Department may request the Medical Examining Board in the Department of Regulation and Licensing to review any application. If DOA so requests, the Board must evaluate the application and provide a recommendation to DOA regarding whether the application should be approved by DOA. The Department is authorized to approve any application for volunteer health care providers and non-profit agencies which propose to provide services in the following counties: Brown, Dane, Dodge, Fond du Lac, Kenosha, La Crosse, Milwaukee, Outagamie, Racine, Rock, and Sheboygan. However, for individuals and non-profit agencies proposing to provide services in any other county, DOA is required to submit the joint application to the Joint Committee on Finance for its review and approval under s. 13.10 of the statutes.

Individuals approved to provide services under the volunteer health care provider program are statutorily considered agents of the Department of Health and Social Services, and thus are provided the same coverage as is provided to state employees under the following statutory

provisions: (1) the right to representation by the Attorney General if required to appear as a witness in any administrative or civil matter; (2) coverage under the requirement that any civil claim against the volunteer provider be filed within 120 days of the event allegedly causing the injury, except in the case of medical malpractice, in which case the claim must be filed within 180 days after either the discovery of the injury or the date on which the injury should have been discovered; and (3) a requirement that any judgements against the provider be paid by the state when the provider is acting within the scope of his or her "employment" (in this case, as a volunteer provider in a volunteer health care provider program).

ANALYSIS

Part I

The Department's request is for the Committee's approval of a joint application submitted by Donated Health Care Services, Inc. (a non-profit agency located in Washington County) and the provider applicants listed below.

<u>Name</u>	<u>Profession</u>	<u>Specialty (if any)</u>
Albrecht, James E.	Physician	Family Practice
Benshoff, Richard D.	Physician	Family Practice
Busch, Barbara	Registered Nurse	
Hoffmann, Jeffrey J.	Physician	Internal Medicine
Hunsinger, Glenna A.	Nurse Practitioner	Obstetrics & Gynecology
Josse, Peter C.	Physician	Psychiatry
Listwan, William J.	Physician	Internal Medicine
Park, Susan E.	Physician	Ophthalmology
Purcell, Randy L.	Physicians Assistant	
Reichel, Colleen J.	Physician	Pediatrics
Robinson, Nancy A.	Practical Nurse	Research Medicine
Rosenthal, Diane J.	Registered Nurse	

Because Washington County is not among those counties for which DOA may directly approve applications, a request for approval of the joint application has been submitted to the Committee.

Donated Health Care Services, Inc. anticipates beginning clinic operation in late April pending approval of its application for participation in this program and confirmation of its non-profit status from the IRS. The clinic will be located in quarters donated by St. Joseph's Community Hospital in West Bend. A second location is also being considered in Slinger, Wisconsin (also in Washington County).

Part II

The DOA submittal also includes a request that for any subsequent applications jointly submitted by Donated Health Care Services, Inc. and additional providers in Washington County, DOA be authorized to approve such applications without obtaining approval of the applications from the Joint Committee on Finance. The non-profit agency has indicated that 20 or more additional providers may submit applications within the next month.

In regard to this request, DOA has indicated that before issuing any unilateral approvals, these individuals' applications would have their current license verified by R&L. However, Legislative Council staff attorneys have indicated that current law provisions pertaining to the program specify that a volunteer health care provider may only participate if the joint application he or she submits with a non-profit agency is approved by DOA, for the counties listed above, or by the Committee, for all other counties. Thus, the authority to participate as a volunteer health care provider is dependent upon the approval of individual applications. However, the Committee could consider meeting this statutory requirement by specifying that additional applications from providers who are jointly applying with Donated Health Care Services, Inc. in Washington County may be submitted to the Committee for approval under a s. 16.515 type passive review process.

ALTERNATIVES

Part I

Each of the applicants listed in the table above have had their current licensure verified through the Department of Regulation and Licensing. Thus, the Committee may wish to approve this joint application.

Part II

1. Deny the Department's request.
2. Modify the Department's request to provide that for any additional applications that need to be approved by the Committee which involve additional providers who are applying in joint application with Donated Health Care Services, Inc. (Washington County only), such requests for application approval may be submitted to the Committee under a s. 16.515 type passive review process.

Prepared by: Jim Auron