

1 **BEFORE THE TEACHER STANDARDS AND PRACTICES COMMISSION**
2 **OF THE STATE OF OREGON**

3	In the Matter of the)	STIPULATION OF FACTS AND
4	Educator License of)	FINAL ORDER OF PUBLIC
5	KELLY S. NORMAN)	REPRIMAND
6)	
7			
8			

9 On August 14, 2023, the Teacher Standards and Practices Commission
10 (Commission) received a School District Misconduct Report from the Centennial School
11 District (CSD). The report alleged possible professional misconduct on the part of
12 licensed educator, Kelly S. Norman, (Norman).

13 After review of the matters alleged, Norman and the Commission agree that their
14 respective interests, together with the public interest, are best served by a stipulation to
15 certain facts and the imposition of a Public Reprimand.

16 This Order sets forth the facts upon which the parties have agreed and the
17 sanction to be imposed stipulates that there are sufficient facts contained in the
18 Commission’s files and records to support the findings of fact and conclusions of law set
19 forth below. In entering into this stipulation, Norman waives the right to a hearing to
20 contest the findings of fact, conclusions of law and order set forth below.

21 By signing below, Norman acknowledges, understands, stipulates, and agrees to
22 the following: (i) she has been fully advised of her rights to notice and a hearing to
23 contest the findings of fact, conclusions of law, and order set forth below, and fully and
24 finally waives all such rights and any rights to appeal or otherwise challenge this
25 Stipulation of Facts and Final Order of a Public Reprimand (Stipulation and Final
26 Order); (ii) this Stipulation and Final Order is a public document and disclosed to the
27 public upon request by the Commission; (iii) this Stipulation and Final Order is
28 contingent upon and subject to approval and adoption by the Commission. If the
29 Commission does not approve and adopt this Stipulation and Final Order, then neither
30 Norman nor the Commission are bound by the terms herein; (iv) she has fully read this
31 Stipulation and Final Order, and understands it completely; (v) she voluntarily, without
32 any force or duress, enters into this Stipulation and Final Order and consents to issuance
33 and entry of the Stipulated Final Order below; (vi) she states that no promise or
34 representation has been made to induce her to sign this Stipulation and Final Order; and
35 (vii) she has consulted with an attorney regarding this Stipulation and Final Order and
36 has been fully advised with regard to her rights thereto or waives any and all rights to

1 consult with an attorney prior to entering into this Stipulation and Final Order and
2 issuance and entry of the Stipulated Final Order below.

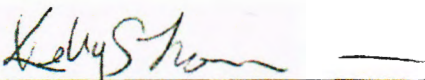
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4 **STIPULATION OF FACTS**
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- 6 1. The Commission has licensed Norman since July 7, 2008. Norman currently
7 holds a Professional Teaching License, with an endorsement in Elementary –
8 Multiple Subjects (PK-12), valid from November 17, 2023, to July 25, 2029.
9 During all relevant times, Norman was employed by the Centennial School
10 District (CSD).
11
- 12 2. On November 11, 2023, the Commission received information alleging Norman
13 worked as an educator at Meadows Elementary School with an expired Oregon
14 educator license for approximately one (1) year and four (4) months between July
15 25, 2022, through November 17, 2023.
16
- 17 3. On August 14, 2023, the Commission received a license renewal application from
18 Norman. On October 4, 2023, Commission staff reviewed the application and
19 other documents which indicated that Norman may have been working without a
20 valid Oregon teaching license from July 25, 2022, through October 4, 2023. On
21 November 20, 2023, the matter was referred to the Professional Practices
22 division for investigation and a case was opened.
23
- 24 4. Investigation found that while working as a third-grade educator at Meadows
25 Elementary School Norman was issued a Professional Teaching License on July
26 3, 2017, which expired on July 25, 2022. On January 25, 2022, six months prior
27 to Norman's licensure expiration date, Commission staff emailed Norman
28 reminding her of the expiration date. Norman's licensure then expired on July
29 25, 2022.
30
- 31 5. On August 14, 2023, Norman submitted a renewal application for licensure but
32 failed to complete her application. On August 25, 2023, CSD administration
33 provided Commission staff with correspondence confirming that Norman had
34 been working with expired licensure since July 25, 2022. On October 4, 2023,
35 and November 6, 2023, Commission staff notified Norman that her application

1 was incomplete because Norman needed to provide a written explanation of why
2 her license was expired. On November 10, 2023, Norman submitted a completed
3 renewal application with the requested written explanation and on November 17,
4 2023, Norman's Professional Teaching Licensure application was granted.

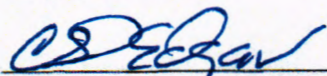
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6 6. During Norman's Commission interview Norman admitted to working with an
7 expired Oregon educator license between July 25, 2022, and August 14, 2023,
8 and said this mistake was in part due to both the school district and the
9 Commission not sending Norman renewal reminders. Norman denied ever
10 receiving a reminder email message from the Commission on January 25, 2022.
11 Norman said CSD had previously notified educators if their licenses would
12 expire, but CSD did not so notify Norman prior to July 25, 2022. Norman said
13 CSD indicated by email in September 2023 that CSD was no longer notifying
14 educators because the Commission was no longer notifying CSD of which
15 educators' licenses would soon expire. Norman said she did not know that her
16 license had expired or that she was teaching without a license during the 2022-
17 2023 or 2023-2024 school years. Norman said she submitted a renewal
18 application within 24 hours of learning that her license was expired.

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20 IT IS SO STIPULATED:

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22
23 
24 _____
25 Kelly S. Norman

9/26/2024

Date

26
27 
28 _____
29 Cristina Edgar, Professional Practices Director
Teacher Standards and Practices Commission

9/27/24

Date

30
31 **CONCLUSION OF LAW**

32 The conduct described above in paragraph four (4) constitutes gross neglect of
33 duty in violation of ORS 342.175(1)(b); OAR 584-020-0040(4)(n) as it incorporates OAR
34 584-020-0010(5) (*Use professional judgement*); OAR 584-020-0040(4)(r) (*Working*
35 *without a license*); and OAR 584-050-0035(1) (*Any person employed in a position in a*

1 school district, education service district, or charter school for which a license or
2 registration is required pursuant to ORS Chapter 342, must hold a valid license or
3 registration appropriate for the assignment while working as a public school, education
4 service district or charter school employee).

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FINAL ORDER

8 The Commission adopts and incorporates herein the above findings of fact
9 and conclusions of law, and based thereon, imposes a Public Reprimand on
10 Norman's Oregon educator license.

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Issued and dated this 18 day of October, 2024.

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17 **TEACHER STANDARDS AND PRACTICES COMMISSION**

18 **STATE OF OREGON**

19

20

By 

~~Melissa Goff, Interim Executive Director~~

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Rae Ette Newman, Chair of TSPC