



1 rights thereto, or waives any and all rights to consult with an attorney prior to entering into this  
2 Stipulation and Final Order and issuance and entry of the Stipulated Final Order below. This  
3 stipulation is contingent upon approval and adoption of the Order by the Commission. If the  
4 Commission does not adopt this Order, neither Carlson nor the Commission are bound by these  
5 Stipulations and Carlson retains all rights to a hearing on the allegations.

6 **STIPULATION OF FACTS**

- 7 1. The Commission has licensed Carlson since July 5, 1979. Carlson currently holds a  
8 Standard Teaching License with endorsements in Basic Health Education and Standard  
9 Physical Education, issued April 8, 2007 and valid through April 7, 2012. Carlson also  
10 holds an Initial Administrator License, that was issued April 8, 2007, and would have  
11 originally expired on April 7, 2010. However, the expiration of this administrator license  
12 was stayed, pending the outcome of this case. Carlson submitted materials on time to  
13 upgrade this license to a Continuing Administrator License.
- 14 2. During all relevant times Carlson was employed by the West Linn-Wilsonville School  
15 District as Assistant Principal at the West Linn High School.
- 16 3. On or about October 20, 2008, a completed Preliminary SAT test (PSAT) was  
17 discovered the day after other students' tests were returned to the College Board. When  
18 this matter was brought to Carlson's attention she made the decisions and instructed a  
19 secretary to shred the test.
- 20 4. Some months later, when questioned about the location of the test, by the parent of the  
21 student, Carlson told the parent the test was probably lost at the College Board's PSAT  
22 center. This response was not true.

23 **IT IS SO STIPULATED AND AGREED TO:**

24 Kim Marie Carlson  
25 Kim Marie Carlson

26 Victoria Chamberlain  
27 Victoria Chamberlain, Executive Director  
28 Teacher Standards and Practices Commission

10.26.10  
Date

10-21-10  
Date

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**CONCLUSION OF LAW**

Carlson decided to shred a PSAT test as described in paragraph 3 above. This conduct constitutes gross neglect of duty in violation of ORS 342.175(1)(b); OAR 584-020-0040(4)(n) as it incorporates OAR 584-020-0025(2)(c) (*Using and maintaining student records as required by federal and state law and district policies and procedures*) and OAR 584-020-0010(5) (*Use professional judgment*).

Carlson provided false information to a parent, as described in paragraph 4 above. This conduct constitutes gross neglect of duty in violation of ORS 342.175(1)(b); OAR 584-020-0040(4)(n) as it incorporates OAR 584-020-0030(2)(b) (*Skills in communicating with administrators, students, staff, parents, and other patrons*), OAR 584-020-0010(5) (*Use professional judgment*); and OAR 584-020-0040(4)(c) (*Knowing falsification of any document or knowing misrepresentation directly related to licensure, employment or professional duties*).

The Commission has the authority to impose discipline in this matter under ORS 342.120 through ORS 342.430, and OAR Chapter 584.

**FINAL ORDER**

The Commission adopts and incorporates herein the above findings of fact and conclusions of law, based thereon, hereby imposes a six month suspension upon the Standard Teaching License and Administrator License of Kim Marie Carlson.

Issued and dated this 5<sup>th</sup> day of November, 2010.

**TEACHER STANDARDS AND PRACTICES COMMISSION  
STATE OF OREGON**

By *Victoria Chamberlain*  
Victoria Chamberlain, Executive Director

APPROVED AS TO FORM

*Ralph E. Wisner*  
Ralph E. Wisner, OSB# 814232  
Attorney for Kim Marie Carlson