



# SUPERINTENDENT OF PUBLIC INSTRUCTION

DR. TERRY BERGESON OLD CAPITOL BUILDING • PO BOX 47200 • OLYMPIA WA 98504-7200 • <http://www.k12.wa.us>

IN THE MATTER OF THE EDUCATION )  
APPLICATION OF )

OPP No. A05-07-0207

TRACY KEENE )  
CERTIFICATE NO: 274975B )

DENIAL ORDER )  
FOR CERTIFICATION )

COMES NOW the Office of Superintendent of Public Instruction (OSPI), under the authority granted by the laws of the state of Washington, having reviewed the file of the above-referenced case, and having considered the entire evidence contained therein, does hereby deny the education application of TRACY KEENE based on the Findings of Fact and Conclusions of Law set forth below:

## FINDINGS OF FACT

1. On June 10, 2005, Tracy Keene applied for conversion of her expired initial teaching certificate to a Washington Residency teaching certificate. The OSPI Certification Office database verifies that Tracy Keene previously held an initial teaching certificate in 1986; which expired on August 22, 1990. Ms. Keene also held a renewed initial teaching certificate; issued November 9, 1990 with an expiration date of August 31, 1994.
2. Tracy Keene was employed by Quillayute Valley School District from 1999 to 2005.
3. On July 15, 2005, the Office of Professional Practices, within OSPI, received a complaint letter from the superintendent of the Quillayute Valley School District alleging a lack of good moral character

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or personal fitness, or a violation of the Code of Professional Conduct, Washington Administrative Code (WAC) 181-87, by Tracy Keene.

4. Tracy Keene was employed by the Southside School District as a full-time teacher from 1990 to 1993 and as a substitute teacher from 1994 to 1999.

5. On May 7, 1996, Ms. Keene submitted an application for employment to Southside School District. Under the section Certification, list teaching administrative or special certificates held (or to be held). Ms. Keene listed an initial teaching certificate with an issue date of 11/9/1990 and an expiration date of 8/31/1996.

6. While employed at Southside School District as a substitute teacher from 1994 to 1999, Tracy Keene submitted a copy of a renewed initial teaching certificate dated 8/31/1994 with an expiration date of 8/31/1996. This certificate has the following discrepancies from three year initial teacher renewal certificates issued by the OSPI Certification Office:

a. An application for renewal is not on file at the OSPI Certification Office; nor is there a record of entry or issuance of this certificate in the Certification database (VAXA).

b. The validity of this certificate is exactly two years; initial renewals are valid for three years.

c. The security number 406882, on the bottom right of the upper half, of this certificate is the same number on the certificate issued to Tracy Keene on 11/9/1990. This number is a unique sequential security number, internal to OSPI, and would not appear on another certificate.

d. This certificate contains font and character case changes in the upper portion. The certificates printed by the OSPI Certification Office are generated with the same font and all capital letters in the upper portion.

7. On the 6/23/99, Ms. Keene submitted an application for employment to Quillayute Valley School District. Under the section of certificate information (List teaching or certificates held), she listed under certificate type: 'Initial' and 'Continuing.' She did not complete the rest of the section asking for additional information about certificates held.

8. While employed at Quillayute Valley School District as a full-time teacher from 1999 to 2005, Tracy Keene submitted a copy of a renewed teaching certificate dated 8/29/1996 with an expiration date of 8/29/2000. This certificate has the following discrepancies from three year initial teacher renewals issued by the OSPI Certification Office:

a. An application for renewal is not on file at the OSPI Certification Office; nor is there a record of entry or issuance of this certificate in the Certification database (VAXA).

b. The validity of this certificate is exactly four years; initial renewals are valid for three years.

c. The security number 406882, on the bottom right of the upper half, of this certificate is the same number on the certificate issued to Tracy Keene on 11/9/1990. This number is a unique sequential security number, internal to OSPI, and would not appear on another certificate.

d. This certificate contains font and character case changes in the upper portion. The certificates printed by the OSPI Certification Office are generated with the same font and all capital letters in the upper portion.

e. Certificates issued by the OSPI Certification Office during this validity time period have a uniform expiration date of August 31. The uniform expiration date of August 31 does not appear on this certificate.

9. While employed at Quillayute Valley School District as a full-time teacher from 1999 to 2005, Tracy Keene also submitted a copy of a renewed teaching certificate dated 6/20/01 with an expiration date of 6/20/03. This certificate has the following discrepancies from three year initial teacher renewals issued by the OSPI Certification Office:

a. An application for renewal is not on file at OSPI Certification Office; nor is there a record of entry or issuance of this certificate in the Certification database (VAXA).

b. The title of INITIAL RENEWAL on this certificate is inconsistent with the official title designated for a renewed initial certificate by the OSPI Certification Office. The official title is INITIAL TEACHER (RENEWAL).

c. The validity of this certificate is exactly two years; initial renewals are valid for three years.

d. The background of this copied certificate is used exclusively for the Residency and Professional Teacher certificates. Initial teacher renewals are not printed on this background.

e. The security number 406882, on the bottom right of the upper half, of this certificate is the same number on the certificate issued to Tracy Keene on 11/9/1990. This number is a unique sequential security number, internal to OSPI, for the initial teaching certificates and would not appear on this background or another certificate.

f. Certificates issued by the OSPI, Certification Office during the validity time period have a uniform expiration date of June 30. The uniform expiration date of June 30 does not appear on this certificate.

10. On the conversion application submitted June 10, 2005, Tracy Keene under Section 14, Educational Experience, Ms. Keene listed her last 10 years of educational experience as being at Southside School District from 1990 to 1994. She did not list her experience at Southside from 1994 to 1999 or her teaching experience at Quillayute Valley School District from 1999 to 2005.

11. On the Character and Fitness Supplement (CFS), a part of the application process, Tracy Keene answered 'yes' to question 7, Section II, Personal Fitness, regarding practice in an educational position without the appropriate certificate or license. Ms. Keene submitted, with the CFS, a written explanation of her 'yes' answer which states: "I was under the impression that the district had a current certificate for me. I was diagnosed with cancer earlier in the year and was gone for 3 months. During that time my office was completely cleaned out. I kept my original certificates in my office".

12. On July 19, 2005, Tracy Keene received a letter from Francis Walter, Superintendent, Quillayute Valley School District terminating her employment.

13. A review of the complete OSPI Certification Office file regarding Tracy Keene, verified receipt of one (1) application for renewal of an initial teaching certificate, dated September, 1990. The initial teacher renewal certificate dated 11/9/1990 was issued based on that application. There is no record in the OSPI Certification Office, of additional applications for initial teacher renewal filed by Tracy Keene.

14. Chris Fieldstad, Educational Service District 113 Certification Office, states that there is no record of an application from Tracy Keene from 1997 to May, 2006.

15. Christine Dosa, Olympic Educational Service District 114 Certification Office, states that there is no record of an application from Tracy Keene from July, 1993 to December, 2002.

16. On May 5, 2006, Tracy Keene signed a statement in which she states that she is unable to locate the original certificates with the issue dates of 8/31/94, 8/29/96 or 6/20/01; however, she did submit applications and fee payments requesting issuance of those certificates. Ms. Keene reiterated she was sick with cancer when her certificate should have been renewed. Her office was completely gone

through and the original copies lost. She believes the school district should have been more responsible in checking her file as well.

17. Good moral character and personal fitness is a requirement to attain a Washington education certificate.

CONCLUSIONS OF LAW

1. OSPI has jurisdiction over Tracy Keene and over the subject matter of this action.
  
2. Tracy Keene has failed to provide clear and convincing evidence of good moral character or personal fitness to receive a Washington education certificate, Washington Administrative Code (WAC) 181-86-170.
  
3. Tracy Keene has violated WAC 181-86-011, WAC 181-79A-155, WAC 181-87-050, WAC 181-86-013 and/or WAC 181-86-014.

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ORDER

THEREFORE, it is hereby ordered that the application for certification of Tracy Keene is denied.

This order may be appealed within thirty (30) calendar days from the date of receipt, pursuant to Chapter 181-86 WAC, copy enclosed.

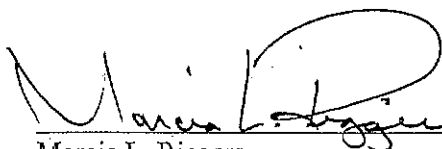
This order will become final thirty days after it is received, unless it is appealed within the thirty day period.

Appeals should be addressed to:

Superintendent of Public Instruction  
Office of Professional Practices  
PO Box 47200  
Olympia, WA 98504

DATED this 16<sup>th</sup> day of June, 2006.

DR. TERRY BERGESON  
Superintendent of Public Instruction  
State of Washington



Marcia L. Riggers  
Assistant Superintendent  
Student Support and Operations