



*Certification
Standards and
Practices Advisory
Council*

**CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL
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Section I
Certification
Standards and
Practices Advisory
Council
(CSPAC)

Tab 1

COUNCIL MEMBERS

Updated 07/19/22

Term Expires

6/1/23	Teresa Marchant Vice Chair K-12 Specialist (Lockwood) mrsMarchant@yahoo.com	1700 River View Dr Billings, MT 59105	C 406-697-5252
6/1/23	Dr. Trent Atkins Post-Secondary (University of Montana) Trent.Atkins@umontana.edu	College of Education 32 Campus Dr Missoula, MT 59871	H 406-821-2183 W 406-243-4978
6/1/23	Barbara Brown Teacher K-8 (Lolo) bbrown@loloschools.org bib1267@msn.com	5135 Cattle Dr Missoula, MT 59808	H 406-531-6654 W 406-273-6686
6/1/24	Dr. Kate Eisele Teacher 9-12 (Big Sky) keisele@bssd72.org	356 Buffalo Drive West Yellowstone, MT 59758	W 406-995-4281
6/1/24	Kelly Elder Chair Teacher K-8 (Helena) kelder@helenaschools.org	620 N Davis Helena, MT 59601 F 406-324-2801	W 406-324-2799 C 406-461-1995
6/1/24	Dr. Jill Rocksund School District Trustee (Columbia Falls) j_rocksund@cfmthschools.net	917 Vans Ave Columbia Falls, MT 59912	H 406-892-1822 C 406-212-0166
6/1/25	Hannah Nieskens Administrator (Whitehall) hnieskens@whitehallmt.org	564 MT Highway 359 Cardwell, MT 59721	C 406-600-1120 W 406-287-3455

STAFF

McCall Flynn Executive Director mflynn@mt.gov	PO Box 200601 Helena, MT 59620-0601	O 406-444-0300 F 406-444-0847 C 406-691-0550
Kris Stockton Administrative Specialist kmstockton@mt.gov	PO Box 200601 Helena MT 59620-0601	O 406-444-0302 F 406-444-0847
Julie Balsam Administrative Assistant jbalsam@mt.gov	PO Box 200601 Helena MT 59620-0601	O 406-444-6576 F 406-444-0847

2022-2023 CSPAC Meeting Calendar

October 6, 2022	Joint CSPAC/COD	Helena
January 27, 2023		Missoula
April 19, 2023		Helena
July 12, 2023	(Joint BPE)	Helena

YEARLY COUNCIL AGENDA ITEMS

February

Draft Annual Report
Review Code of Ethics

April

Begin planning for legislative session

July

**Joint meeting with the Board of Public Education*
Orientation of new Council Members
Set Calendar
Present Annual Report to the Board of Public Education

October

**Joint meeting with the Montana Council of Deans of Education*
Elect Officers
Review of Bylaws
Review Mission Statement and Goals
Finalize planning for legislative session

CSPAC Goals 2021-2022

- 1) Study and make recommendations to the Board of Public Education on the status and efficacy of approved teacher educator programs in Montana.
 - a. Participate in CAEP/Montana accreditation reviews.
 - b. Professional Educator Preparation Program Standards update recommended to BPE by CSPAC on a 5-year review cycle
 - c. Continue to work with OPI to encourage the implementation of mentor programs across Montana to facilitate the induction of beginning teachers into the profession of teaching.

- 2) Study and make recommendations to the Board of Public Education in the area of licensure renewal requirements and procedures.
 - a. Continued review of Chapter 57.
 - b. As funding permits, attend the following conferences: Western States Certification, National Association of State Directors of Teacher Education and Certification, and National Commission on Teaching and America's Future.
 - c. Meet annually with the Board of Public Education and with the Council of Deans of Postsecondary Education.

- 3) Study and make recommendations to the Board of Public Education on policies related to the denial, suspension, and revocation of teachers' licenses and the appeals process.
 - a. Attend NASDTEC Professional Practices Institute.
 - b. Work with OPI Licensure staff on updates of Administrative Rules.

- 4) Study and make recommendations to the Board of Public Education regarding establishing standards of professional practices and ethical conduct.
 - a. Work with OPI to develop a framework for professional development based on best practices.
 - b. As funding permits, attend NASDTEC Professional Practices Institute.
 - c. 5-year review of the Professional Educators of Montana Code of Ethics (To begin January 2021).
 - d. CSPAC will study the process utilized in Montana for reviewing cases of suspension, revocation and denial of educator licensure.

- 5) Study and make recommendations to the Board of Public Education on the status and efficacy of alternative and/or nontraditional teacher preparation opportunities.
 - a. Complete reviews of Class 8 Dual Credit-Only Post-Secondary Faculty License applications at regularly scheduled meetings.
 - b. Gather information about diploma mills and find ways to inform teachers of this and other forms of fraud.

- c. Continue the awareness that issues such as distance learning, dual enrollment, alternative certification models, etc. are multi-faceted and inter-related concepts that cannot be viewed in isolation from one another.
- d. Continued involvement in the implementation of the Montana Content standards.

Other CSPAC Activities:

CSPAC to monitor any teacher licensure issues that may emerge from the implementation of distance learning programs (Montana Digital Academy).

Solicit input from the Board of Public Education and the Council of Deans regarding research priorities for CSPAC for 2020-2021.

Tab 2

Certification Standards and Practices Advisory Council

The Advisory Council has been assigned, by the legislature, six broad areas of study: teacher, specialist and administrator certification standards, standards of professional practices and ethical conduct, status and efficacy of approved teacher education programs in Montana, and policies related to denial, suspension, and revocation of teaching certificates.

How to Place Issues Before the Council

Educational organizations, agencies, or individuals may present a request via email at bpe@mt.gov that the Council considers an issue affecting the certification of teachers, administrators, or specialists in Montana. Certification includes: teacher preparation, standards for certification, standards for professional practices and ethical conduct, and administrative rule policies on suspension, revocation, and denial of certificates.

All requests must include the following information:

- The name of the individual or organization submitting the request.
- The type of item being presented (ex.: Information Item, Action Item)
- A title of the item.
- A brief description of the item.
- Amount of time needed for the presentation.
- A list of the equipment needed for the presentation.
- A list of materials you will provide to the Council to be included in the agenda packet.

All requests must be received in the CSPAC office twenty (20) days prior to a Council meeting if the item is to be placed on the agenda for consideration by the Council. Please contact the office if you have any questions.

Certification Standards and Practices Advisory Council

P.O. Box 200601

Helena, MT 59620-0601

406-444-6576

bpe@mt.gov

2021 Annual Report

of the

Montana Certification Standards and Practices Advisory Council

to the

Montana Board of Public Education



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Certification Standards and Practices Advisory Council Mission Statement

The mission of the Certification Standards and Practices Advisory Council is to study and to make recommendations to the Board of Public Education on certification issues concerning teachers, administrators, and specialists; professional standards and ethical conduct; the status and efficacy of approved teacher education programs in Montana; and policies related to the denial, suspension and revocation of educator certification and the appeals process.

The Certification Standards and Practices Advisory Council will submit a report to the Board of Public Education with recommendations for the above areas at least once annually.

Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior.

Principle I. Commitment to Students and Families. The ethical educator:

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II. Commitment to the Profession. The ethical educator:

- A. Fulfills professional obligations with diligence and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

- A. Models the principles of citizenship in a democratic society.
- B. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council July 13, 2016

Professional Educators of Montana Code of Ethics

Note: Per the Board of Public Education action on March 10, 2022, the language in the Professional Educators of Montana Code of Ethics, adopted by the Certification Standards and Practices Advisory Council on February 9, 2022, has no effect unless and until the revisions are presented to and approved by the Board of Public Education.

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- B. Demonstrates continued professional growth, collaboration, and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including student data and assessments, with integrity.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

- A. Models the principles of citizenship in a democratic society.
- B. Demonstrates an understanding of educational equity and inclusion, and respects human diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.
- H. Uses social media and digital communications responsibly and professionally.

Approved by the Certification Standards and Practices Advisory Council February 9, 2022

COUNCIL MEMBERS
Term Expires

Updated 10/28/2021

6/1/22	Dr. Rob Watson Administrator rwatson@mcps.k12.mt.us	5034 Victor Ct Missoula, MT 59803	C 406-570-4135 W 406-728-2400 x1023
6/1/23	Teresa Marchant Vice Chair K-12 Specialist mrsMarchant@yahoo.com	1700 River View Dr Billings, MT 59105	C 406-697-5252
6/1/23	Dr. Trent Atkins Post-Secondary Trent.Atkins@umontana.edu	College of Education 32 Campus Dr Missoula, MT 59871	H 406-821-2183 W 406-243-4978
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6/1/24	Kelly Elder Chair Teacher K-8 kelder@helenaschools.org	620 N Davis Helena, MT 59601	W 406-324-2799 C 406-461-1995 F 406-324-2801
6/1/24	Ann Wake Trustee annioakley619@gmail.com	12043 Pleasant Meadows Lolo, MT 59847	H 406-214-1390 C 406-214-1390

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CSPAC Goals 2021-2022

- 1) Study and make recommendations to the Board of Public Education on the status and efficacy of approved teacher educator programs in Montana.
 - a. Participate in CAEP/Montana accreditation reviews.
 - b. Professional Educator Preparation Program Standards update recommended to BPE by CSPAC on a 5-year review cycle
 - c. Continue to work with OPI to encourage the implementation of mentor programs across Montana to facilitate the induction of beginning teachers into the profession of teaching.

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 - a. Continued review of Chapter 57.
 - b. As funding permits, attend the following conferences: Western States Certification, National Association of State Directors of Teacher Education and Certification, and National Commission on Teaching and America's Future.
 - c. Meet annually with the Board of Public Education and with the Council of Deans of Postsecondary Education.

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 - a. Attend NASDTEC Professional Practices Institute.
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 - a. Work with OPI to develop a framework for professional development based on best practices.
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 - d. Continued involvement in the implementation of the Montana Content standards.

Other CSPAC Activities:

CSPAC to monitor any teacher licensure issues that may emerge from the implementation of distance learning programs (Montana Digital Academy).

Solicit input from the Board of Public Education and the Council of Deans regarding research priorities for CSPAC for future agenda items.

Highlights of the July 14, 2021, CSPAC Meeting Montana State Capitol, Room 152

On Wednesday, July 14, 2021, the Certification Standards and Practices Advisory Council met in person and via Zoom for their regularly scheduled meeting. The Certification Standards and Practices Advisory Council, created by the 1987 Montana Legislature, is composed of seven members, and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council: Mr. Kelly Elder, chair, teacher, Helena, Ms. Teresa Marchant, specialist, Billings; Ms. Ann Wake, vice chair, trustee, Missoula; Dr. Kate Eisele, teacher, Big Sky; Dr. Rob Watson, administrator, Missoula; Ms. Barbara Brown, teacher, Missoula; Dr. Trent Atkins, accredited teacher education institution, Missoula.

Meeting attendees included: Mr. Pete Donovan; Ms. Jane Hamman, BPE member; Ms. Tammy Lacey, BPE vice chair; Ms. Sharyl Allen, OPI; Superintendent Arntzen; Ms. Diane Fladmo, MFPE; Dr. Darlene Schottle, BPE chair. Staff present were BPE Executive Director Ms. McCall Flynn, BPE Administrative Assistant Ms. Kris Stockton.

CSPAC Meeting July 14, 2021

Executive Committee Report

Chair Elder introduced new member Dr. Kate Eisele to the Council. Dr. Eisele introduced herself to the Council and gave her background. The Council set their meeting schedule for the remainder of 2021 through July 2022 and held nominations for chair and vice chair. Mr. Elder was re-elected chair and Ms. Teresa Marchant was elected vice chair. The Council also reviewed their current mission statement as well as their 2021-2022 goals.

Board of Public Education Report/Executive Director's Report

Ms. Flynn updated the Council on the conclusion of the 2021 Montana Legislative Session, and the ongoing review of the Chapter 57 Educator Licensure and Chapter 58 Educator Preparation Program Standards. A review of each is scheduled for the joint meeting with the Board of Public Education.

History of CSPAC and the Code of Ethics

Mr. Pete Donovan, former Executive Director of the Board of Public Education and former CSPAC Administrative Officer, gave the Council a history of CSPAC since its inception in 1987 and a brief history of the Code of Ethics.

Review of Draft Revisions to the Montana Educator Code of Ethics

A review of a draft of the Code of Ethics, which is to be reviewed every 5 years, was presented to the Council by the Code of Ethics committee. The committee presented the document to the Council and Dr. Watson, chairperson of the committee, reviewed the process for the revisions. Public comment was heard on the proposed revisions before the Council voted to have the Code of Ethics committee reconvene to discuss and consider the public comment heard at the meeting.

Approve Class 8 License Applications

Ms. Crystal Andrews, Licensure Manager, OPI, presented one Class 8 application to the Council. The Council reviewed the Class 8 License application and approved the application.

Future Agenda Items

Committee report on Code of Ethics

Review of bylaws

Highlights of the October 14, 2021, CSPAC Meeting Montana State Capitol, Room 152

On Wednesday, October 14, 2021, the Certification Standards and Practices Advisory Council met in person and via Zoom for their regularly scheduled meeting. The Certification Standards and Practices Advisory Council, created by the 1987 Montana Legislature, is composed of seven members, and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

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Meeting attendees included: Ms. Jane Hamman, BPE member; Ms. Diane Fladmo, MFPE; Dr. Kirk Miller, School Administrators of Montana; Ms. Crystal Andrews, OPI; Ms. Moffie Funk; Ms. Pamela Raney; Ms. Donna Elford. Staff present were BPE Executive Director Ms. McCall Flynn, BPE Administrative Assistant Ms. Kris Stockton.

CSPAC Meeting October 14, 2021

Joint Meeting with the Montana Council of Deans of Education (MCDE)

The Certification Standards and Practices Advisory Council met with the Montana Council of Deans of Education in the morning for their annual meeting. The group heard presentations on the revision process for Chapter 57 Educator Licensure, and Chapter 58 Educator Preparation Program, as well as reports on Traffic Education, the Grow Your Own program, and the Master of Arts in Teaching/Montana Rural Educator project.

CSPAC convened their regular meeting in the afternoon at the Montana State Capitol.

Board of Public Education Report/Executive Director's Report

Executive Director McCall Flynn updated the Council on the September Board of Public Education meeting, noting that Ms. Tammy Lacey was elected chair and Ms. Madalyn Quinlan was elected vice chair. The Board's November meeting will be in Missoula where Governor Gianforte has called a Board of Education meeting. Ms. Flynn discussed the ongoing work of the Chapter 57 and 58 Task Forces and updated the Council on presentations she gave at the Legislative Education Interim Committee meeting and the Legislative Education Interim Budget Committee meeting.

Review of CSPAC Bylaws

The Council reviewed the drafted bylaws document prepared by Director Flynn and discussed further revisions, including discontinuing the use of standing committees and replacing them with ad hoc committees on an "as needed" basis. A final version will be voted on at the February CSPAC meeting.

Code of Ethics Review

The Code of Ethics committee gave an update on their efforts to review the code. The committee met after the July CSPAC meeting to discuss and consider public comment they heard. Dr. Watson

explained that the public comment heard in July led the committee to develop three different drafts of the Code of Ethics for CSPAC to consider and discuss. Public comment was heard on the proposed drafts and Council members discussed the options as well. The Council then voted on one final version of the Code of Ethics that will be presented for approval by CSPAC at their February meeting.

Approve Class 8 License Applications

Ms. Crystal Andrews, Licensure Manager, OPI, presented one Class 8 application to the Council. The Council reviewed the Class 8 License application and approved it.

Future Agenda Items

Information on Western Governor's University

Bylaws

Code of Ethics

Class 8 Applications

PRAXIS Information

**Highlights of the November 3, 2021, Special CSPAC Meeting
Montana State Capitol, Room 152**

On Wednesday, November 3, 2021, the Certification Standards and Practices Advisory Council met in person and via Zoom for a special meeting concerning revisions to ARM Title 10, Chapter 57. The Certification Standards and Practices Advisory Council, created by the 1987 Montana Legislature, is composed of seven members, and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council: Mr. Kelly Elder, chair, teacher, Helena, Ms. Teresa Marchant, vice chair, specialist, Billings; Ms. Ann Wake, trustee, Missoula; Dr. Kate Eisele, teacher, Big Sky; Dr. Rob Watson, administrator, Missoula; Ms. Barbara Brown, teacher, Missoula; Dr. Trent Atkins, accredited teacher education institution, Missoula.

Meeting attendees included: Dr. Julie Murgel, OPI; Ms. Crystal Andrews, OPI; Ms. Sharyl Allen, Deputy Superintendent, OPI; Dr. Ann Ewbank, MSU; Ms. Tristen Belknap, OPI; Dr. Beverly Chin, UM; Mr. Dennis Parman, MREA; Ms. Virginia Diaz, OPI; Ms. Emily Dean, MTSBA; Mr. Fletcher Brown; Ms. Jule Walker, MTSBA; Dr. Kirk Miller, SAM; Ms. Kristi Steinberg, UM; Ms. Tracy Moseman, OPI; Ms. Sharon Carroll, Task Force Member; Ms. Sarah Swanson, OPI; Mr. Michael Sweeney, OPI; Ms. Tammy Lacey, Chair, BPE; Ms. Jane Hamman, BPE Member. Staff present were BPE Executive Director Ms. McCall Flynn; BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
November 3, 2021**

Review of Revisions to ARM Title 10, Chapter 57, and recommendation to the Board of Public Education

Dr. Julie Murgel and Ms. Crystal Andrews, OPI, presented the recommendations from the Task Force on the revisions to Chapter 57, Educator Licensure, to the Council. Dr. Murgel noted that these are the Task Force recommendations and not the Superintendent’s recommendations. Dr. Murgel and Ms. Andrews went through all the proposed revisions from the Task Force and answered Council questions. The Council took public comment on the proposals. Superintendent of Public Instruction Elsie Arntzen’s recommendations will be presented at the Council’s February 2022 meeting.

Highlights of the February 9, 2022, CSPAC Meeting Montana State Capitol Building Room 152

On Wednesday, February 9, 2022, the Certification Standards and Practices Advisory Council met in Room 152 of the Montana State Capitol Building and via Zoom for their regularly scheduled meeting. The Certification Standards and Practices Advisory Council, created by the 1987 Montana Legislature, is composed of seven members, and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council: Mr. Kelly Elder, chair, teacher, Helena, Ms. Teresa Marchant, vice chair, specialist, Billings; Ms. Ann Wake, trustee, Missoula; Dr. Kate Eisele, teacher, Big Sky; Dr. Rob Watson, administrator, Missoula; Ms. Barbara Brown, teacher, Missoula; Dr. Trent Atkins, accredited teacher education institution, Missoula.

Meeting attendees included: Dr. Julie Murgel, OPI; Ms. Tammy Lacey, chair BPE; Ms. Madalyn Quinlan, vice chair BPE; Ms. Crystal Andrews, OPI; Ms. Diane Fladmo, MFPE; Mr. Dennison Rivera; Mr. Darren Gaub; Mr. Lance Melton, MTSBA; Ms. Jule Walker, MTSBA; Ms. Chavlik; Ms. Eileen Guthrie; Ms. Elizabeth Hale; Ms. Emily Bogus, Western Governor's University; Ms. Ruth Rater; Ms. Elizabeth Hoganson; Ms. Christie Delaney; Ms. Moffie Funk; Ms. Cathy Carlson; Mr. Dylan Klapmeier, Governor Gianforte's Office; Ms. Sherri Reynolds; Ms. Pamela Rainey; Ms. Heidi Keaster; Mr. Tom Cubbage; Superintendent Elsie Arntzen; Mr. Dennis Parman, MREA. Staff present were BPE Executive Director Ms. McCall Flynn; BPE Administrative Assistant Ms. Kris Stockton.

CSPAC Meeting February 9, 2022

Executive Committee Report

Chair Elder called for any announcements from the Council. It was noted by Dr. Watson that it is "National School Counselors Week", and Ms. Marchant noted it is "I Love to Read" month.

Board of Public Education Report/Executive Director's Report

A review of the November and January Board of Public Education meetings was covered by Executive Director Flynn as well as the special Board of Public Education meeting held in January to approve the Transformational Learning and Advanced Opportunity Grant applications. Ms. Flynn announced that Mr. Paul Furthmyre was hired as the permanent Superintendent of the Montana School for the Deaf and the Blind, and that Ms. Renee Rasmussen has been appointed to the Board of Public Education, replacing Dr. Darlene Schottle, whose term has ended.

Mentorship and Induction

Ms. Flynn discussed the Mentorship Manual originally created by CSPAC in 1993 and updated in the 2000's. Chair Elder asked that a committee be created to review the manual and make any necessary changes. Dr. Eisele, Ms. Wake, and Vice Chair Marchant all volunteered to serve on the committee to review the manual. The committee will report back at the April CSPAC meeting.

CSPAC Bylaws

The Council approved the revisions to the bylaws as discussed at the October 2021 meeting and presented in the packet.

Montana Professional Educator Code of Ethics

Executive Director Flynn reviewed the process the Code of Ethics has gone through over the past year. The Code of Ethics is reviewed every five years and was last reviewed and adopted in 2016. A committee was formed at the February 2021 meeting to review the code and bring it to the Council for review, which occurred at the July 2021 meeting. The Council heard a brief presentation on the history of the Code of Ethics at the July meeting from former Executive Director Pete Donovan and heard public comment surrounding the proposed revisions to Principle III(B). The committee revising the Code of Ethics reconvened after the July meeting and drafted three options for Principle III(B) for presentation to CSPAC at their October meeting. The full Council agreed upon one final version that was presented to them at the October meeting by the Code of Ethics committee. The Council heard public comment surrounding the proposed changes to the Code of Ethics before approving the final version by unanimous vote.

Review of Superintendent Arntzen's Recommendations to Revisions to ARM Title 10, Chapter 57, Educator Licensure

Dr. Julie Murgel and Ms. Crystal Andrews, OPI, reviewed the Superintendent's recommendations to the revisions to Chapter 57, Educator Licensure. Dr. Murgel and Ms. Andrews answered Council member's questions regarding the proposals from the Superintendent.

Discussion and Recommendation to the Board of Public Education on Revisions to ARM Title 10, Chapter 57, Educator Licensure

The Council reviewed the proposed revisions from Superintendent Arntzen and heard public comment from Mr. Lance Melton, MTSBA and Mr. Dylan Klapmeier, Education Policy Advisor for Governor Gianforte. The Council made recommendations on the revisions to the Board of Public Education that will be presented to BPE at their March 2022 meeting.

Future Agenda Items

Draft Annual Report
Western Governor's University
PRAXIS Presentation
School Funding Presentation
Class 8 Applications

Highlights of the April 20, 2022, CSPAC Meeting Montana State Capitol Building, Room 152

On Wednesday, April 20, 2022, the Certification Standards and Practices Advisory Council met in Room 152 of the Montana State Capitol Building and via Zoom for their regularly scheduled meeting. The Certification Standards and Practices Advisory Council, created by the 1987 Montana Legislature, is composed of seven members, and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council: Mr. Kelly Elder, chair, teacher, Helena, Ms. Teresa Marchant, vice chair, specialist, Billings; Ms. Ann Wake, trustee, Missoula; Dr. Kate Eisele, teacher, Big Sky; Dr. Rob Watson, administrator, Missoula; Ms. Barbara Brown, teacher, Missoula; Dr. Trent Atkins, accredited teacher education institution, Missoula.

Meeting attendees included: Ms. Tammy Lacey, Chair BPE; Ms. Crystal Andrews, OPI; Ms. Amanda Curtis, MFPE; Dr. Kirk Miller, SAM; Ms. Anne Keith, Board of Public Education member; Dr. Tim Tharp, Board of Public Education member; Ms. Kristi Steinberg, University of Montana; Mr. Nick Bellack, ETS; Dr. Barbara Sunderman, Western Governor's University; Ms. Moffie Funk; Ms. Diane Fladmo, MFPE; Ms. Jule Walker, MTSBA. Staff present were: BPE Executive Director Ms. McCall Flynn; BPE Administrative Assistant Ms. Kris Stockton.

CSPAC Meeting April 20, 2022

Executive Committee Report

The Chair recognized Dr. Rob Watson for his service on CSPAC. Dr. Watson has accepted the Executive Director position at the School Administrators of Montana and will be leaving the Council effective June 1, 2022. The Chair led the Council through a review of the draft Annual Report, which will be presented to the Board of Public Education at the joint meeting in July.

Board of Public Education Report/Executive Director's Report

Ms. Flynn gave her report to the Council including an update on the public comments received for the revisions to Chapter 57, Educator Licensure, explaining that the Board will meet April 28 to review all the comments. Ms. Flynn provided updates on the revisions process for Chapter 58 Educator Preparation Programs, which will be presented to the Council in July, and the work of the Chapter 55 Task Force and the Negotiated Rulemaking Committee. Mentorship and Induction is being discussed in the Chapter 55 revisions, which may be of interest to the Council. Ms. Flynn updated the Council on the March Board of Public Education meeting where a discussion was held regarding the Montana Educator Code of Ethics.

Western Governor's University Presentation

Dr. Barbara Sunderman from Western Governor's University gave a presentation to the Council. Dr. Sunderman reviewed the Educator Preparation program at Western Governor's University and answered Council member questions regarding the program.

Mentorship and Induction Committee Update

Ms. Anne Keith, Board of Public Education member, gave a report to the Council on the ASPIRE (Advancing Support, Preparation & Innovation in Rural Education) Grant given to Montana State University for the 2022-2023 school year. Ms. Keith discussed the parameters of the grant, how rural teachers apply and are matched with a mentor teacher, and how mentors are compensated for their work.

Presentation on PRAXIS in Montana

Mr. Nick Bellack, ETS, and Ms. Kristi Steinberg, University of Montana, gave a presentation to the Council on the PRAXIS test specific to Montana. Mr. Bellack discussed the new at-home testing option available since COVID, a partnership with Kahn Academy for support in test preparation, and testing information specific to Montana. Ms. Steinberg discussed the history of the PRAXIS in Montana and how the test has evolved.

PRAXIS Mathematics Review and Recommendation to the Board of Public Education

Ms. Crystal Andrews, OPI, discussed the new PRAXIS Math test and proposed score for Montana. Ms. Andrews explained that the old test version is being phased out and therefore, the PRAXIS Working Group and Montana Council of Deans has approved the new test with a recommended passing score of 159. The Council approved the recommendation for the new test and score and for the Board of Public Education to review it at their May meeting.

Action Class 8 License Application

The Council reviewed one Class 8 license application and recommended the applicant for licensure.

Future Agenda Items

Class 8 Application(s)

Mentorship and Induction follow-up

Chapter 58 review panel and recommendation to BPE

Joint Meeting with BPE

Tab

CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL MISSION STATEMENT

The mission of the Certification Standards and Practices Advisory Council is to study and make recommendations to the Board of Public Education on certification issues concerning teachers, administrators and specialists; professional standards and ethical conduct; the status and efficacy of approved teacher education programs in Montana; and policies related to the denial, suspension and revocation of educator certification and the appeals process.

The Certification Standards and Practices Advisory Council will submit a report to the Board of Public Education with recommendations for the above areas at least once annually.

BOARD OF PUBLIC EDUCATION
CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL

BYLAWS

Article I. Name

The name of the organization shall be the Montana Certification Standards and Practices Advisory Council.

Article II. Purpose

The Montana Certification Standards and Practices Advisory Council, hereinafter referred to as the Council, has been formed in accordance with 2-15-1522 MCA, and shall have as its purposes:

1. To study and make recommendations to the Board of Public Education in the following areas:
 - a. Teacher licensure standards, including, but not limited to, prelicensure training and education requirements and licensure renewal requirements and procedures;
 - b. Administrator licensure standards, including, but not limited to, prelicensure training and education requirements and licensure renewal requirements and procedures;
 - c. Specialist licensure standards, including, but not limited to, prelicensure training and education requirements and licensure renewal requirements and procedures;
 - d. Standards of professional practices and ethical conduct;
 - e. The status and efficacy of approved educator preparation providers in Montana; and
 - f. Policies related to the denial, suspension, and revocation of educator licensure and the appeals process. For the purpose of preparing recommendations in this area, the Council is authorized to review the individual cases and files that have been submitted to the Board of Public Education.
2. To submit a written report with its recommendations annually and at other appropriate times to the Board of Public Education.

3. To complete a comprehensive review and adoption of the Professional Educators of Montana Code of Ethics on a five-year cycle beginning January 1, 2012.

Article III. Membership

Membership. The Council shall consist of seven members appointed by a majority vote of the Board of Public Education. Per 2-15-1522 MCA, the membership must include:

1. Three teachers engaged in classroom teaching, including:
 - a. one who teaches within kindergarten through grade 8;
 - b. one who teaches within grade 9 through 12; and
 - c. one additional teacher from any category in subsection (2) (a) or (2) (b) of 2-15-1522 MCA.
2. One person employed as a specialist or K-12 specialist;
3. One faculty member from an accredited educator preparation provider;
4. One person employed as an administrator, with the licensure required in 20-4-106 (1) (c); and
5. One school district trustee.

Tenure.

1. The term of office of an appointed member is three years. If a vacancy occurs on the Council, the Board of Public Education shall appoint a person from the category of membership in which the vacancy occurred to serve the unexpired term. Regular appointments shall begin June 1, and end May 31, of the third year of the term.
2. Any member desiring to resign from the Council shall submit his/her resignation in writing to the Council and to the office of the Board of Public Education.

Compensation. Council members are entitled to travel expenses incurred for each day of attendance at Council meetings or in the performance of any duty or service as a Council member in accordance with 2-18-501 through 2-18-503 MCA. Eligible Council members are also entitled to per diem for each day of attendance at Council meetings, not to exceed eight days per year, in accordance with 2-15-122 MCA.

In order to receive reimbursement or compensation for out-of-state activities, the Council member must obtain the approval of the Council Chairperson and the Council Administrator in advance of undertaking the activity.

Article IV. Meetings

Meetings. The Council shall meet quarterly and at other times as may be required for the proper conduct of the business of the Council at the call of the chairperson. Such business may include, but not be limited to:

1. Information, discussion, and action on matters related to the purposes of the Council described in Article II;
2. Election of officers and appointments to committees as described in Article V;
3. Apprising the Board of Public Education of budgetary needs of the Council and making recommendations on a preliminary budget; and
4. Reviewing the Council Budget on an ongoing basis for further recommendations to the Board.

Quorum. A quorum for a meeting shall be not less than four Council members.

Each Council member shall be given written notice of the day, time, and location of any regularly scheduled meeting no less than 48 hours prior to the meeting. Notification of the meeting will be delivered via email.

Absence. Recognizing the value of his/her contribution to the business of the Council, each Council member shall be responsible to notify the chairperson and the BPE/CSPAC staff in advance of any anticipated absence from a scheduled meeting. If a member is absent from three consecutive scheduled meetings, his/her membership shall be subject to review by the Board of Public Education to determine if the member's office shall be deemed vacant. If deemed vacant, the vacancy shall be filled in accordance with Article III, Section B.

Special Meetings. Special meetings may be called by the Chairperson of the Council or by a request in writing of two appointed members. When necessary, the Council may hold meetings for resolution of specific agenda items either by a meeting in person, by conference call, electronic or digital means, or by any combination of the above. In the case of a special meeting, the Executive Director shall notify each member by email sufficiently in advance of the meeting to allow all Council members to travel to the meeting site from their principal Montana residence.

In the case of a conference call or an electronic or digital format, forty-eight hours prior to the meeting shall be deemed sufficient notice.

Meeting Procedure.

1. Meetings of the Council shall be governed by the following rules:

- a. The chair or vice-chair shall preside at all meetings. In their absence, a temporary presiding officer shall be selected by the membership.
 - b. The presiding officer shall neither introduce nor second a motion.
 - c. A motion shall require a simple majority of those present to pass.
 - d. Any motion shall be in order as long as no previous motion is on the floor.
 - e. Minutes shall be taken at all open sessions of the Council. The minutes shall be made available to the public, subject to reasonable regulation in the time and manner of inspection.
 - f. The current edition of Robert's Rules of Order shall prevail on questions of parliamentary procedure.
2. The regular order of business shall be as follows:
- a. Call to order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Statement of Participation
 - e. Approval of the minutes of the preceding meeting
 - f. Agenda adoption
 - g. Agenda
 - h. Date and place of next meeting
 - i. Adjournment
3. An agenda shall set the structure for meetings of the Council.
- a. A list of future agenda items shall be discussed as the last item of business by the Council at each regularly scheduled meeting.
 - b. The proposed agenda shall be included with the written notice of meeting required in Section C of this article.
 - c. Persons or organizations desiring to address the Council may make a request using the online Agenda Request process or by notifying the staff, Chair, or Vice

Chair. Requests will be reviewed by the Council Chair and Vice Chair and considered for approval.

- d. The proposed agenda becomes the approved agenda by a majority vote of Council members at the beginning of the meeting.
- e. Whenever possible, support materials for the agenda shall be in electronic form and readily available to the membership.

Article V. Organization

Section A. Officers

1. The Council shall select, by majority vote, a chair and vice-chair from its appointed members annually during the fall meeting of each year.
2. The term of elective office shall be for one year and an officer may not serve more than six consecutive years.
3. The chair shall be the presiding officer and shall preside over all regular, special, and public meetings of the Council. The vice-chair shall perform the functions of the chair in the absence of the chair.

Section B. Committees

1. The Chair may appoint Special Committees as needed.
2. The Executive Committee shall consist of the chair, vice-chair, and Executive Director. The Executive Committee shall be responsible for presenting budgeting proposals to the Council and to the Board of Public Education. The Executive Committee shall be responsible for performing other duties as assigned by the chair or Council.
3. The committees will meet at times agreed upon by the majority of the committee. The Council Chair and Executive Director of the Board of Public Education shall be informed of the purpose, time, and place of all committee meetings.

Article VI. Communications

These bylaws may be added to or amended by a two-thirds majority vote of the entire Certification Standards and Practices Advisory Council provided that the proposed amendment is sent in writing to all members of the Certification Standards and Practices Advisory Council at least seven days in advance of the vote to amend the bylaws.

Article VII. Professional Development

The Council recommends professional development opportunities for Council members whenever possible.

Tab

**BOARD OF PUBLIC EDUCATION CHAPTER 55
STANDARDS OF ACCREDITATION**

[Click here](#) to view the ARM Rules for the Montana Standards of Accreditation

**BOARD OF PUBLIC EDUCATION CHAPTER 57
EDUCATOR LICENSURE STANDARDS**

[Click here](#) to view the ARM Rules for the Montana Educator Licensure Standards

**BOARD OF PUBLIC EDUCATION
CHAPTER 58
PROFESSIONAL EDUCATOR PREPARATION PROGRAM
STANDARDS**

[Click here](#) to view the ARM Rules for the Montana Professional Educator Preparation Program Standards

Tab

Reimbursement Information

This is a handy reminder of what items need to be included in this packet. If all of the information is included in your maroon folder at the end of the meeting, there shouldn't be any delays in your reimbursement.

- **Travel Expense Voucher**—You **NEED** to sign this form.
- **Travel Detail Form**—Please fill out **everything** on this form. If you don't know the mileage traveled, Anneliese will figure it out for you.
- **Motel and/or Airline Receipt**—Reimbursement **cannot** be made without the receipt in our office.

Thanks so much!

**CERTIFICATION STANDARDS AND PRACTICES
ADVISORY COUNCIL
TRAVEL DETAILS**

NAME _____

DATE _____ FROM _____ TO _____ TIME

DEPARTING* _____ TIME ARRIVING* _____

MODE OF TRAVEL _____

MILEAGE TRAVELED _____

DATE _____ FROM _____ TO _____

TIME DEPARTING* _____ TIME ARRIVING* _____

MODE OF TRAVEL _____

MILEAGE TRAVELED _____

OTHER DETAILS PERTINENT TO REIMBURSEMENT:

***APPROXIMATE TIME**

1. Please submit this form along with your Motel/Hotel receipt and signed travel vouchers to the Council secretary before you leave.
2. If you are submitting your travel claim separately or have done travel other than the Council meetings, please be sure to submit your claim within a 10 day time period.
3. If you are traveling and will complete your travel before June 30th of any year, you must have the travel claim turned in before June 30th.
4. Any travel performed before June 30th and not submitted before July 1st CANNOT BE REIMBURSED DUE TO FISCAL YEAR ENDING.
5. If you have any questions, please call the Council Secretary at 444-6576.

TRAVEL GUIDE

Meals:

1. Must have traveled for more than 3 continuous hours and be a distance of at least 15 miles from headquarters or home, whichever is closer. (ARM 2.4.126)
2. A maximum of 2 meals during the travel shift. A travel shift is defined as that period of time beginning 1 hour before or terminated more than 1 hour after normally assigned work shift. (ARM 2.4.127)
3. Time ranges – Must have traveled for more than 3 continuous hours within one of the following time ranges (ARM 2.4.128):

Travel Time:

In-State

Out-of-State

❖ Three hours or less

None

None

❖ Greater than three hours and at least three hours within the ranges below:

Morning (12:01 a.m. – 10:00 a.m.)

\$7.50

\$13.00

Midday (10:01 a.m. – 3:00 p.m.)

\$8.50

\$14.00

Evening (3:01 p.m. – 12:00 midnight)

\$14.50

\$23.00

Total for the day:

\$30.50

\$50.00

- ❖ Only 1 meal per day when travel is performed solely within the confines of a travel shift. (ARM 2.4.130)
- ❖ Two meals per 24-hour calendar day when departing within the travel shift but returning outside the limits or departing prior to travel shift and returning during travel shift. (ARM 2.4.130)

Mileage:

The reimbursement rate for mileage driven in connection with State business is 58.0 cents per mile. In order to claim reimbursement at this rate the employee must qualify according to the Administrative Rules of Montana (A.R.M.) Section 2.4.114.

Section II
Board of Public
Education
(BPE)

Tab

The Board of Public Education was created by the Montana Constitution of 1972 to exercise general supervision over the elementary and secondary schools of the state. The Board consists of seven members appointed by the Governor and confirmed by the Senate to staggered seven-year terms. By statute the Governor must appoint members to the Board so that not more than four may be from one of the two commission districts and not more than four may be affiliated with the same political party. The Governor, the Superintendent of Public Instruction, and the Commissioner of Higher Education are ex-officio, non-voting members of the Board. In 1978 the Board added a student representative who is elected by the executive committee of the Montana Association of Student Councils to a one-year term. The Board maintains offices in Helena.

The Board is vested with constitutional rule-making authority which is self-executing and independent from any power that is delegated to the Board by the Legislature. The Board of Public Education meets with the Board of Regents two times a year to form the Board of Education with responsibilities for long-range planning of the state's educational system.

In addition to the constitutional mandate to exercise general supervision of the schools, the Board is assigned specific responsibilities by the Montana Legislature. A partial list of duties requires the Board to:

- adopt standards of accreditation for Montana schools and establish the accreditation status of each school;
- effect a uniform system of teacher certification, including the accreditation of the teacher and administrator training programs;
- consider the suspension or revocation of teacher certificates and hear appeals from the denial of teacher certificates;
- administer and order the distribution of state equalization aid;
- adopt policies for the special education of handicapped and gifted and talented students; and
- act as the governing agency for the Montana School for the Deaf and Blind.

BOARD MEMBERS

Updated 10/24/2022

Term Expires

2/1/23	Tammy Lacey tammy.lacey@gmail.com	PO Box 39 Fairfield MT 59436	C 406-590-3096
2/1/24	Anne Keith annekeith50@gmail.com	101 N Chouteau Ave Bozeman MT 59718	H 406-585-5489 C 406-539-9241
2/1/25	Jane Lee Hamman Janelehamman@aol.com	PO Box 164 Clancy, MT 59634	C 406-431-9395 O 406-933-8203
2/1/26	Madalyn Quinlan Chair madquinlan@bresnan.net	605 9 th AVE Helena, MT 59601	H 406-443-2433 C 406-459-2481

2/1/27	Tim Tharp timtharpmt@gmail.com	PO Box 215 Savage, MT 59262	C 406-788-3168
2/1/28	Susie Hedalen Vice Chair saillake.ds@gmail.com	391 Stagecoach Lane Townsend, MT 59644	C 406-465-3531
2/1/29	Renee Rasmussen Renee.rasmussen.mt@gmail.com	3 Skyline Dr Clancy, MT 59635	C 406-949-3126

STUDENT REPRESENTATIVE

6/1/23	Charles Fox charlesfox04@gmail.com	1195 Mendocino Dr. Helena, MT 59601
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EX OFFICIO MEMBERS

Greg Gianforte Governor	Room 204, State Capitol PO Box 200801 Helena, MT 59620-0801	O 406-444-3311 F 406- 444-5529
Elsie Arntzen State Superintendent Office of Public Instruction	1227 11 th Avenue, 2 nd Floor PO Box 202501 Helena, MT 59620-2501	O 406-444-5658 F 406-444-9299
Clayton Christian Commissioner of Higher Education	2500 Broadway, PO Box 203101 Helena, MT 59620-3101	O 406-444-6570 F 406-444-1469

STAFF

McCall Flynn Executive Director mflynn@mt.gov	PO Box 200601 Helena, MT 59620-0601	O 406-444-0300 F 406-444-0847 C 406-691-0550
Paul Furthmyre, Superintendent Montana School for the Deaf and Blind pfurthmyre@mdsdb.mt.gov	3911 Central Avenue Great Falls, MT 59401	O 1-800-882-6732 F 406-771-6017
Kris Stockton Administrative Specialist kmstockton@mt.gov	PO Box 200601 Helena MT 59620-0601	O 406-444-0302 F 406-444-0847
Julie Balsam Administrative Assistant jbalsam@mt.gov	PO Box 200601 Helena MT 59620-0601	O 406-444-6576 F 406-444-0847

BOARD OF PUBLIC EDUCATION

ANNUAL AGENDA CALENDAR January 2023 – November 2023

(Proposed items from OPI are in italics – C symbolizes Consent Agenda)

January 12-13, 2023 – Helena

Exiting Board Member – Last Meeting and Recognition
MSDB Superintendent Contract Extension
Transportation Report
MACIE Update
Assessment Update
Federal Update
Accreditation Report
Teacher Licensure Report
Qualify Transformational Learning & Advanced Opportunity Grant Applications
Critical Quality Educator Shortage Area Report

March 9-10, 2023- Helena

Assessment Update
Federal Update
Accreditation Report
Annual School Food Services Report
Approve Annual Reports Transformational Learning and Advanced Opportunity Grants
MACIE Update
Approval of MSDB School Calendar

May 11-12, 2023- Great Falls

CSPAC Appointments
Student Representative Last Meeting & Recognition
Approve K-12 Schools Payment Schedule
Assessment Update
Draft – CAEP MOU
Accreditation Report
Variance to Standards Requests & Renewals
Federal Update
MACIE Update
MCDE Update
Executive Director Performance Evaluation

July 12-14, 2023 - Helena

Strategic Planning Meeting
CSPAC/BPE Joint Meeting
CSPAC Annual Report
MACIE Update
Approve MSDB/Golden Triangle Co-op
Annual HiSET Report
Approve CAEP - MOU
Annual Special Education Report
Assessment Update
Federal Update
Educator Preparation Program Report

OPI Staffing Report
Accreditation Report

September 14-15, 2023 - Helena

Election of Board Officers
Set Yearly Board Meeting Calendar - C
Set Annual Agenda Calendar – C
MACIE Update
Digital Academy Update
Assessment Update
Federal Update
MACIE Renewal (Even Years)
MSDB Superintendent Evaluation - preview

November 16-17, 2023 - Missoula

MCDE Update
MACIE Update
Assessment Update
Federal Update
Variance to Standards Requests & Renewals
Accreditation Report
Youth Risk Behavior Survey Update (Odd Years)
Annual Renewal Unit Providers List
MSDB Superintendent Performance Evaluation & Contract Extension Discussion

APPROVED BOARD OF PUBLIC EDUCATION

2022 SCHEDULE

January 13-14, 2022 (virtual?)	Helena, MT
March 10-11, 2022 (w/BOR)	Helena, MT
May 12-13, 2022	Great Falls, MT
July 14-15, 2022 (Joint CSPAC meeting)	Helena, MT
September 15-16, 2022	Helena, MT
November 17-18, 2022 (w/BOR)	Bozeman, MT

BOARD OF PUBLIC EDUCATION

2023 SCHEDULE

January 12-13, 2023 (virtual?)	Helena, MT
March 9-10, 2023 (w/BOR)	Helena, MT
May 11-12, 2023	Great Falls, MT
July 13-14, 2023(Joint CSPAC Meeting)	Helena, MT
September 14-15, 2023	Helena, MT
November 16-17, 2023 (w/BOR)	Missoula, MT

Board of Public Education
Committee Assignments
2022-2023

STANDING COMMITTEES

Executive Committee

Madalyn Quinlan, Chair
Susie Hedalen, Vice Chair
McCall Flynn, Executive Director

Accreditation Committee

Tim Tharp, Chair
Tammy Lacey, Member
Madalyn Quinlan, Ex-Officio Member

Licensure Committee

Susie Hedalen, Chair
Anne Keith, Member
Madalyn Quinlan, Ex-Officio Member

MSDB Committee

Tammy Lacey, Chair
Madalyn Quinlan, Ex-Officio Member

Legislative Committee

Renee Rasmussen, Chair
Jane Hamman, Member
Madalyn Quinlan, Ex-Officio Member

Assessment Committee

Anne Keith, Chair
Renee Rasmussen, Member
Madalyn Quinlan, Ex-Officio Member

Education Interim Committee

Jane Hamman, Chair
Tammy Lacey, Member
Madalyn Quinlan, Ex-Officio Member

ADVISORY GROUP LIAISONS

CSPAC – Tammy Lacey
MACIE – Susie Hedalen
Montana Digital Academy – McCall Flynn
Montana School Safety AC – McCall Flynn
Montana Early Childhood AC – McCall Flynn

**STATE OF MONTANA
BOARD OF PUBLIC EDUCATION**

BYLAWS

Article I. Name

The legal name of the Board is the Board of Public Education.

Article II. Objective

The objective of the Board is to carry out its constitutional and statutory responsibility to exercise general supervision, in cooperation with the Superintendent of Public Instruction, over the public school system and other such public educational institutions as may be assigned by law.

Article III. Membership

The Board consists of seven members appointed by the Governor and confirmed by the Senate. Not more than four may be from each of the two commission districts per § 5-1-102 (2) (a) (b), MCA, and not more than four may be affiliated with the same political party. The Governor, Superintendent of Public Instruction, and Commissioner of Higher Education are ex officio, non-voting members of the Board. There is also a non-voting student member. The terms of members appointed to the Board shall be seven years. When a vacancy occurs, the Governor shall appoint a member for the remainder of the term of the incumbent. Members appointed to the Board, before discharging their duties, shall take and subscribe to the constitutional oath of office.

Article IV. Officers

The officers of the Board shall consist of a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall be elected among the appointed membership for the period of one year; annual reelection is permissible. Election of the Chairperson and Vice Chairperson shall be conducted by voice vote. The Chairperson and Vice Chairperson elect shall assume their respective office upon adjournment of the meeting at which they were elected. If the office of the Chairperson or Vice Chairperson is vacated prior to the expiration of the term, the Board will hold an election to fill the vacated office; the newly elected officer will serve for the remainder of the unexpired term and assume the gavel immediately. The duties of the Chairperson shall include presiding at meetings, participation in the construction of meeting agendas and appointing all committees. The Chairperson shall vote on all matters. In the absence of the Chairperson, the Vice Chairperson shall preside and shall perform such duties as are prescribed for the Chairperson.

Article V. Executive Director

The Board shall appoint, prescribe the term and duties, and establish the salary of the Executive Director. The Executive Director shall serve as administrator to the Board and also as liaison between the Board and the Superintendent of Public Instruction, the Commissioner of Higher Education, the Legislature, and the Governor's office.

Article VI. Meetings

According to § 20-2-112, MCA, the Board shall meet at least quarterly. Special meetings may be called by the Governor, the chairperson of the Board, the Executive Director, or a request in writing of four regular appointed members. When necessary, the Board may hold meetings for resolution of specific agenda items either by a meeting in person, by conference call or by a combination of both. In the case of a special meeting, the Executive Director shall notify each regular and ex officio member either by e-mail, mail, or by telephone sufficiently in advance of the meeting to allow all Board members to travel to the meeting site from their principal Montana residence.

The Board of Public Education and the Board of Regents shall meet at least twice yearly as the State Board of Education per § 20-2-101, MCA.

Meetings of the Board shall be open to the public. The Chairperson may close the meeting to the public if he or she determines:

- a. That the demand of individual privacy clearly exceeds the merits of public disclosure, or
- b. That an open meeting would have a detrimental effect on the bargaining or the litigating position of the Board.

The Chairperson shall read for the minutes the reason for the closing, or the minutes will show that the person in question requested a closed session.

Article VII. Quorum

A majority of the appointed members shall constitute a quorum for the transaction of business.

Article VIII. Organization

Section A. Officers

The Board shall select, by a majority vote, a Chairperson and Vice Chairperson from its appointed members each September. The term of elected office shall be for one year. The Chairperson shall be the presiding officer and shall preside over all regular, special, and public meetings of the Board. The Vice Chairperson shall perform the functions of the Chairperson in their absence.

Section B. Committees

Standing committees shall be as follows:

1. An Executive Committee: composed of the Chairperson, Vice Chairperson, and the Executive Director
2. An Accreditation Committee
3. A Licensure Committee
4. A Montana School for the Deaf and Blind Committee
5. A Legislative Committee
6. An Assessment Committee
7. An Education Interim Committee

The Board may create special committees as deemed necessary to carry out the responsibilities of the Board. Members of the special committees shall be appointed by the Chairperson.

Duties of the committees shall be to review, report on, and make recommendations concerning any item referred to them and alert the Chairperson and Executive Director on any matters which should be placed on the agenda for Board discussion or action. The Chairperson and the Executive Director shall serve as ex officio, non-voting members of all committees.

The Board shall establish a Montana School for the Deaf and Blind Committee. Due to the uniqueness of the operations of the Montana School for the Deaf and Blind, the Committee is expected to meet more regularly than other committees of the Board. As required under § 20-8-101, MCA, the Montana School for the Deaf and Blind is under general supervision, direction, and control of the Board. This relationship requires more regular oversight and involvement in the maintenance and governance of the school.

Article IV. Order of Business

The regular order of business shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Statement of Public Participation
5. Welcome Visitors
6. Items Pulled from Consent Agenda
7. Consent Agenda Adoption

8. Agenda Adoption
9. Agenda
10. Date and Place of Next Meeting
11. Adjournment

Article X. Communications

All official communications should come to the attention of the Board through the Executive Director of the Board.

Article XI. Parliamentary Procedure

The Board will use Robert's Rules of Order as a guide on questions of parliamentary procedure.

Article XII. Amendments

These bylaws may be added to or amended by a majority vote at any meeting of the Board of Public Education provided that a quorum is present and provided that the proposed amendment is sent in writing to members of the Board of Public Education at least seven days in advance.

Article XIII. Professional Development

The Board of Public Education offers professional development opportunities for Board members whenever possible. Board members may attend at least one professional development conference each year, when funding is available. All requests must be submitted to the Executive Director at least one month prior to the conference. Board members should submit the request using the Request and Justification for Travel Form. All out of state travel and travel that exceeds \$1,000 must be approved by the Executive Committee prior to participation.

[Request and Justification for Travel Form \(mt.gov\)](#)

Section III

**Montana Council of
Deans of Education**

Tab

Montana Council of Deans of Education

The Montana Council of Deans of Education (MCDE) fosters communication and collaboration among leaders of educator preparation programs (EPPs) and state partners for the purpose of continuously strengthening P-20 education in Montana. MCDE is comprised of 10 institutions including five public universities, three private colleges, and two Tribal Colleges. Through collaboration across the EPP institutions, MCDE does the following:

- develops a shared vision, goals, and model processes and programs, while recognizing and honoring the unique contribution and strengths of each EPP;
- draws from its location and history to support candidates who differ culturally and contextually;
- provides one another support and feedback regarding educator preparation and EPP accreditation in Montana; and
- when appropriate, seeks to inform public policy and accreditation standards related to P-20 education in Montana and the nation.

Montana Educator Preparation Programs

Carroll College

Helena, MT
Dr. Robert Stansberry

Salish Kootenai College

Pablo, MT
Doug Ruhman

Montana State University

Bozeman, MT
Dr. Alison Harmon, Co-Chair

Stone Child College

Rocky Boy, MT
Bonnie Rosette

Montana State University-Billings

Billings, MT
Tami Haaland

University of Montana

Missoula, MT
Dr. Adrea Lawrence, Co-Chair

Montana State University-Northern

Havre, MT
Dr. Beth Durodoye

University of Montana-Western

Dillon, MT
Dr. Estee Aiken

Rocky Mountain College

Billings, MT
Dr. Stevie Schmitz, Co-Chair

University of Providence

Great Falls, MT
Leslie Lott