

## **BOARD OF PUBLIC EDUCATION MEETING MINUTES**

January 10 & 11, 2002  
Montana Higher Education Complex  
2500 Broadway  
Helena MT 59624

Chairperson Dr. Kirk Miller called the meeting to order at 9:40 a.m. on Thursday, January 10, 2002.

Board members present were: Kirk Miller, Diane Fladmo, John Fuller, Patty Myers, Joyce Silverthorne, Randy Morris, Student Representative Josh Ewing and State Superintendent Linda McCulloch. Board member Storrs Bishop was absent because of illness Thursday, but attended the meeting on Friday.

Staff present were: Steve Meloy, Executive Secretary, Peter Donovan, CSPAC Administrative Officer and Heidi Redman, Administrative Assistant.

The members of the Certification Standards and Practices Advisory Council were also present: Charla Bunker, Shelley Fortune, Gloria Curdy, Scott McCulloch, Mickey Kolis, Margaret Bowles and Calvin Spangler.

The following people were registered on the meeting roster: Eric Feather, MEA/MFT; Loran Frazier, SAM; Erik Burke, MEA/MFT; Dave Puyear, MREA; Bob Vogel, MSBA; Terry Minow, MEA/MFT; Robert Carson, MSU Bozeman; Linda Vrooman-Peterson, OPI; Don Freshour; Richard Littlebear, Chief Dull Knife Memorial College; Ellen Swaney, OCHE; G. Myers, Governor's Office; Nancy Coopersmith, OPI; Carol Juneau and Norma Bixby, MWIEA; Theresa Knoble, Fort Peck Tribes; Tomas Brown, Poplar Schools; Rick Chiotti, OPI; Lance Melton, MSBA; BJ Granbery and Tom Rogers, OPI; Jeff Hindoien, Governor's Office; Jan Clinard, OCHE, and; Amy Carlson, Governor's Office.

### **CALL TO ORDER**

Dr. Miller requested that Cal Spangler, CSPAC Chair, lead in the Pledge of Allegiance. Ms. Redman conducted the Roll Call, then Dr. Miller read the Statement of Public Participation and welcomed the members of the Certification Standards and Practices Advisory Council (CSPAC). Introductions were made, and then Dr. Miller reviewed the revisions to the procedure of compilation of the Board of Public Education meeting agendas. He noted that the revisions were made with the collaboration of the Office of Public Instruction in an attempt to make the BPE meetings more efficient and effective. He noted the changes, offering rationale and clarification as needed, then asked if there were any additions or corrections to the meeting agenda. Dr. Miller stated there was a misprint on the agenda - Patty Myers was indicated as being the Accreditation Committee Chair; it should read Storrs Bishop.

**MOTION: Ms. Fladmo moved to adopt the agenda for the January 10 & 11, 2002 meeting as amended. Ms. Myers seconded and the motion carried unanimously.**

## **CONSENT AGENDA**

Dr. Miller said there were 2 items in the consent agenda: the financial reports and the minutes from the November 8 & 9, 2001 Board of Public Education meeting in Great Falls.

**MOTION: Ms. Fladmo moved to adopt the consent agenda. Ms. Myers seconded and the motion carried unanimously.**

## **JOINT BPE/CSPAC MEETING**

- a. BPE/CSPAC Goals. Gloria Curdy distributed copies of CSPAC's goals for 2001-2002, which she briefly reviewed for the Board's information. She noted that at the Board's April 2002 meeting, CSPAC would provide a report on their 2001 goals and how those goals were addressed. Diane Fladmo also reviewed the Board of Public Education's mission, vision and goals statements.
- b. Chapter 57 Committee Update. Margaret Bowles reviewed the progress of the committee to date. Ms. Bowles noted that Chapter 57 Committee Status reports were being generated and distributed after each meeting, a copy of which was included in the agenda packet.
- c. Professional Development. Mickey Kolis reviewed his activities regarding professional development. Dr. Kolis said he reviewed the Professional Development Study by MGT and presented a summary of that study to CSPAC, met with Erik Burke and OPI in to discuss professional development and attended a CSPD Region 2 meeting. He related preliminary strategies for this initiative. A discussion followed regarding activities across the state regarding professional development.
- d. Future Research Projects. Shelley Fortune reviewed current and future research projects CSPAC is involved in. Past and current projects Ms. Fortune reviewed were:
  1. MGT Study on Professional Development
  2. Handbook for Administrators - SAM
  3. "Who Will Teach Montana's Children?" - Dori Nielson
  4. Follow up to "Who Will Teach Montana's Children?" - Dori Nielson
  5. PPST /HJR 40 Study - Don FreshourFuture projects reviewed were:
  1. Study on Tiered Certification
  2. Standards for Substitute Teachers in Montana

Cal Spangler reviewed the process to bring potential items before CSPAC for research projects. There was also a discussion between CSPAC and the Board regarding potential future projects. Some of the topics discussed were: uncertified substitute teachers in the classroom; teacher mentoring; fingerprinting of teachers in Montana, and; E-learning issues.

- e. Recruitment and Retention Issues. Peter Donovan reported that Dori Nielson is doing a follow-up study of "Who Will Teach Montana's Children". Erik Burke and Teri Minow, Government Relations, MEA/MFT made a video presentation regarding teacher recruitment and retention in Montana entitled "Stand Up for Education". The Board requested that Ms. Minow and Mr. Burke be placed on the March agenda to view the entire video, see the brochure that is being developed for this campaign and find out what the meeting schedule will be for presentation to the public around the state.
- f. PPST. Ms. Bowles said she had given a detailed report to CSPAC regarding the PPST and what recommendations the Chapter 57 Review team would like to make and how they arrived at those recommendations. Ms. Bowles briefly summarized that report. Ms. Silverthorne said she was pleased that CSPAC and the Chapter 57 Review team would be addressing this issue.
- g. Montana Commission on Teaching Update. Ms. Bowles reported that CSPAC became the lead agency for the Montana Commission on Teaching in 2000 and the first order of business was to develop a roster of membership. She said there have been 3 formal meetings and the goal of the Commission is to stay in partnership with the National Commission on Teaching and America's Future. Ms. Bowles reported that the MCOT had decided that assessment issues would be the Commission's first annual goal and would develop a Power Point presentation on the history of assessment in Montana, then related the activities to date to accomplish this goal. She said the next MCOT meeting is scheduled for February 1<sup>st</sup>.
- h. CSPAC/Montana Teacher Forum. Dr. Kolis reviewed the proposition of combining these 2 forums to broaden the audience and perhaps encompass the issue of informing policy in a more direct fashion. Ms. Myers provided additional information regarding the Teacher Forum.

As a result of a suggestion by Ms. Fladmo, discussion was held regarding the scheduling of joint meetings between CSPAC and BPE at least once a year.

**MOTION: Mr. Fuller moved to initiate a joint meeting of the Certification Standards and Practices Advisory Council and the Board of Public Education in July 2002 and have it added to the**

**Board's Annual Calendar. Ms. Fladmo seconded and the motion carried unanimously.**

The Joint BPE/CSPAC Meeting was adjourned at 11:05 a.m.

**INFORMATION ITEMS**

**Item 1 Chairperson's Report**

Dr. Miller reviewed his report, providing additional information and clarification. He highlighted the following topics on his report:

- Economic Development Group (EDAG). Dr. Miller reported that he and Mr. Meloy had been participating with the efforts of this group. Integrating K-16 education into the public relations of EDAG is the main effort of the group at this point in time. Dr. Miller also forwarded names of several trustees, recommended by MSBA for potential membership on the EDAG.
- Low Performing Schools Study. Dr. Miller said Ms. Fladmo would be the Chair of the Study sponsored by NASBE.
- Board Correspondence. Dr. Miller said he met with Mr. Meloy and Ms. Redman to discuss the volume of correspondence received by the Board office and the Board Chair, which has increased dramatically and the development of a system to address inquiries and concerns.
- Regional Professional Development Workshop. Dr. Miller said he attended the Region II Professional Development Planning meeting on behalf of the Board.
- Board of Public Education Meeting Agenda Format Revision. Dr. Miller related activities in revising how the BPE agenda is developed and how meetings are conducted. He also reviewed the committee assignments.
- Early Childhood Initiative. Dr. Miller reported that NASBE was gathering background information regarding Early Childhood Education in Montana. This information was forwarded to NASBE by Mr. Meloy and Dr. Miller.
- NASBE Western Area Director Election. Dr. Miller said the election had resulted in a tie. Dr. Miller stated that he would again vote for Randy Dehof via mail ballot.
- Teach Vietnam Teachers Network. NASBE is developing materials for a National approach to teaching the concepts, issues and controversies surrounding the Vietnam War in the classroom.
- Governor's K-12 School Funding Advisory Council. Dr. Miller reported that the Council has completed their work December 31, 2001. He anticipated that Jeff Hindoien would provide information regarding the Council's efforts during the Governor's Office Report, Item 6. Dr. Miller briefly reviewed the single page executive

summary from the Advisory Council that lists the 8 recommendations and 3 areas of study.

- Montana Quality Schools Coalition. Dr. Miller said the coalition had made a presentation to the Board at the November meeting in Great Falls and that the organization currently has 32 school districts participating. He said MEA/MFT is also involved, then he described the strategy that was put forth by MSBA regarding finalized plans for an adequacy study.
- Dr. Miller reviewed the agenda for the presentation of the Board of Public Education at the Education Interim Committee meeting on Friday, January 11, 2002.

### **Item 2 Executive Secretary Report**

Mr. Meloy said he would like to give his report later in the meeting to give other presenter the opportunity to make their presentations as the meeting was running behind schedule. He commended the Board for allowing the staff to maximize their time and minimize the costs by scheduling several meetings, including the Indian Education for All (formerly HB 528) Committee meeting, joint meeting with CSAPC, the Board of Education meeting and the meeting with the Education and Local Government Committee in conjunction with the Board of Public Education meeting.

### **Item 3 CSPAC Report**

Mr. Donovan also expressed the desire to give his report later in the day.

### **Item 4 State Superintendent Report**

Ms. McCulloch distributed copies of her report, which she reviewed for the Board. Topics she reviewed included:

- OPI Website update – METNET will be separated from the Website January 14, 2002; the Website address will be [www.opi.state.mt.us](http://www.opi.state.mt.us)
- Initiation of a new rule making process
- Appeals decisions are being forwarded to BPE
- Relevant correspondence from the Superintendent's office is also being forwarded to BPE
- Revision to OPI's phone system – Bill Cooper
- Attended Northwest MASS meeting
- Bob Runkle was elected president of the National Association of State Directors of Special Education
- Milken Awards luncheon
- Assessment newsletter by Judy Snow
- Title I Compliance hearing
- OPI E-mail account
- Legislative Proposed Hearings Schedule

- EDAG
- ESEA Reauthorization
- School-to-Work funding
- Scheduling the next Board of Education meeting

A general discussion regarding the ESEA reauthorization and the perception of the public regarding the impact of this action followed. How federal funds will be distributed was also a topic of concern.

### **Item 5 Commissioner of Higher Education Report**

Dr. Crofts said reported on the Montana University System and its role in economic development. He distributed copies of a report regarding this for the Board's information. Dr. Crofts said that Paul Polson would present a report to the Regents on the economy in Montana at their January meeting. He said the Regents would be approving new academic programs at their meeting, which is something that occurs twice a year. He said the Regents would discuss their budget priorities for the next legislative session, with emphasis on present law adjustments. Dr. Crofts reported that the Board of Regents had 2 new members appointed last May and that the Regents would be having a retreat before their January meeting to address governance and management issues.

### **Item 7 Student Representative Report**

Josh Ewing distributed copies of a letter he received regarding the concerns of parents of their daughter's education. He had drafted a response, which he forwarded to Mr. Meloy for review. A copy of this letter was also received at the BPE office. Mr. Ewing reported that Ms. McCulloch had offered to assist him in the distribution of the student survey, which he anticipates occurring in February. Dr. Miller suggested that Mr. Ewing forward the student survey to Mr. Meloy for review before distribution.

### **Item 8 MCA 20-1-501 Implementation Process**

Bruce Myers, Coordinator of the Office of Indian Affairs, said he was representing the Governor's Office to present a draft process for implementation of MCA 20-1-501. He said the Governor had endorsed this process and the purpose of the presentation was to involve the tribes, members of the education community and the state representatives in the process. Mr. Myers began his presentation by sharing a poem from a young person from the Northern Cheyenne Tribe and reviewed the Town Hall Process, stressing the importance of cultivating a positive identity of Native American Culture for all Montana students. He said that Governor Martz visited all of the tribes in Montana and issued a proclamation upholding the sovereignty of American Indian Nations and government to government relationships between the Native American Tribes and the State of Montana. Mr. Myers said the improvement in these relationships in the area of communication would be instrumental in the

implementation process and related the guiding principals of government to government relationships. As a result of the Governor's visit to the tribes, four critical areas of issues were identified. These were: Indian Education, economic development, corrections and issues with the Department of Health and Human Services. Copies of the Town Hall Process were included in the agenda packet.

#### **Item 9 Tribal College Transition Dialog**

Dr. Richard Littlebear, President of Chief Dull Knife Memorial College, addressed the Board in Cheyenne. He reported that The Tribal colleges are spending too much time in remedial education and provided an update of what is currently happening at the Tribal Colleges in Montana. Dr. Littlebear encouraged the Board to visit the colleges to see their facilities.

#### **Item 10 OPI MCA 20-1-501 Action Plan**

Nancy Coopersmith and Denise Juneau reviewed highlights of OPI's Action Plan, which was included in the agenda packet. Ms. Coopersmith highlighted items of interest in the plan. Ms. Bixby suggested that the Board of Public Education's Action Plan for MCA 20-1-501 be reviewed and revised. It was suggested that a representative from MACIE be named to the Indian Education for All Committee.

#### **Item 11 Montana Youth Risk Behavior Report**

Rick Chiotti, Health Enhancement and Safety Division Administrator, OPI, reported that a grant that was submitted to NASBE on behalf of the Board of Public Education regarding Teen Pregnancy had been successful and related how the funds from the grant would be expended.

Mr. Chiotti reviewed the summaries of the Youth Risk Behavior Survey for the Board's information, providing additional details and clarification as needed. He noted that additional information is available on the OPI website.

#### **Item 12 Federal Assessment Requirement/MONTCAS**

BJ Granbery, Administrator and Title I Director, OPI, reviewed OPI's plan for compliance under Title I of the 1994 law, noting that Montana is one of 6 states that the US Department of Education asked to enter into a compliance agreement. Montana's lack of resources to implement the type of assessments Title I required was the main issue for non-compliance, she reported. A general discussion regarding assessments followed.

#### **Item 13 Comprehensive Educational Plan**

Dr. Linda Vrooman Peterson, Accreditation Division Administrator, OPI, reviewed her report regarding the development of a comprehensive educational

plan as required by ARM 10-55-601, Accreditation Standards: Procedures. She reviewed ARM 10-55-601 to reiterate what the requirements are and also reviewed the activities of OPI in this effort, which included the development of a workbook to assist Districts to develop the plan.

Dr. Peterson reviewed copies of correspondence initiating a meeting of education stakeholders in December to begin the conversation in the development of creating regional professional development opportunities. A list of needs that were to be discussed at the first meeting in Shelby was included in the correspondence and the dates for subsequent meetings were listed. A calendar was developed showing listing the professional activities in each region, which included identified resources. Dr. Peterson asked that a member of the Board of Public Education attend the meetings. Mr. Bishop will attend the meeting on January 22 & 23, 2002 in Bozeman; Ms. Fladmo will attend the meeting on February 4 & 5, 2002 in Glendive and February 6 & 7, 2002 in Billings, and; Mr. Fuller will attend the meeting on March 5 & 6, 2002 in Polson.

#### **Item 15 Multi-Year Accreditation Statute**

Dr. Peterson reviewed the information provided in the agenda packet, which addressed the implications for the language from MCA 20-7-102 and 20-4-101 and the draft Accreditation Rotation Proposal. She also reviewed a timeline for implementation of the 5-Year Educational Plan.

#### **Item 16 Accreditation Manual Introductory Letter**

Dr. Peterson distributed copies of a draft introductory letter for the accreditation manual for the Board's information and review. She noted that the manual was posted on the OPI Website.

#### **Item 6 Governor's Office Report**

Jeff Hindoien, Education Policy Advisory, Governor's Office, reported that the work of the K-12 Public School Funding Advisory Council would be presented to the Education and Local Government Committee, which the Board would be attending on Friday, January 11. Mr. Hindoien provided a copy of the report from the Advisory Council to the Board and thanked Dr. Miller for serving on the School Funding Committee.

Mr. Hindoien also reported that Governor Martz had reappointed Dr. Miller to the Board of Public Education.

#### **Item 17 MSU Bozeman Accreditation Report**

Tom Rogers, Education Accountability Division, OPI, briefly reviewed the activities in the Accreditation Process at MSU Bozeman. Mr. Rogers thanked Robert Carson, the Staff at MSU Bozeman, Ms. Myers and Mr. Donovan for their assistance in this effort. He said that he would provide the complete report by

the end of January or the beginning of February to give the members the opportunity to review the data before the recommendation at the Board's March meeting. Mr. Rogers reported that the next reviews would be held at MSU Billings in March and at U of M – Western in April. He also reported that on January 28 & 29, the follow-up to the Rocky Mountain College visit would be held and that he would provide a report on those visits at the March BPE meeting. Dr. Miller noted that Robert Carson attended the meeting for most of the day.

### **Item 2 Executive Secretary Report**

Mr. Meloy said that the majority of his report had already been distributed to the Board members in his weekly reports that are sent electronically. He said the meeting with the Education and Local Government Committee was extremely important for the Board to get an idea of what the Committee is working on and to give the Board a preview of what types of questions may be asked during the next Legislative session. He also noted that Mr. Feaver had sent compliments to the Board for meeting with CSPAC and that all of these activities work to raise public awareness of the work of the Board in a positive way.

Mr. Meloy briefly reviewed his report, which was included in the agenda packet.

### **Item 3 CSPAC Report**

Peter Donovan, CSPAC Administrative Officer, said the Joint CSPAC/BPE meeting was extremely beneficial, noting that CSPAC also appreciated the participation of John Fuller, Patty Myers and Joyce Silverthorne at their meeting on Wednesday, January 9<sup>th</sup>. Mr. Donovan reported that at the next BPE meeting, the Annual CSPAC would be presented and the next Chapter 57 Review meeting will be held next week. He reported that he and Gloria Curdy would be attending the WSCC meeting in San Francisco.

### **Item 14 5 Year Strategic Plan**

Ms. Fladmo reviewed the draft proposal that was included in the agenda packet. Copies of the Kentucky Department of Education's strategic plan and action plan were also included in the packet as recommended by Carlos Vega of NASBE. Mr. Vega identified involving the legislature to let them know about the Board's plan as being an integral piece of the process. Ms. Fladmo expressed a desire to serve on the Legislative Committee and suggested that another Board member be identified to serve. Ms. Silverthorne and Mr. Fuller said they would serve on that committee.

Ms. Flamo said that the Board has the opportunity to access NASBE resources for one project per year and she suggested that facilitating the Board's annual retreat. She also said she was pleased with the format that was used at last year's retreat and wanted to use the same format for this year's retreat. Ms.

Fladmo asked Dr. Crofts to have someone representing Higher Education participate in the BPE retreat.

### **Item 18 BPE Agenda Revision**

Ms. Silverthorne reported that the Board had discussed the revisions to the agenda and asked for comments and suggestions from the members. She was also interested in receiving comments from the education community. Dr. Crofts said that the Board of Regents is a member of the Association of Governing Boards, which provides information and literature that may be helpful to the Board as it goes through this revision process. He said he would relate that information to Mr. Meloy. Various members of the Board said they liked the revisions.

### **Item 19 Staff Evaluation Procedure**

Ms. Silverthorne said that the evaluations needed to be numbered for a summary to be done. She said that the summary would be done for the March meeting. In the interim, Ms. Silverthorne reported that Mr. Meloy received excellent scores on his evaluation and noted that the members of the Board were very pleased with his performance. Ms. Silverthorne said that the evaluations would warrant offering Mr. Meloy a contract for the 2002-2003; however, the Board wanted to review the evaluations and, since Mr. Meloy did not waive his right to privacy, the reviews were moved to the end of the meeting to be held in Executive session. Ms. Silverthorne voiced a concern that Mr. Gettel was not evaluated at the same time as Mr. Meloy as had happened in previous years. Dr. Miller asked that the evaluation forms for Mr. Gettel be distributed to the Board and for a conference call to be arranged to allow the Board to conduct this evaluation before February 1<sup>st</sup>.

**MOTION: Ms. Fladmo moved to post notice of a meeting with date to be yet determined for the evaluation procedure for Steve Gettel. Ms. Myers seconded and the motion carried unanimously.**

Ms. Myers said that she didn't like the evaluation instrument that is currently being used for the MSDB Superintendent because members of the Board could not honestly answer a majority of the questions.

### **Item 20 Board Member Appearances**

Ms. Myers said that part of the duties of the Communications Committee might be to track what Board members were doing and where they were appearing as representatives of the Board of Public Education. She asked that the members contact the Board office with this information so it may be kept track of and shared.

## **Item 21 Economic Development Action Group**

Ms. Myers said that she felt the Board needs a presence at the EDAG meetings to stress the importance of K-12 education and the economic development of the State of Montana. She noted that Mr. Meloy and Dr. Miller were both active members of this group, serving on 3 different sub-committees. Ms. Myers suggested that the calendar of meetings of the EDAG group be forwarded to the Board members so they may plan to attend the meetings, as their schedules would allow.

## **Item 22 Career Fairs**

Ms. Myers will be meeting with OPI to develop a strong Montana presence at the Career Fairs. She will also meet with Robert Carson to discuss the development of a Montana Only Career Fair at MSU Bozeman. Mr. Ewing asked about putting on Career Fairs for High School students.

## **Item 23 Adoption of ARM 10-55-601 Accreditation Standards and Procedures**

Dr. Miller invited Dr. Linda Peterson to come forward to answer any questions regarding the proposed changes. Dr. Miller read the official language for proposed ARM rule changes and opened the floor for discussion. Dr. Peterson reviewed the proposed revision, providing the rationale for the change, which is to move the deadline date districts to submit their 5 Year Comprehensive Education Plan to the Office of Public Instruction from May 1<sup>st</sup>, 2002 to May 1<sup>st</sup>, 2003. Dr. Miller asked if there were any comments.

**MOTION: Ms. Fladmo moved to adopt the proposed changes to ARM 10-55-601 Accreditation Standards and Procedures. Ms. Silverthorne seconded and the motion carried unanimously.**

## **Item 24 MSDB Committee Meeting/Report**

Steve Gettel, Superintendent of the Montana School for the Deaf and Blind, introduced Bob Corwin, Coordinator of the Transition Program at MSDB. Mr. Gettel said that, at each BPE meeting, a member of the staff at MSDB would make a presentation in an effort to inform the Board of what is going on at the school.

Mr. Corwin provided an overview of the MSDB Transition Program and its development for the Board's information. Topics reviewed by Mr. Corwin included: successful placements of graduating MSDB students, job development activities, student participation in the programs, community involvement and support, staffing difficulties and the support and commitment from the MSDB

Foundation. Mr. Corwin also reported to the Board that the Staff at MSDB was very pleased that Mr. Gettel was hired as the Superintendent.

Mr. Gettel distributed copies of his report and additional information, which he reviewed for the Board.

- Enrollment – there are currently 76 students on the MSDB campus and 259 enrolled in the Outreach program.
- Personnel Actions – 2 employees resigned, 2 were hired and there is currently 1 vacant position at MSDB
- Contract Negotiations – two meetings: December 13, 2001 to receive labor proposal and January 17, 2002 to present management proposal and respond to labor proposal
- Policies/Procedures – Mr. Gettel reported on 9 draft policy proposals and provided copies to the Board. He also reviewed 3 policy projects.
- Strategic Plan Initiative – Mr. Gettel reviewed the activities of the various committees currently working on the Strategic Plan.
- Program Accreditation- Mr. Gettel reported that MSDB would be working to achieve accreditation through the Conference of Educational Administrators of Schools and Programs for the Deaf, Inc. and the Office of Public Instruction.
- Professional Development Activities – Mr. Gettel reported on 9 various professional development opportunities.
- Staff Evaluation Procedure – a review of policy Personnel 3.07A
- School Calendar – Mr. Gettel said a travel week-end would be February 15 –18, 2002 and 4 activities.
- Conferences, Meetings and Contacts – Mr. Gettel reviewed the various conferences, meetings and contacts he had made or will be making representing MSDB.
- Budget and Finance – Mr. Sykes reviewed MSDB's budget and current expenditures, which were all on track.
- Plant and Facilities – Mr. Sykes reported on current projects related to school safety.

### **Preliminary Agenda Items**

The Board reviewed the list of preliminary agenda items for the March 14 & 15, 2002 meeting agenda. The members also received information regarding the Accreditation Status Review Process, which culminated from a meeting between Ms. Myers, Mr. Bishop, Superintendent McCulloch and Sue Dandliker. This information will also be addressed at the March meeting.

### **Item 25 Legal Affairs Report**

Kim Kradolfer, Assistant Attorney General, Agency Legal Services, stated that her report contained confidential information regarding teacher certification and advised the meeting be closed. Dr. Miller concurred and the meeting was closed at 3:30 p.m.

The meeting was opened at 4:02 p.m.

**MOTION: Ms. Fladmo moved to authorize Steve Meloy to take necessary steps to appoint a hearings officer in case # 1-2001. Mr. Fuller seconded and the motion carried unanimously.**

**MOTION: Ms. Fladmo moved to decline to hold a hearing in case #2-2001. Ms. Myers seconded and the motion carried unanimously.**

Ms. Kradolfer reported she had been working with MSDB in reviewing the school's policies. She also said a meeting had been held regarding a proposed rule on substantial and material non-performance with Lance Melton and Janice Dogget of MREA, Eric Feaver of MEA/MFT, Dave Puyer of MREA, Mr. Donovan and Mr. Meloy. She said she received specific suggestions, which she will incorporate into the draft proposal.

The meeting was closed at 4:10 p.m. to discuss Mr. Meloy's evaluation and was re-opened at 4:38 p.m.

**MOTION: Ms. Silverthorne moved to offer a contract for 2002-2003 to Steve Meloy as Executive Secretary with terms and conditions to be negotiated. Ms. Myers seconded and the motion carried unanimously.**

**MOTION: Ms. Myers moved to adjourn at 4:42 p.m. on Friday, January 11, 2002.**