

***CERTIFICATION STANDARDS AND PRACTICES
ADVISORY COUNCIL MEETING***

Thursday October 1st, 2015

***Phyllis J. Washington Education Center, Room #241
University of Montana - Missoula
Missoula, MT***

AGENDA

**CERTIFICATION STANDARDS & PRACTICES
ADVISORY COUNCIL MEETING**

THURSDAY OCTOBER 1ST, 2015

*Phyllis J Washington Education Center Room #241
University of Montana-Missoula
Missoula, MT*

******Continental Breakfast will be served beginning at 8:00 AM******

Meeting Begins at 9:00 A.M.

CALL TO ORDER

- A. Call to Order – Ms. Tammy Lacey
- B. Roll Call
- C. Statement of Public Participation
- D. Approval of the Agenda
- E. Approval of the July 15th, 2015 Meeting Minutes

ITEM 1 EXECUTIVE COMMITTEE REPORT – Ms. Tammy Lacey

- **Review of By-Laws**

ITEM 2 BOARD OF PUBLIC EDUCATION REPORT – Mr. Pete Donovan

ITEM 3 UPDATE ON REAUTHORIZATION OF THE ELEMENTARY AND SECONDARY EDUCATION ACT – Dr. Linda Peterson

ITEM 4 UPDATE ON MONTANA EPAS – Dr. Linda Peterson

ITEM 5 UPDATE ON HB 374 – SUICIDE PREVENTION AND TRAINING ACT – Steve York

ITEM 6 OPI TEACHER LICENSURE REPORT – Shannon Koenig

ITEM 7 CLASS 8 LICENSE APPLICATIONS – Shannon Koenig

ITEM 8 FUTURE AGENDA ITEMS

PUBLIC COMMENT

ADJOURN

*******LUNCH SERVED AT NOON*******

*******JOINT CSPAC/COUNCIL OF DEANS MEETING TO FOLLOW*******

Agenda items are handled in the order listed on the approved agenda. Items may be rearranged unless listed "time certain". Action may be taken by the Council on any item listed on the agenda. Public comment is welcome on all items but time limits on public comment may be set at the Chair's discretion.

The Certification Standards and Practices Advisory Council will make reasonable accommodations for known disabilities that may interfere with an individual's ability to participate in the meeting. Individuals who require such accommodations should make requests to the Board of Public Education as soon as possible prior to the meeting start date. You may write to: Kris Stockton, PO Box 200601, Helena MT, 59620, email at: kmstockton@mt.gov or phone at 444-0302.



***Certification Standards and
Practices Advisory Council***

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Advisory Council to the Montana

Board of Public Education

Montana Council of Deans of Education

Carroll College - Montana State University-Billings

Montana State University-Northern - Montana State University-Bozeman

Salish Kootenai College - University of Great Falls - Rocky Mountain College

The University of Montana-Western - The University of Montana-Missoula

MCDE/CSPAC

OCTOBER 1st, 2015

University of Montana-Missoula

Phyllis J Washington Education Center Room #241

AGENDA

********The Joint MCDE/CSPAC meeting will convene following a joint luncheon********

1. Review MCDE emphasis for 2014-2015
 - a. Response to Federal Regulations
 - b. Praxis II Working Committee
 - c. Early Childhood Education Preschool through Grade 3 (ECE P-3) Programs

2. Preview MCDE emphasis for 2015-2016
 - a. Ad Hoc Committee created to address requirements of CAEP Standard 4 and PEPPS Standard 10.58.314
 - b. Montana-EPAS Educator Preparation Provider Cohort - Implementation of Danielson/Montana framework for teaching at Preservice level
 - c. Praxis II Working Committee – focus on test reviews and common assessment forms

MINUTES

CERTIFICATION STANDARDS & PRACTICES ADVISORY COUNCIL MEETING MINUTES

JULY 15TH, 2015

*Room 317 Montana State Capitol Building
Helena, MT*

Starting at 9:00 A.M.

CALL TO ORDER

Chair Lacey called the meeting to order at 9:07 AM. Chair Lacey read the Statement of Public Participation and welcomed guests. Ms. Lacey introduced new Council members Ms. Sabrina Steketee and Ms. Debbie Hendricks.

Council members present: Ms. Tammy Lacey, Chair; Dr. Cindy O'Dell, Vice Chair; Mr. Kelly Elder; Ms. LeAnne Yenny; Ms. Debbie Hendricks; Ms. Sabrina Steketee. Ms. JoDell Beeler excused. Staff present: Mr. Pete Donovan, Executive Director Board of Public Education; Ms. Kris Stockton, Administrative Assistant Board of Public Education; Ms. Julie Balsam Administrative Assistant Board of Public Education. Guests present included: Ms. Shannon Koenig, OPI; Ms. Ann Gilkey, OPI; Dr. Linda Vrooman Peterson, OPI; Dr. Julie Bullard, UM Western; Mr. Mike Miller, UM Western; Mr. Bob Vogel, Montana School Boards Association; Mr. Steve Meloy, Montana School Boards Association; Dr. Christine Lux, Montana State University Bozeman; Mr. Robert Miller, UM Western; Ms. Melanie Charlson, MEA-MFT; Ms. Diane Burke, MTPEC; Dr. Mary Susan Fishbaugh, Montana State University Billings.

Dr. Cindy O'Dell moved to accept the agenda as presented. Ms. Leanne Yenny seconded the motion.

No discussion. Motion passed unanimously.

Ms. Sabrina Steketee moved to approve the April 24th, 2015 meeting minutes as presented. Dr. Cindy O'Dell seconded the motion.

No discussion. Motion passed unanimously.

ITEM 1 EXECUTIVE COMMITTEE REPORT – Ms. Tammy Lacey

- Chair Lacey announced Mr. Kelly Elder was reappointed to a second term and introduced new members Ms. Debbie Hendricks, 9-12 Teacher, Hellgate High School Missoula; and Ms. Sabrina Steketee, Trustee, Boulder. The remaining council members introduced themselves to the new members.

- Election of Officers

Mr. Donovan opened the floor for nominations.

Dr. Cindy O'Dell moved to re-elect Ms. Lacey as Chair. Motion seconded by Mr. Kelly Elder.

No discussion. Motion passed unanimously.

Mr. Kelly Elder moved to re-elect Dr. Cindy O'Dell as Vice Chair. Motion seconded by Ms. Leanne Yenny.

No discussion. Motion passed unanimously.

- Committee Appointments
Mr. Kelly Elder moved to accept the new committee appointments. Seconded by Ms. Leanne Yenny.

No discussion. Motion passed unanimously.

- Set 2015-16 Calendar
Oct 1, 2015 at UM Joint CSPAC/COD
February 3, 2016
April 22, 2016
July TBD (possible July 13, 2016)
- Goal Setting
Dr. Cindy O'Dell moved to accept the 2015-16 goals as the same as the 2014-15 Goals. Motion seconded by Mr. Kelly Elder.

No discussion. Motion passed unanimously.

- Planning for Joint BPE/CSPAC Meeting

Chair Lacey briefly reviewed the process for the afternoon meeting with the Board of Public Education.

ITEM 2 BOARD OF PUBLIC EDUCATION REPORT – Mr. Pete Donovan

Mr. Donovan thanked Chair Lacey for her attendance at the May 7th, 2015 Board of Public Education and thanked her for her service to CSPAC as well as being a mentor for Superintendent Sorensen at the MSDB. Mr. Donovan introduced Ms. Julie Balsam as the new part time administrative assistant to the Board and reviewed the hiring process. Mr. Donovan discussed the meetings for the afternoon and for the Board meeting the following day.

ITEM 3 NEW CURRICULAR PROGRAMS IN EARLY CHILDHOOD EDUCATION PRESCHOOL THROUGH GRADE 3 (ECE P-3) PROGRAM PRESENTATIONS – Dr. Linda Vrooman Peterson

Dr. Peterson reviewed the process for the new Early Childhood Programs and introduced the programs which will be presenting to the Council today.

- **Montana State University – Billings; Dr. Mary Susan Fishbaugh, Dean of the College of Education**
Dr. Mary Susan Fishbaugh reviewed the program MSU-Billings is preparing for the new Early Childhood Education program, discussed the new Bachelor and graduate programs and fielded questions from the Council.
- **University of Montana – Western; Dr. Julie Bullard, Director of the Early Childhood Program**
Dr. Bullard introduced the Early Childhood programs at UM Western and new programs being proposed. Dr. Bullard passed out an information sheet to the Council. UM Western plans to roll out their new programs for Fall 2015. Dr. Bullard fielded questions from the Council.
- **Salish Kootenai College; Dr. Cindy O'Dell, Dean of the Education Department**
Dr. O'Dell introduced the new ECE P-3 programs being offered at Salish Kootenai process. Dr. O'Dell reviewed the process SKC went through for approval and accreditation, and answered Council questions.
- **Montana State University – Bozeman; Dr. Christine Lux, Program Leader of the Early Childhood Program; Dr. Jayne Downey, Associate Dean and Department Head College of Health and Human Development**

Dr. Lux reviewed the Early Childhood Education Consortium, and the new ECE programs being developed at MSU-Bozeman to include both major and minor programs.

ITEM 4 UPDATE REPORT ON THE MONTANA ASSESSMENT FOR CONTENT KNOWLEDGE AND OPI SCORE RANGES FOR PRAXIS II CONTENT TESTS – Dr. Linda Vrooman Peterson

Dr. Peterson reviewed the state testing requirement for teachers to be Highly Qualified in their content area, how the test is developed and administered. The test is a multiple measures test of 3 separate parts. Dr. Peterson answered questions from the Council regarding the cut scores and the process the OPI used to determine the cut scores.

ITEM 5 NASDTEC CONFERENCE UPDATE – Ms. Ann Gilkey

Ms. Gilkey updated the Council on the NASDTEC conference attended by herself and Ms. Shannon Koenig from OPI in June. Ms. Gilkey discussed in particular mentoring and induction programs, tiered licensure, growth plans for educators for licensure renewal, the National Code of Ethics, and a new Educator Lookup. Ms. Gilkey also reviewed an ETS session she attended.

ACTION

ITEM 6 REVIEW OF PROPOSED AMENDMENTS TO ARM TITLE 10, CHAPTER 57 EDUCATOR LICENSURE – Shannon Koenig

Ms. Shannon Koenig reviewed the proposed changes to ARM Title 10 Chapter 57 for the Council and explained the changes. The Council reviewed each change by section and asked questions and voiced concerns with proposed changes, in particular concerns from Dr. O'Dell regarding the waiver in 10.57.412(4)(c). Dr. O'Dell is concerned that the Montana Assessment for Content Knowledge, required for all endorsements and licensure, would be conducted without the ability to assess how content knowledge is applied during a supervised teaching experience when there is none. Dr. Lutz, MSU Bozeman, gave public comment in opposition to the waiver requirement proposed in 10.57.412(4)(c).

Dr. Cindy O'Dell moved to approve the proposed amendments with language stricken in 10.57.412(4)(c). Mr. Kelly Elder seconded the motion.

*Discussion on the process of how the information will be reported to the Board.
Continued discussion on 10.57.412(4)(c) regarding supervised teaching experience.*

Motion failed.

Ms. Leanne Yenny moved to approve the proposed amendments to ARM Title 10 Chapter 57 as presented. Ms. Debbie Hendricks seconded.

No discussion. Motion passed with Dr. O'Dell dissenting.

DISCUSSION

ITEM 7 UPDATED DRAFT OF CLASS 8 LICENSE APPLICATION – Ms. Shannon Koenig

Chair Lacey requested to add the word “to” on Page 1, bullet 2 under “Important Considerations” to read: “You must be able “to” demonstrate...”. Dr. O'Dell requested a wording change on Page 3, “Evidence of Eligibility for Licensure and Endorsement(s)”, for the header in column two to read “Please describe how the evidence you are submitting meets the required criteria”. Ms. Koenig noted the requested changes and the application will be updated to reflect the Council members’ requests.

ITEM 8 FUTURE AGENDA ITEMS

Class 8 License applications; update on reauthorization of ESEA; review of By Laws

PUBLIC COMMENT

No public comment.

Mr. Kelly Elder moved to adjourn the meeting. Ms. Debbie Hendricks seconded the motion.

No discussion. Motion passed unanimously.

ADJOURN

Meeting adjourned at 11:40 AM.

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DRAFT

CALL TO ORDER

- **Call to Order – Ms. Tammy Lacey**
- **Roll Call**
- **Statement of Public Participation**
- **Approval of the Agenda**
- **Approval of the July 15th, 2015 Meeting Minutes**

ITEM 1

EXECUTIVE COMMITTEE REPORT

Tammy Lacey

- **Review of By-Laws**

**MONTANA BOARD OF PUBLIC EDUCATION
CERTIFICATION STANDARDS AND PRACTICES ADVISORY
COUNCIL**

B Y L A W S

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:

- A. To study and make recommendations to the Board of Public Education in the following areas:
1. Teacher ~~certification~~ licensure standards, including, but not limited to, ~~precertification~~ prelicensure training and education requirements and ~~certification~~ licensure renewal requirements and procedures;
 2. Administrator ~~certification~~ licensure standards, including, but not limited to, ~~precertification~~ prelicensure training and education requirements and ~~certification~~ licensure renewal requirements and procedures;
 3. Specialist ~~certification~~ licensure standards, including, but not limited to, ~~precertification~~ prelicensure training and education requirements and ~~certification~~ licensure renewal requirements and procedures;
 4. ~~Feasibility of establishing s~~Standards of professional practices and ethical conduct;
 5. The status and efficacy of approved ~~teacher education~~ educator preparation programs in Montana; and
 6. Policies related to the denial, suspension, and revocation of ~~teaching~~ certification educator licensure and the appeals process. For the purpose of

Comment [t1]: I think the feasibility study was done long ago as we now have the Code of Ethics.

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.

- B. To submit a written report with its recommendations **annually** and at other appropriate times to the Board of Public Education.
- C. 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

A. **Membership.** The Council shall consist of seven members appointed by a majority vote of the Board of Public Education. 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 approved ~~teacher education~~ educator preparation program offered by an accredited teacher education institution;
- 4. one person employed as an administrator, with the ~~certification~~ licensure required in 20-4-106 (1) (c); and
- 5. one school district trustee.

B. **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_{st} and end May 31_{st} 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.

C. **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.

D. 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

A. **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;
4. Reviewing Council Budget on an ongoing basis for further recommendations to the Board.

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

C. ~~Notice. Each member of the Council shall be given written notice stating the place, day, and hour of any regularly scheduled meeting at least 10 calendar days prior to the meeting. It shall be delivered by mail to the last known address of each member.~~ 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.

Comment [KS2]: Revise to reflect current practice of no less than 48 hours

D. **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.

- E. **Special Meetings.** Special meetings may be called by the Chairperson of the Council or by a request in writing of two ~~regular~~ 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 both the above. In the case of a special meeting, the ~~administrative officer~~ Executive Director shall notify each regular member ~~either~~ by ~~mail or by telephone~~ 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.

F. **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 ~~for to the public, inspection by the Board of Public Education,~~ 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:

1. Call to order
2. Roll Call
3. Approval of the minutes of the preceding meeting

4. Agenda adoption
5. Agenda
6. Date and place of next meeting
7. Adjournment

3. An agenda shall set the structure for meetings of the Council.

a. A ~~tentative agenda list of future agenda items~~ shall be ~~prepared~~ discussed as the last item of business by the Council at each regularly scheduled meeting.

~~b. The tentative agenda may be modified by the membership through written notice at least 20 days prior to the meeting, at which time the tentative agenda, as modified, becomes the proposed agenda. The tentative agenda may be modified by the Chair, and Vice Chair and shall become the proposed agenda.~~

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e.b. The proposed agenda shall be included with the written notice of meeting required in Section C of this article.

~~d.c. Persons or organizations desiring to address the Council may be placed on the proposed agenda by making a written request to a member. The Council member will present the request to the chair to be considered at the time of approval of the proposed agenda. 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.~~

Comment [KS3]: This should probably be revised to reflect current practice of requesting to the staff through the agenda request process, or to the Chair or Vice Chair directly.

e.d. The proposed agenda becomes the approved agenda by a majority vote of Council members at the beginning of the meeting.

f.e. Whenever possible, support materials for the agenda shall be in ~~graphic and/or written~~ 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 spring 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. At the beginning of the chair's term, and as vacancies occur, the chair shall, with concurrence of a majority of the Council, appoint the committee chairs.
 - a. The Pre-Professional Preparation and Development Committee will initiate studies and recommendations on ~~precertification-prelicensure~~ training and education requirements for teachers, administrators and specialists.
 - b. The Licensure and Endorsement Committee will initiate studies and recommendations on types and alignments of ~~certification-licensure~~ and endorsements.
 - c. The Professional Practices Committee will study and make recommendations to the Board of Public Education on policies related to denial, suspension, and revocation of educator licensure and the appeals process. The Professional Practices Committee will oversee the 5-year review cycle of the Professional Educators of Montana Code of Ethics
2. The Chair may appoint Special Committees as needed that will allow in-depth study of issues that are the responsibility of the standing committees.
3. The Executive Committee shall consist of the chair, ~~and 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.
4. The committees will meet at times agreed upon by the majority of the committee.

The Council Chair and Executive ~~Secretary~~ Director of the Board of Public Education shall be informed of the purpose, time and place of all committee meetings.

ARTICLE VI. ASSISTANCE

The Council may request research, administrative, and clerical staff assistance from the Board of Public Education.

ARTICLE VII. 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.

***MONTANA BOARD OF PUBLIC EDUCATION
CERTIFICATION STANDARDS AND PRACTICES ADVISORY
COUNCIL***

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 4. Standards of professional practices and ethical conduct;
 5. The status and efficacy of approved educator preparation programs in Montana; and
 6. 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.

- B. To submit a written report with its recommendations annually and at other appropriate times to the Board of Public Education.
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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.

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- A. **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:
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 4. Reviewing the Council Budget on an ongoing basis for further recommendations to the Board.
- B. **Quorum.** A quorum for a meeting shall be not less than four Council members.
- C. 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.
- D. **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.
- E. **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

regular 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.

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- 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:

1. Call to order
2. Roll Call
3. Approval of the minutes of the preceding meeting
4. Agenda adoption
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6. Date and place of next meeting
7. 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 spring meeting of each year.
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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. At the beginning of the chair's term, and as vacancies occur, the chair shall, with concurrence of a majority of the Council, appoint the committee chairs.
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2. The Chair may appoint Special Committees as needed that will allow in-depth study of issues that are the responsibility of the standing committees.
3. 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.
4. 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. ASSISTANCE

The Council may request research, administrative and clerical staff assistance from the Board of Public Education.

ARTICLE VII. 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.

ITEM 2

BOARD OF PUBLIC EDUCATION REPORT

**Mr. Pete Donovan
Executive Director**

Meetings Attended by Peter Donovan
07/16/2015 – 09/30/2015

August

- | | |
|---|------------|
| 1. Risk Management Tort Division Meeting | 08/03/2015 |
| 2. Meeting with Terry Kendrick | 08/11/2015 |
| 3. Meeting with Siri Smillie | 08/13/2015 |
| 4. Board of Education Conference Call Meeting | 08/24/2015 |

September

- | | |
|--|---------------|
| 5. Montana EPAS Training | 09/01,02/2015 |
| 6. TLLC Workgroup Meeting | 09/08/2015 |
| 7. Board of Public Education Meeting | 09/11/2015 |
| 8. Board of Regents Meeting @MT Tech | 09/16,17/2015 |
| 9. Digital Academy Conference Call | 09/21/2015 |
| 10. School Funding Study Interim Committee Meeting | 09/23/2015 |
| 11. Education & Local Government Interim Committee Meeting | 09/24,25/2015 |
| 12. Negotiated Rulemaking Committee Meeting – Health Standards | 09/30/2015 |

ITEM 3

**UPDATE ON REAUTHORIZATION OF THE
ELEMENTARY AND SECONDARY EDUCATION
ACT**

Dr. Linda Peterson

ITEM 4

UPDATE ON MONTANA EPAS

Dr. Linda Vrooman Peterson

TLLC Work Team Strategic Plan 2015-2016



Core Purpose:

Systemic implementation of the Montana model system for evaluation of teachers and school leaders that fosters continuous professional growth, enabling success for all students and growth for all educators.

TLLC 2015-2016 Priorities:

- Campaign to increase statewide awareness and accomplishments of the MT-EPAS system.
- Encourage more widespread buy-in and adoption of the state model.
- Strengthen partnerships across P20.
- Coordinate and integrate MT-EPAS and MT New Teacher Induction Project.

Advancing the work:

- Learn from nine EPPs about how each is using Montana-EPAS at pre-service level.
- Collaborate and support the nine EPPs in developing common language and assessment form aligned to EPAS.
- Collaborate with TLLC work team to align more directly with Danielson Framework and Domains.

Envisioned Future (Big Audacious Goal):

By the spring of 2016, establish and disseminate a common P20 message that fosters the importance of effective instructional practice.

Montana-EPAS Timeline and Activities 2015-2018

July 1, 2015 – June 30, 2016

Montana-EPAS Pillars* – Delivered by the Office of Public Instruction

September 1-2	MT-EPAS Educator Preparation Providers (EPP) Cohort Strategic Planning Introduction to the Framework*
February 2-3	Deeper Understanding* Observation Skills I*
April 19-20	Montana-EPAS and Montana New Teacher Induction Project (NTIP) 2 nd Annual Symposium Observation Skills II*
Spring	Trainer of Trainers (TOT) Workshop Calibration of Montana Cadre of Framework Facilitators

Montana-EPAS Pillars* Workshop Locations 2015-16

- Introduction to the Framework (State and RESA offerings)
- Deeper Understanding (Offered at State level)
- Observation Skills I (Offered at State level)
- Observation Skills II (Offered at State level)

Regional Education Service Areas (RESA)

Delivered by regionally-based Montana Cadre of Framework Facilitators

Level I Montana-EPAS and Danielson Facilitators - Introduction

Level II Certified Danielson & Montana-EPAS Observers - Pillars

Contact RESA Directors for professional learning and assistance

http://opi.mt.gov/PDF/Accred/RSAMap_Contacts.pdf

July 1, 2016 – June 30, 2017
Montana-EPAS
Building Capacity – Advancing the Work★
State and RESA Delivered Montana-EPAS Workshops

September	Learning-Focused Conversations★ EPPs Cohort Work Session
November	Introduction to the Framework for Teaching in Special Education★ Observation Skills II*
April	Montana-EPAS & Montana New Teacher Induction Project (NTIP) 3 rd Annual Symposium Observation Skills in Special Education★
June	TOT Workshop Calibration Workshop of Montana Cadre of Framework Facilitators/Observers

Montana-EPAS Pillars – RESA Delivered Workshops 2017-18

- Introduction to the Framework
- Deeper Understanding
- Observation Skills I
- Observation Skills II (Offered at State level)

Regional Education Service Areas (RESA)

Delivered by regionally-based Montana Cadre of Framework Facilitators

Level I Montana-EPAS and Danielson Facilitators - Introduction

Level II Certified Danielson & Montana-EPAS Observers - Pillars

Contact RESA Directors for professional learning and assistance

http://opi.mt.gov/PDF/Accred/RSAMap_Contacts.pdf

July 1, 2017 – June 30, 2018
Montana-EPAS
Building Capacity – Advancing the Work ★
State and RESA Delivered Montana-EPAS Workshops

September	Student Engagement ★ EPP Cohort Work Session
November	Quality Feedback to Promote Learning ★ Specialist Rubrics ★
April 2-day	Montana-EPAS & Montana-NTIP 4 th Symposium
June	TOT Workshop Calibration Workshop of Montana Cadre of Framework Facilitators/Observers

Montana-EPAS Pillars – RESA Delivered Workshops 2017-18

- Introduction to the Framework
- Deeper Understanding
- Observation Skills I
- Observation Skills II
- Domains Workshops

Regional Education Service Areas (RESA)

Delivered by regionally-based Montana Cadre of Framework Facilitators

Level I Montana-EPAS and Danielson Facilitators - Introduction

Level II Certified Danielson & Montana-EPAS Observers - Pillars

Contact RESA Directors for professional learning and assistance

http://opi.mt.gov/PDF/Accred/RSAMap_Contacts.pdf

Montana-EPAS 2015-2018
Building Capacity – Advancing the Work
Overview of Available Montana-EPAS Workshops

Suggested professional learning for Administrators and Evaluators:

All Montana EPAS Pillars
Teachscape FOCUS training
Learning-Focused Conversations
Student Engagement

Suggested trainings for Teachers:

Introduction to the Framework
Deeper Understanding
Learning Focused Conversations
Student Engagement

Other trainings on demand through virtual access in production:

Overview of each Domain-1 hour each
Introduction to the Framework
Other topics as needed

How Did We Get Here?

The Birth and Growth of Montana-EPAS

- Originally developed for districts as part of a federal school improvement grant.
 - Chapter 55 revision in 2012 strengthened expectations for evaluating educators - ARM 10.55.701(4)&(5).
 - Teaching, Leading, and Learning Collaborative – State model based on best of the best research of appraisal systems implemented across Montana and across the country.
 - Primary goal of the MT-EPAS is to encourage a culture of learning to improve instructional practice.
 - MT-EPAS based on Montana values and is goal driven.
 - Options available - Schools can adapt the state EPAS model, adapt and/or adopt the model, or utilize a local system that meets the requirements of the rule in Chapter 55.
 - Original Members of the TLLC Collaborative
 - Board of Public Education
 - School Administrators of Montana
 - MEA-MFT
 - Montana School Boards Association
 - Montana School Schools Alliance
 - Education Preparation Providers
 - K-12 School District Educators
- | |
|----------------------|
| Peter Donovan |
| Kirk Miller |
| Marco Ferro |
| Bob Vogel |
| Dan Rask |
| Virginia Braithwaite |
| Scott Dubbs |

September, 2015



Administrative Rules of Montana 10.55.701(3)-(5) BOARD OF TRUSTEES

(3) The local board of trustees shall have valid, written contracts with all regularly employed licensed administrative, supervisory, and teaching personnel.

(4) The local board of trustees shall have written policies and procedures for regular and periodic evaluation of all regularly employed personnel. The individual evaluated shall have access to a copy of the evaluation instrument, the opportunity to respond in writing to the completed evaluation, and access to his or her files. Personnel files shall be confidential.

(a) The evaluation system used by a school district for licensed staff shall, at a minimum:

(i) be **conducted on at least an annual basis with regard to nontenure staff** and according to a **regular schedule adopted by the district for all tenure staff**;

(ii) be **aligned with applicable district goals, standards of the Board of Public Education, and the district's mentorship and induction program required under ARM 10.55.701(5)(b)**;

(iii) **identify what skill sets are to be evaluated**;

(iv) include both **formative and summative elements**; and

(v) include an **assessment of the educator's effectiveness in supporting every student** in meeting rigorous learning goals through the performance of the educator's duties.

(b) The Superintendent of Public Instruction shall **develop and publish model evaluation instruments that comply with this rule in collaboration with the MEA-MFT, Montana Rural Education Association, Montana School Boards Association, School Administrators of Montana, and Montana Small School Alliance**. A school district adopting and using one of the model instruments shall be construed to have complied with this rule, though use of one of the models shall not be required provided that the district's evaluation instrument and process substantially conforms to the requirements forth in this section.

(5) The **local board of trustees shall**:

(a) establish conditions that contribute to a positive school climate which:

(i) keep parents/guardians up to date on students' progress;

(ii) engage in a continuous school improvement process; and

(b) **establish mentoring and induction programs** to assist licensed staff in meeting teaching standards as defined in ARM [10.55.701\(4\)\(a\)](#) and (b).

History: [20-2-114](#), MCA; [IMP, 20-2-121](#), MCA; [NEW](#), 1989 MAR p. 342, Eff. 7/1/89; [AMD](#), 2000 MAR p. 3340, Eff. 12/8/00; [AMD](#), 2006 MAR p. 755, Eff. 3/24/06; [AMD](#), 2007 MAR p. 692, Eff. 5/25/07; [AMD](#), 2012 MAR p. 2042, Eff. 7/1/13; [AMD](#), 2013 MAR p. 961, Eff. 6/7/13.

Montana-EPAS 2013-2015 Accomplishments

Teaching, Learning and Leading Collaborative (TLLC) Accomplishments

- **Winter 13** Complete draft state models for evaluation of teachers and principals
- **Spring 13** Share draft evaluation models with stakeholders
- **Spring 13** Identify volunteer school districts interested in piloting draft models
- **Summer 13** **Montana Educators' Institute June 11-13**
- **Summer 13** **Distribute state draft evaluation models**
- **Summer 13** Train pilot school districts' personnel to use draft evaluation models
- **Summer 13** Include InTASC and ISLLC standards in the Appendices of the Montana School Accreditation Standards and Procedures Manual
- **August 13** **Launch pilot project of draft state models**
- **Spring 14** UM Education Leadership Department of PJW College of Education and conducted a **study of the implementation of the MT-EPAS pilot**
- **Summer 14** Collaboration of OPI, Danielson Group, and RESA Directors: Develop coordinated regional delivery system to support school personnel

- **Fall 14** Finalize evaluation models for BPE presentation
- **July 2014** **Publish State Evaluation Models** – OPI Web
- **Fall 2014** All School districts report alignment to ARM 10.55.701 (4) (a) & (b): **Align, Adopt, or Adapt**
- **July 2015** School district evaluation systems are aligned with best practices as identified in the state models and meet the ARM 10.55.701(4) (a)&(b)



Montana-EPAS Workshops

A Collaboration: OPI and the Danielson Group

- June 2013 Introduction to teacher and principal evaluation: Danielson Group and McREL
- August 2013 Deeper Understanding of Framework for Teaching
- October 2013 Trainer of Trainers (TOT) Workshop
Observation Skills I
- April 2014 Observation Skills II
- June 2014 T Workshop
Introduction to the Framework
- November 2014 Observation Skills I
- March 2015 Observation Skills II
- June 2015 TOT Workshop – Calibrate/Advancing the Work
2015 Montana Annual MT-EPAS Symposium
- September 2015 Educator Preparation Provider (EPP) Cohort
EPP Introduction to the Framework

Montana RESA Contacts

Regional Education Service Area Contacts in Montana

PESA – Prairie Educational Service Area

Mr. Terry Annalora, Director
(406) 853-8312

Email: pesa@midrivers.com
Web Site: www.mt-pesa.org

MNCESR – Montana North Central Educational Services Region

Jessica McGowan, Director
(406) 733-2541

Email: jmcgowan@3rivers.net
Web Site: www.mncesr.org

MRESA3 – Montana Regional Education Service Area 3

Marsha Sampson, Director
John Keener, MRESA3 Coordinator
(406) 657-2085

Email: msampson@msubillings.edu
Email: john.keener@msubillings.edu

Facebook: www.facebook.com/pages/Montana-Regional-Education-Service-Area-III

Southwest Montana School Services– Regional Education Service Area 4 You (RESA4U)

Bruce Grubbs, Executive Director
Jeff Blessum, Director of Education Services
(406) 624-3336 or (800) 284-9271

Email: bgrubbs@swmss.coop
Email: jblessum@swmss.coop
Web Site: www.swmss.coop

WMRESA – Western Montana Regional Education Service Area

Daisy Carlsmith, Director
(406) 827-3629

Email: director@wmplc.org
Web Site: www.wmplc.org

OPI Contact

Julia Cruse, Professional Learning Specialist for RESAs
(406) 444-0769

Email: jcruse@mt.gov
www.opi.mt.gov/Programs

Montana-EPAS Cadre of Framework Facilitators

Level I *Getting Started* Facilitators

Level I *Getting Started* Facilitators are prepared to provide awareness, basic introduction to the framework for teaching, and orientation to the required state rules for the evaluation of teachers. Expectations and qualifications are defined by Montana OPI/Danielson Group to accept 20 facilitators statewide who will support districts in getting started with the Framework for Teaching and the Montana state model for the evaluation of teachers.

Qualifications

- Certified Danielson Facilitator – Level I
- Recommendation by RESA Director

Requirements

- Participate in full-day workshop on the “Implementation of the Framework for Teaching” facilitated by a Danielson Group Consultant (DGC)
- Complete Level I trainer of trainer full-day workshop facilitated by DGC
- Participate in annual calibration workshop facilitated by DGC and OPI Level II facilitators
- Participate in regular conference calls and face-to-face work sessions with RESA Directors and OPI
- Contact RESA Director to arrange regional, district, or school level workshops

Workshop Content

- Montana-EPAS (state model) and the ARM 10.55.701(4) local evaluation requirements for teachers and school leaders.
- Alignment of the local evaluation systems to the ARM 10.55.701(4).
- Charlotte Danielson’s body of work in ongoing professional growth, continuous improvement, and quality assurance.
- Introduction to the Framework for Teaching

September 2015

Montana-EPAS Cadre of Framework Facilitators

Level II Advanced Facilitators

Level II *Advanced* Facilitators will enhance and cultivate the work in the Danielson Framework and the Montana state model. Expectations and qualifications are defined by Montana OPI/Danielson Group to accept 10 facilitators statewide who will support districts in the implementation of the Framework for Teaching and the Montana state model for the evaluation of teachers.

Qualifications

- Certified Danielson Facilitator – Level I
- Teachscape Certified Observer – Level II
- Recommendation by RESA Director

Requirements

- Successful completion of Teachscape Proficiency Assessment- FOCUS Module as certified observer.
- Participate in designated OPI/DG sponsored full-day workshops: Introduction to the Framework, Deeper Understanding, and Observation Skills I and II.
- After completing each required workshop, participate in DG Trainer of Trainer workshops for Level II facilitators: Deeper Understanding, and Observation Skills I and II.
- Participate in annual calibration workshops facilitated by DGC and OPI for Level II facilitators.
- Participate in regular conference calls and face-to-face work sessions and Danielson consultant observation.
- Consult with RESA Director to arrange regional or district level II workshops.

Workshop Content

- Introduction to the Framework for Teaching
- Deeper Understanding
- Observation Skills I and Observation Skills II
- Overview of each Domain

September 2015

MT-EPAS Resource Links Library

Links to Resources for the Montana-EPAS :

MT-EPAS Directory

<http://goo.gl/forms/uttegKtxKS>

OPI MT-EPAS Webpage

http://opi.mt.gov/Programs/Accred/#gpm1_4

The Danielson Group Framework for Teaching Resource Page

<http://danielsongroup.org/framework/>

New Teacher Center Induction Program Webpage

<http://newteachercenter.org/about-ntc>

Montana Teachscape Support Center

<http://marketing.teachscape.com/help/support/montana>

ITEM 5

**UPDATE ON HB 374 – SUICIDE PREVENTION
AND TRAINING ACT**

Steve York



AN ACT REQUIRING THE OFFICE OF PUBLIC INSTRUCTION TO DEVELOP SUICIDE AWARENESS AND PREVENTION TRAINING MATERIALS FOR SCHOOL DISTRICT EMPLOYEES; RECOMMENDING AT LEAST 2 HOURS OF TRAINING EVERY 5 YEARS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Montana's Suicide Awareness and Prevention Training Act is based on The Jason Flatt Act model legislation that has been adopted in over a dozen states, where this legislation has been implemented to positively impact hundreds of thousands of teachers and millions of students around the country.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Short title. [Sections 1 and 2] may be cited as the "Suicide Awareness and Prevention Training Act".

Section 2. Youth suicide awareness and prevention training. (1) The office of public instruction shall provide guidance and technical assistance to Montana schools on youth suicide awareness and prevention training materials. All training materials offered must be approved by the office of public instruction, meet the standards for professional development in the state, and be periodically reviewed by a qualified person or committee for consistency with generally accepted principles of youth suicide awareness and prevention training.

(2) The legislature recommends that youth suicide awareness and prevention training be made available annually to each employee of a school district and to staff of the office of public instruction who work directly with any students enrolled in Montana public schools. The training must be provided at no cost to the employee. The training may be offered through any method of training identified in subsection (3).

(3) The legislature recommends that employees under subsection (2) take at least 2 hours of youth suicide awareness and prevention training every 5 years. Appropriate methods for delivery of the training include:

- (a) in-person attendance at a live training;
- (b) videoconference;

- (c) an individual program of study of designated materials;
- (d) self-review modules available online; and
- (e) any other method chosen by the local school board that is consistent with professional development standards.

Section 3. Codification instruction. [Sections 1 and 2] are intended to be codified as an integral part of Title 20, chapter 7, and the provisions of Title 20, chapter 7, apply to [sections 1 and 2].

Section 4. Effective date. [This act] is effective July 1, 2015.

- END -

I hereby certify that the within bill,
HB 0374, originated in the House.

Chief Clerk of the House

Speaker of the House

Signed this _____ day
of _____, 2015.

President of the Senate

Signed this _____ day
of _____, 2015.

HOUSE BILL NO. 374

INTRODUCED BY E. MCCLAFFERTY, B. BENNETT, Z. BROWN, V. COURT, W. CURDY, K. DUDIK,
M. DUNWELL, J. ECK, J. ELLIS, M. FUNK, D. HAYMAN, C. HUNTER, T. JACOBSON, J. KARJALA,
K. KELKER, G. KIPP, E. LIESER, R. LYNCH, M. MACDONALD, K. MCCARTHY, N. MCCONNELL,
P. NOONAN, A. OLSEN, C. PEASE-LOPEZ, R. PEPPERS, Z. PERRY, G. PIERSON, C. POPE, J. PRICE,
A. REDFIELD, V. RICCI, D. SALOMON, C. SCHREINER, B. SMITH, T. STEENBERG, K. SWANSON,
S. WEBBER, N. WILSON, T. WOODS

AN ACT REQUIRING THE OFFICE OF PUBLIC INSTRUCTION TO DEVELOP SUICIDE AWARENESS AND
PREVENTION TRAINING MATERIALS FOR SCHOOL DISTRICT EMPLOYEES; RECOMMENDING AT LEAST
2 HOURS OF TRAINING EVERY 5 YEARS; AND PROVIDING AN EFFECTIVE DATE.

ITEM 6

OPI TEACHER LICENSURE REPORT

Ms. Shannon Koenig

ITEM 7

CLASS 8 LICENSE APPLICATION

Ms. Shannon Koenig

ITEM 8

FUTURE AGENDA ITEMS