

2013 ANNUAL REPORT

OF THE

**MONTANA CERTIFICATION
STANDARDS
AND PRACTICES ADVISORY COUNCIL**

TO THE

**MONTANA BOARD OF
PUBLIC EDUCATION**

July 16, 2014

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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 and will be used to judge their actions.

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 January 27, 2012

Certification Standards and Practices Advisory Council

Members List

COUNCIL MEMBERS

Term Expires

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6/01/16 Tammy Lacey Vice-Chair School Administrator tammy_lacey@gfps.k12.mt.us	1500 5 th St. NW #10 Great Falls, MT 59404	W 268-6011 H 268-1796 F 268-6094
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STAFF

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CSPAC Goals - 2013-2014

- 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. Review of Chapter 57 (A comprehensive update of Chapter 57 is due to be completed in 2013).
 - 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.
 - 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 semi-annual reviews of Class 8 Dual Credit-Only Post-Secondary Faculty License applications.
 - b. Attend Western States Certification Conference.
 - c. Gather information about diploma mills and find ways to inform teachers of this and other forms of fraud.
 - d. 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. Continued involvement in the implementation of Graduation Matters Montana and Montana Common Core standards.

Other CSPAC Activities:

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

CSPAC to participate in the School Staffing Project to develop a new state data system to track school staffing patterns in Montana.

Solicit input from the Board of Public Education regarding research priorities for CSPAC for 2012-2013.

HIGHLIGHTS OF THE 2013-2014 CSPAC MEETINGS

Highlights of the July 15th, 2013 CSPAC Meeting Helena, MT

The Montana Certification Standards and Practices Advisory Council (CSPAC) met on Monday July 15th, 2013 in Room 405 of the State Capitol Building in Helena MT. The Certification 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 are: Chair, Ms. Sharon Applegate, Teacher, Kalispell; Co-Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Dr. Cindy O'Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Ms. JoDell Beeler, K-12 Specialist, Billings, (absent) and Mr. Don Reed, Trustee, Lockwood.

Meeting attendees included: Ms. Elizabeth Keller, OPI; Dr. Linda Peterson, OPI; Ms. Ann Gilkey, OPI; Ms. Sharon Carroll, Vice Chair, Board of Public Education, Ms. Patty Myers, Chair, Board of Public Education, Mr. Dennis Parman, OPI. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

CSPAC Meeting July 15th, 2013

Executive Committee Report

Chair Sharon Applegate reviewed the CSPAC goals with the Council and the goals were approved as presented. Also approved was the meeting calendar for the 2013-14 year, Committee assignments, and the Annual Report.

Board of Public Education Report/Executive Director's Report

Mr. Donovan reviewed the upcoming agenda and meeting issues for the Board of Public Education meeting the following day.

Class 8 License Applications

The council reviewed 1 Class 8 license application and did not approve the application.

Update from the Council of Dean's Retreat

Dr. Cindy O'Dell reviewed the Council of Dean's retreat which took place at Carroll College in June. Dr. O'Dell reviewed issues discussed by the Dean's, most importantly the new CAEP standards and how those will affect educator licensure and Educator Preparation Programs in Montana.

Approve Process for the Area of Permissive Special Competency

Dr. Linda Peterson presented a new process for an Area of Permissive Special Competency. The council approved the new process by unanimous vote.

Future Agenda Items

The following items were suggested for future agenda items for the next meeting: Early Learning Guidelines presentation by Dr. O'Dell, discussion regarding the TLLC Workgroup, Ethical Responsibilities research for a brochure.

**Highlights of the October 10th, 2013 CSPAC Meeting
Montana State University Billings - School of Education
1500 University Drive
Billings, MT**

The Montana Certification Standards and Practices Advisory Council (CSPAC) met on Thursday October 10th, 2013 in in a joint meeting with the Council of Deans on the campus of Montana State University Billings. The Certification 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 are: Chair, Ms. Sharon Applegate, Teacher, Kalispell; Vice-Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Dr. Cindy O'Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Mr. Don Reed, Trustee, Lockwood, Ms. Jo Dell Beeler, K-12 Specialist.

Meeting attendees included: Dr. Linda Peterson, OPI; Ms. Elizabeth Keller, OPI, Ms. Ann Gilkey, OPI. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
October 10, 2013**

Executive Committee Report

Chair Sharon Applegate called for the Council to review the By-Laws. The Council approved the By-Laws by unanimous vote.

Board of Public Education Report/Executive Director's Report

Mr. Donovan reviewed recent Education Partner meetings he has attended. He also discussed the anti-Common Core movement and the Public Records Request the office received from Senator Essman's office regarding the process the Board took in adopting the Common Core State Standards. The Council discussed the Common Core and the movement opposing its adoption and implementation.

Early Learning Guidelines

Dr. Cindy O'Dell presented the new Early Learning Guidelines being established, the ongoing revisions, new standards and goals for Early Learning.

TLLC Workgroup Update

Dr. Linda Peterson reviewed the work the TLLC workgroup has been doing over the past 2 years to develop a framework for model evaluations. Upcoming trainings and the new model were discussed. Dr. Peterson then reviewed the Administrative Rule process for adopting the new model evaluations

Class 8 Licenses

Ms. Elizabeth Keller presented the Council with four Class 8 licenses. The Council approved all four applications.

Ethical Responsibilities Project Discussion

Topic was moved to the January 2014 meeting agenda.

Future Agenda Items

Ethical Responsibilities Discussion

Joint CSPAC/Council of Deans Meeting

October 10th, 2013

CSPAC met with the Council of Deans of Postsecondary Education on the afternoon of October 10, 2013 for the annual CSPAC Joint CoD meeting. The meeting highlighted several topics of discussion including: Accreditation Standards, Annual Reporting and CAEP Monitoring, the Montana Educator Code of Ethics inclusion in Educator Preparation Programs, and the Transition from Educator Preparation Programs to Class 1 or Class 2 licensure for teacher candidates. The CSPAC and Council of Deans then moved to the campus of Rocky Mountain College for refreshments and conversation.

Highlights of the January 24th, 2014 CSPAC Meeting

Board of Public Education Conference Room

46 N Last Chance Gulch

Helena, MT

The Certification Standards and Practices Advisory Council met at the Board of Public Education conference room on Friday, January 24th, 2014. The Certification 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 are: Chair, Ms. Sharon Applegate, Teacher, Kalispell; Vice-Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Dr. Cindy O'Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Mr. Don Reed, Trustee, Lockwood, Ms. Jo Dell Beeler, K-12 Specialist.

Meeting attendees included: Dr. Linda Peterson, OPI; Ms. Elizabeth Keller, OPI, Ms. Ann Gilkey, OPI; Mr. Marco Ferro, MEA-MFT; Dr. Neil Moisey, Deputy Commissioner for Academic Affairs, OCHE; Mr. Mike Miller, UM Western. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
January 24th, 2014**

Executive Committee Report

Chair Applegate announced that due to term limits the April 2014 CSPAC meeting will be her last meeting. Mr. Donovan also noted that Dr. O'Dell and Ms. Beeler are up for reappointment should they choose to serve a second term.

Board of Public Education Report/Executive Director's Report

Mr. Donovan reviewed recent meetings he has attended and committees he is serving on including the Dual Enrollment Task Force, his attendance at the Assessment Conference, and his work regarding HJ14 which urges the Board of Public Education to consider making Financial Literacy a graduation requirement.

Class 8 Licenses

The Council reviewed 5 Class 8 License Applications and approved all 5.

Dual Enrollment and Class 8 Licensure

Dr. Moisey reviewed for the Council the recent work with Dual Enrollment and Class 8 Licensure and discussed some proposed changes that have surfaced. The Council discussed with Dr. Moisey their concerns or approvals of the proposed changes. Dr. Moisey will take the comments back to the Task Force for consideration.

Revision of Administrative Rules of Montana Chapter 57

Ms. Ann Gilkey and Ms. Elizabeth Keller from OPI reviewed for the Council the process for the revision of the Chapter 57 Licensure rules. Ms. Lacey volunteered to be on the review committee to represent CSPAC.

Update on Chapter 58 Revisions and Timeline

Dr. Linda Peterson, OPI, reviewed for the Council the proposed timeline for the Chapter 58 Revisions and the convening of the Revision Review Panel in April. Dr. Cindy O'Dell volunteered to be on the review panel for CSPAC.

Update on Educator Preparation Programs

Dr. Peterson also updated the Council on some changes to the Educator Preparation Programs. The programs are up for their review cycle which was for the 2008-2013 time period.

Ethical Responsibilities Project Discussion

Ms. Lacey discussed her idea of creating a pamphlet for new teachers regarding the ethical responsibilities of being a public employee. Ms. Gilkey discussed a module that the OPI uses which was created for State employees by the Department of Administration.

Future Agenda Items

Continued discussion on Ethical Responsibilities
Class 8

**Highlights of the April 25th, 2014 CSPAC Meeting
Board of Public Education Conference Room
46 N Last Chance Gulch
Helena, MT**

On Friday April 24th, 2014 CSPAC met in the conference room at the offices of the Board of Public Education. The Certification 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 are: Chair, Ms. Sharon Applegate, Teacher, Kalispell; Vice-Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Dr. Cindy O’Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Mr. Don Reed, Trustee, Lockwood, Ms. Jo Dell Beeler, K-12 Specialist.

Meeting attendees included: Dr. Linda Peterson, OPI; Ms. Elizabeth Keller, OPI, Ms. Ann Gilkey, OPI; Mr. Mr. Steve York, OPI; Ms. Patty Muir, OPI; Mr. Michael Hall, OPI; Mr. Mike Miller, UM Western. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
April 25th, 2014**

Executive Committee Report

Chair Applegate announced that due to term limits this was her last meeting. Chair Applegate thanked the Council for all their work and asked them to be thinking of Chair and Vice Chair nominations for the July meeting. Mr. Donovan and Ms. Lacey both thanked Ms. Applegate for her years of service and dedication to the Council and to public education.

Board of Public Education Report/Executive Director’s Report

Mr. Donovan discussed the opening for Superintendent at the Montana School for the Deaf and Blind. Mr. Donovan noted that the Board of Public Education will be meeting May 8-9th in Great Falls and will be reviewing the CSPAC applications for approval.

Review of Title 10 Chapter 57 Administrative Rules of Montana: Update

Ms. Ann Gilkey brought the Council up to date on the revisions of Chapter 57, including bringing the revisions to the Board of Public Education in July. Concerns were raised amongst Council members that they would not be meeting in person before July to review the Chapter 57 changes and that the timeline might be too soon. It was decided to return to the discussion after the Chapter 58 update.

Update on Educator Performance Appraisal System (EPAS)

Mr. York discussed the Educator Performance Appraisal System, what types of evaluation systems other states are using, and the specific evaluation system designed in Montana. Mr. York emphasized that this is a tool that school districts may use, but are not required to use if they have an evaluation tool in place.

Review of Title 10, Chapter 58 Administrative Rules of Montana: Update

Dr. Linda Peterson, Ms. Patty Muir, and Mr. Michael Hall from OPI all updated the Council on the progress of the Chapter 58 revisions, what groups gave input, how the input was put together, and discussed a timeline for the adoption. The discussion then went back to the Chapter 57 discussion. The Council decided to add 1 day to their July meeting to review both the Chapter 57 and Chapter 58 proposed changes and to make recommendations to the Board.

Class 8 License Applications

The Council reviewed nine Class 8 Licensure applications and approved all nine.

Future Agenda Items

No specific future items were requested.