

A decorative border with a wood-grain pattern in shades of brown and tan, surrounding a central green rectangle.

*Certification
Standards and
Practices Advisory
Council*

CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL

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Section I
Certification
Standards and
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Council
(CSPAC)

Tab 1

Certification Standards and Practices Advisory Council
Members List

COUNCIL MEMBERS

Term Expires

6/01/16	Tammy Lacey Chair School Administrator tammy_lacey@gfps.k12.mt.us	1500 5th St. NW #10 Great Falls, MT 59404	W 268-6011 H 268-1796 F 268-6094
6/01/17	Cindy O'Dell Vice-Chair Post Secondary Ed cindy_odell@skc.edu	21121 Montana Hwy 35 Bigfork, MT 59911	W 275-4752 H 499-0101 F 275-4808
6/01/18	Kelly Elder Teacher K-8 kelder@hds1.org	620 N Davis Helena, MT 59601	W 324-2799 C 461-1995 F 324-2801
6/01/17	Noreen Burris Specialist nburris2727@hotmail.com	2721 Terrace Dr Billings, MT 59102	W 281-6802 H 248-5932 C 698-7632 F 254-1404
6/01/18	Sabrina Steketee Trustee sabrina@gopantherz.com	PO Box 566 Boulder, MT 59632	W 225-3428 H 616-396-7575
6/01/18	Debbie Hendricks Teacher 9-12 dahendricks@mcps.k12.mt.us	2610 Sky Dr Missoula, MT 59804	W 728-2400 x6641 C 240-6546
6/01/17	LeAnne Yenny Teacher K-8 leanne.yenny@gmail.com	3880 Equestrian Ln. Bozeman, MT 59718	H 581-2845

STAFF

Pete Donovan Executive Director pdonovan@mt.gov	Office 444-0300 Fax 444-0847 Cell 459-8813
Kris Stockton BPE Administrative Assistant kmstockton@mt.gov	Office 444-0302 Fax 444-0847 Cell 459-7729
Julie Balsam Administrative Assistant jbalsam@mt.gov	Office 444-6576 Fax 444-0847 Cell 465-6961

2015-2016 CSPAC Meeting Calendar

October 1, 2015	Joint CSPAC/COD	Missoula
February 3, 2016	BPE Conference Room	Helena
April 22, 2016	BPE Conference Room	Helena
July 15, 2016	(Joint BPE)	Helena

YEARLY COUNCIL AGENDA ITEMS

Winter

- Draft Annual Report
- Review Code of Ethics – Ethics Committee

Spring

- Evaluate progress of goals
- Begin planning for legislative session
- Review of Bylaws – Executive Committee

Summer

- Orientation of new Council Members
- Elect Officers
- Committee Appointments
- Plan for fall out of state conventions
- Set Calendar
- Goal Setting
- Present Annual Report to BPE

Fall

- Finalize planning for legislative session
- Review of Bylaws – Executive Committee
- Meet with Montana Council of Deans of Education

CSPAC Goals – 2014-2015

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

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

- 4) Study and make recommendations to the Board of Public Education regarding establishing standards of professional practices and ethical conduct.
 - a. Work with OPI to develop a framework for professional development based on best practices.
 - b. As funding permits, attend NASDTEC Professional Practices Institute.
 - c. 5 year review of the Professional Educators of Montana Code of Ethics (To begin January 2016).
 - 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.
- e. Continued involvement in the implementation of Graduation Matters Montana and Montana Content standards.

Other CSPAC Activities:

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

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 2014-2015.

Committee Areas of Responsibility

Executive Committee

Purpose: the Executive Committee organizes meeting agendas, runs the meetings and acts on behalf of the CSPAC when issues come up in the in between meetings.

Areas of Responsibility: CSPAC Executive Committee, agendas, organizing and leading meetings.

Professional Practices Committee

Purpose: 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.

Areas of Responsibility: periodic review and update of the Professional Educators of Montana Code of Ethics, as well as the study of policies related to professional practices and the procedures for suspension, revocation and denial of educator licenses and the appeals process.

Pre Professional Preparation and Development Committee

Purpose: The PP&D Committee initiates studies and makes recommendations on pre-licensure interim preparation and education requirements for educators.

Areas of Responsibility: Teacher Testing, Elementary and Secondary Education Act, American Indian Licensure, Outcome assessment, Title II, Teacher preparation standards, Online degrees, CAEP Indian Education for All, Class 8, Accreditation.

Licensure and Endorsement Committee

Purpose: The L&E Committee initiates studies and makes recommendations in the areas of licensure and endorsement.

Areas of Responsibility: Teacher testing, Elementary of Schools of Educator Preparation and Secondary Education Act, outcome assessments, Title II, online degrees and Paraprofessional.

Tab 2

Certification Standards and Practices Advisory Council

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

The Council handles issues through delegation to one of four standing or special topic committees. The four committees are Pre-Professional and Development, Professional Development and Renewal, Certification and Endorsement, and Professional Ethics.

How to Place Issues Before the Council

Educational organizations, agencies or individuals may present a request, through our online agenda request portal at <https://app.mt.gov/bpeagenda/>, that the Council considers an issue affecting the certification of teachers, administrators, or specialists in Montana. Certification includes: teacher preparation; standards for certification; standards for professional practices and ethical conduct; and policies on suspension, revocation and denial of certificates.

All requests must include the following information:

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

All requests must be received in the CSPAC office twenty (20) days prior to a Council meeting if the item is to be placed on the agenda for consideration by the Council. Please contact the CSPAC office to request a standardized form for placing issues before the Council.

Certification Standards and Practices Advisory Council
P.O. Box 200601
Helena, MT 59620-0601
444-6576

2014 ANNUAL REPORT

OF THE

**MONTANA CERTIFICATION
STANDARDS
AND PRACTICES ADVISORY COUNCIL**

TO THE

**MONTANA BOARD OF
PUBLIC EDUCATION**

July 2015

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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

6/01/16	Tammy Lacey 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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6/01/15	Kelly Elder Teacher K-8 kelder@hds1.org kelder@usa.net	620 N Davis Helena MT 59601	W 324-2799 C 461-1995 F 324-2801
6/01/17	JoDell Beeler K-12 Specialist jodellb@bresnan.net	2807 Sagebrush Dr. Billings, MT 59105	W 281-5213 H 256-8908
6/01/15	Don Reed Trustee donreed@usadig.com	1039 Cedar Canyon Rd Lockwood MT 59101	H 252-5316 C 670-6215
6/01/15	Janice Bishop Teacher 9-12 bjmarks@msn.com	532 South Ave E Missoula, MT 59801	W 728-2400 x8623 H 543-4290 C 531-3226
06/01/17	LeAnne Yenny Teacher K-8 leanne.yenny@gmail.com	3880 Equestrian Ln Bozeman MT 59718	H 581-2845

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CSPAC Goals - 2014-2015

- 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. ***Completed July 2014**
 - 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. **OPI Report February 6, 2015**

- 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. ***Completed July 2014**
 - 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. ***Completed October 2014**

- 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. ***Completed July 2014**

- 4) Study and make recommendations to the Board of Public Education regarding establishing standards of professional practices and ethical conduct.
 - a. Work with OPI to develop a framework for professional development based on best practices.
 - b. As funding permits, attend NASDTEC Professional Practices Institute.
 - c. 5 year review of the Professional Educators of Montana Code of Ethics. (To begin January 2016)
 - 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. Applications reviewed at the following meetings: July 15, 2014, October 27, 2015, February 6, 2015, February 19, 2015, and April 24th, 2015.
 - 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.
 - e. 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 2014-15.

HIGHLIGHTS OF THE 2014-2015 CSPAC MEETINGS

Highlights of the July 15-16th, 2014 CSPAC Meeting State Capitol Building Room 137 Helena, MT

On Tuesday and Wednesday July 15th, and 16th, 2014, the Certification Standards and Practices Advisory Council met at the State Capitol for their regularly scheduled meeting. 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. Tammy Lacey, School Administrator, Great Falls; Vice Chair, 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, Ms. Leanne Yenny, Teacher, Bozeman.

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

CSPAC Meeting July 15th, 2014

Council Review of Administrative Rules of Montana Title 10, Chapter 57

The council spent the morning of July 15th reviewing the proposed changes to Chapter 57, Educator Licensure rules. The Council completed their review with a few suggested changes to the revisions.

Council Review of Administrative Rules of Montana Title 10, Chapter 58

The afternoon was spent with the Council reviewing the proposed changes to Chapter 58, Educator Preparation Program Standards. The Council did not complete the review of the proposed changes and an August 19th, 2014 VisionNet meeting was scheduled for the completion of the revisions.

**CSPAC Meeting
July 16th, 2014**

Executive Committee Report

The Council elected new officers. Ms. Tammy Lacey was elected Chair, and Dr. Cindy O'Dell was elected Vice Chair. The council reviewed their goals, set the annual calendar of meetings, and reviewed the Annual Report to be presented to the Board of Public Education. Committee Appointments were moved to the October meeting.

Board of Public Education Report/Executive Director's Report

Mr. Donovan discussed a few topics to be covered at the Board of Public Education meeting the next day, including the introduction of the new Superintendent for the Montana School for the Deaf and Blind, and Governor Bullock's Education report to the Board.

Update from the Council of Deans Retreat

Dr. Cindy O'Dell discussed the Council of Deans Retreat she attended in June and reviewed items discussed including the Chapter 58 Educator Preparation Program Standard revisions.

Summary of CSPAC Review of Administrative Rules of Montana Title 10, Chapter 57

Ms. Lacey discussed the previous days' review of the proposed changes. The Council moved to recommend the changes to the Board of Public Education.

Summary of CSPAC Review of Administrative Rules of Montana Title 10, Chapter 58

Dr. O'Dell discussed the previous days' review of the Chapter 58 revisions and that the review will conclude on August 19th.

Class 8 License Applications

The Council reviewed 2 Class 8 Applications. Both applications were approved.

Future Agenda Items

Future agenda items discussed included: Chapter 58 Conference Call for August 19th, Graduation Matters Montana report, Mentoring Program status report, committee elections, updating 2014-15 goals, review of Chapter 63 Program Standards.

**Highlights of the August 19th, 2014 CSPAC Meeting
VisionNet
School Administrators of Montana
900 N Montana Ave, Suite A-4
Helena, MT**

On August 19th, 2014, the Certification Standards and Practices Advisory Council met via VisionNet conference to complete their review of the Administrative Rules of Montana Title 10, Chapter 58, and Administrative Rules of Montana Title 10, Chapter 63, Preschool Standards. 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. Tammy Lacey, School Administrator, Great Falls; Vice Chair, 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, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Mr. Mike Miller, UM Western; Dr. Linda Peterson, OPI; Ms. Patty Muir, OPI; Mr. Michael Hall, OPI; Dr. Kirk Miller, School Administrators of Montana; Mr. Eric Feaver, MEA-MFT; Mr. Dennis Parman, OPI; Ms. Laura Sankey, Attorney, Legislative Services Division; Ms. Terry Kendrick, OPI; Ms. Nancy Coopersmith, OPI; Ms. Shannon Koenig; OPI. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
August 19th, 2014**

Council Review of Administrative Rules of Montana Title 10, Chapter 58

The Council completed their review of the proposed changes to Chapter 58, Educator Preparation Program Standards.

Review of New Administrative Rules of Montana Title 10, Chapter 63, Preschool Standards

The Council reviewed and discussed at length the new Preschool Standards. Dr. O'Dell discussed that the workgroup who helped write the standards did not fully support the final version of the standards, though the rest of the group and attendees did support the standards.

The Council voted in favor of recommending ARM Title 10, Chapter 58, Educator Preparation Program Standards, and ARM Title 10, Chapter 63, Preschool Standards to the Board of Public Education.

**Highlights of the October 27th, 2014 CSPAC Meeting
Montana State University
Strand Union Student Room 235
Bozeman, MT**

The Montana Certification Standards and Practices Advisory Council (CSPAC) met on Monday October 27th, 2014 in a joint meeting with the Council of Deans on the campus of Montana State University Bozeman. 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. Tammy Lacey, School Administrator, Great Falls; Vice Chair, 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, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Dr. Linda Peterson, OPI; Dr. Jayne Downey, MSU; Mr. Mike Miller, UM Western; Mr. Marco Ferro, MEA-MFT. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
October 27th, 2014**

MSU Presentation

Dr. Jayne Downey, MSU School of Education gave a presentation to the Council on their School of Education which covered such topics as: current practices, student teacher placement, popular majors; and a new Model of Clinical Practice.

Executive Committee Report

The Council made committee appointments, reviewed the changes made to the goals in July, and approved the changes.

Board of Public Education Report/Executive Director's Report

Mr. Donovan discussed the completion of the Board's audit, and also reviewed the upcoming hearings for the revisions to Chapters 57 and 58, and the new Chapter 63 proposed standards for Preschool.

Class 8 Licenses

The council reviewed 10 Class 8 applications. All 10 were approved.

Mentoring Program Status Report

This item was postponed until the February 2015 CSPAC meeting.

Update on the Status of Revisions of Chapter 57 Educator Licensure, Chapter 58, Educator Preparation Program Standards, and New Chapter 63 Preschool Program Standards

Mr. Donovan gave a brief summary of the upcoming hearings for all the standards. Dr. O'Dell submitted a position paper written by the Early Childhood Higher Education Consortium requesting changes to the Chapter 63 Preschool Program Standards. The Council moved to support the Position Paper with Chair Lacey dissenting the vote.

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Joint CSPAC/Council of Deans Meeting

October 27th, 2014

CSPAC met with the Council of Deans of Postsecondary Education on the afternoon of October 27th, 2014 for the annual CSPAC Joint CoD meeting. The meeting highlighted several topics of discussion including: A review of the CSPAC meeting earlier in the day, Preview of the BPE Public Hearings for Chapters 57, 58, and new standards for Chapter 63, a preview of the Council of Dean's meeting the following day, and a roundtable discussion of various topics.

**Highlights of the February 6th, 2015 CSPAC Meeting
Board of Public Education Conference Room
46 N Last Chance Gulch
Helena, MT**

On Friday February 6th, 2015, the Certification Standards and Practices Advisory Council met at the Board of Public Education Conference Room for their regularly scheduled meeting. 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. Tammy Lacey, School Administrator, Great Falls; Vice Chair, 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, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Ms. Ann Gilkey, OPI; Ms. Shannon Koenig, OPI; Ms. Ms. Sue Mohr, OPI; Ms. Patty Muir, OPI; Mr. Le Gaub, Troops to Teachers; Ms. Beverly Richardson, Troops to Teachers; Mr. Gordon Ronrude, Troops to Teachers. Also present were BPE Executive Director Mr. Pete Donovan and Administrative Assistant Ms. Genii Skoog.

**CSPAC Meeting
February 6th, 2015**

Executive Committee Report

Chair Lacey reported that Mr. Don Reed sent an email notifying her that due to health reasons, he will be unable to continue serving on the Council. A quick review of open meeting laws was completed before moving on with the meeting.

Board of Public Education Report/Executive Director’s Report

Mr. Donovan updated the Council on happenings at the Legislature and items affecting the Board of Public Education, and public education in general. In addition Mr. Donovan reported that the Boards budget was presented to the Joint Appropriations Committee on Education and recommended to the full Appropriations committee.

Update of Montana New Teacher Induction Project

Ms. Patty Muir, OPI, updated the Council on the New Teacher Induction program which is a mentoring program for new teachers that districts can take part in.

State Equity Plan Process

Ms. Sue Mohr, OPI, presented the State Equity Plan for Dr. Linda Peterson. The plan ensures equitable access for qualified teachers across Montana. OPI requested that CSPAC review the plan and offer insight. OPI will present a final draft to CSPAC at a future meeting.

Update on Troops to Teachers

Mr. Le Gaub updated the Council on the Troops to Teachers program, giving a background of the program, what it does, and how the program works in Montana. Mr. Gaub introduced 2 new staff members, Ms. Beverly Richardson and Mr. Gordon Ronrude.

Class 8 License Applications

The Council reviewed four Class 8 Applications. Two applications were approved and two were tabled for incompleteness.

Future Agenda Items

Future agenda items discussed included an update on Early Edge, the new Chapter 57 rules, a draft of a new Class 8 License application form, final draft of the State Equity Plan, Legislative Update, and a report on the Code of Ethics from the Professional Practices Committee.

**Highlights of the February 19th, 2015 CSPAC Conference Call Meeting
Board of Public Education Offices
46 N Last Chance Gulch
Helena, MT**

On Thursday February 19th, 2015 the Council met via conference call with Mr. Pete Donovan, Executive Director, Board of Public Education, and Ms. Ann Gilkey, Dr. Linda Peterson, and Ms. Shannon Koenig, all from the Office of Public Instruction to discuss revisions proposed by the OPI to the Chapter 57 rules. Also present: Ms. Kris Stockton, Administrative Assistant, Board of Public Education.

**CSPAC Conference Call Meeting
February 19th, 2015**

CSPAC Review of the Superintendents Proposed Revisions of Administrative Rules of Montana Title 10, Chapter 57, Educator Licensure

Ms. Ann Gilkey led the Council through the recommended revisions from the Superintendent. Ms. Gilkey and Dr. Peterson fielded questions from the Council members regarding the changes. The Council voted unanimously to move the recommended revisions on to the Board of Public Education.

**Highlights of the April 24th, 2015 CSPAC Meeting
Board of Public Education Conference Room
46 N Last Chance Gulch
Helena, MT**

On Friday April 24th, 2015, the Certification Standards and Practices Advisory Council met at the Board of Public Education Conference Room for their regularly scheduled meeting. 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. Tammy Lacey, School Administrator, Great Falls; Vice Chair, 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, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Ms. Ann Gilkey, OPI; Dr. Linda Peterson, OPI; Ms. Susan Harper-Whalen, University of Montana; Ms. Kristi Murphy, University of Montana. Also present were BPE Executive Director Mr. Pete Donovan and Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
April 24th, 2015**

Executive Committee Report

The Council reviewed the draft CSPAC Annual Report and provided feedback.

Update on Preschool Grant

Ms. Tara Ferriter-Smith from the Office of Public Instruction gave a presentation to the Council regarding the grant the OPI received in December 2014 to fund preschool programs for low income areas. Ms. Ferriter-Smith discussed how the grant will be administered by the OPI and the Department of Public Health and Human Services, areas which will be served, and fielded questions from the group.

Board of Public Education Report/Executive Director’s Report

Mr. Donovan gave an overview of the 2015 Legislature and updated the Council on bills that were presented to the Legislature which could have affected both the Board of Public Education and the CSPAC. The timeline for the Chapter 57 changes was reviewed as well.

Report on Code of Ethics Update

Mr. Elder and Ms. Bishop discussed with the Council the comments they provided to the National Code of Ethics group and discussed how some items in the code could be considered for the Montana Code as well, which is scheduled for review in 2016.

State Equity Plan Update

Dr. Peterson updated the Council on the progress of the State Equity Plan since the presentation at the Council's February 2015 meeting.

University of Montana Phyllis J Washington College of Education New Programs: Master of Education in Curriculum and Instruction-Early Childhood Endorsement; Minor in Early Childhood Education and Endorsement; Minor in Theatre Education Endorsement.

Ms. Susan Harper-Whalen and Ms. Kristi Murphy from the University of Montana presented these three new programs to the Council. Ms. Whalen announced that the Master's degree program has been approved by the Board of Regents and that the two Minor programs will be before the Board of Regents at their May 2015 meeting for approval. All three programs will be presented to the Board of Public Education at their May 2015 meeting.

Draft of New Class 8 License Application

Ms. Ann Gilkey presented the draft application for Class 8 Licensure. The Council reviewed the application and provided feedback.

Class 8 License Applications

The Council reviewed one Class 8 Applications. The application was approved.

Future Agenda Items

July 2015 Joint Meeting with the Board of Public Education; Early Childhood Education Program presentations from Salish Kootenai College and the University of Montana-Western; Introduction of new CSPAC members; Update from National Ethics Conference.

Tab 3

CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL MISSION STATEMENT

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

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

***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 standards, including, but not limited to, precertification training and education requirements and certification renewal requirements and procedures;
 2. Administrator certification standards, including, but not limited to, precertification training and education requirements and certification renewal requirements and procedures;
 3. Specialist certification standards, including, but not limited to, precertification training and education requirements and certification renewal requirements and procedures;
 4. Feasibility of establishing standards of professional practices and ethical conduct;
 5. The status and efficacy of approved teacher education programs in Montana; and
 6. Policies related to the denial, suspension, and revocation of teaching certification 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 annual 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 program offered by an accredited teacher education institution;
 - 4. one person employed as an administrator, with the certification 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 and end May 31 of the third year of the term.
 - 2. Any member desiring to resign from the Council shall submit his/her resignation in writing to the Council and to the 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.
- 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 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 or by a combination of both. In the case of a

special meeting, the administrative officer shall notify each regular member either by mail or by telephone 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, 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 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 shall be prepared 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.
- c. The proposed agenda shall be included with the written notice of meeting required in Section C of this article.
- d. 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.
- e. The proposed agenda becomes the approved agenda by a majority vote of Council members at the beginning of the meeting.
- f. Whenever possible, support materials for the agenda shall be in graphic and/or written 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 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 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. 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 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.

Tab 4

BOARD OF PUBLIC EDUCATION
CHAPTER 55
STANDARDS OF ACCREDITATION

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

BOARD OF PUBLIC EDUCATION
CHAPTER 57
EDUCATOR LICENSURE

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

BOARD OF PUBLIC EDUCATION
CHAPTER 58
STANDARDS FOR STATE APPROVAL OF TEACHER EDUCATION PROGRAMS
LEADING TO INTERSTATE RECIPROCITY OF TEACHER CERTIFICATION

[Click here](#) to view the ARM Rules for Teacher Education Programs/Reciprocity.

Tab 5

Reimbursement Information

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

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

Thanks so much!

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

NAME _____

DATE _____ FROM _____ TO _____ TIME

DEPARTING* _____ TIME ARRIVING* _____

MODE OF TRAVEL _____

MILEAGE TRAVELED _____

DATE _____ FROM _____ TO _____

TIME DEPARTING* _____ TIME ARRIVING* _____

MODE OF TRAVEL _____

MILEAGE TRAVELED _____

OTHER DETAILS PERTINENT TO REIMBURSEMENT:

***APPROXIMATE TIME**

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

TRAVEL GUIDE

MEALS:

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

<u>Travel Time</u>	<u>In-State</u>	<u>Out-of-State</u>
❖ Three hours or less	None	None
❖ Greater than three hours and at least three hours within the ranges below:		
Morning (12:01 a.m. – 10:00 a.m.)	\$5.00	\$7.00
Midday (10:01 a.m. – 3:00 p.m.)	6.00	11.00
Evening (3:01 p.m. – 12:00 midnight)	12.00	23.00
Total for the day:	\$23.00	\$41.00

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

Mileage

The reimbursement rate for mileage driven in connection with State business is 57.5 cents per mile. In order to claim reimbursement at this rate the employee must qualify according to the Administrative Rules of Montana (A.R.M.) Section 2.4.114.

In addition, the reimbursement rate for private airplane usage has been increased to 65 cents per nautical mile.

Section II
Board of Public
Education
(BPE)

Tab 6

MONTANA BOARD OF PUBLIC EDUCATION

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

Board of Public Education Members

Updated 12/1/2015

Term Expires

2/1/19	Sharon Carroll Chairperson sharoncarrollbpe@gmail.com	PO Box 463 Ekalaka, MT 59324	H 775-6642 C 853-2947 W 775-8767 F 775-8766
2/1/20	Paul Andersen Vice Chair paul.andersen@bsd7.org	3017 Westridge Dr Bozeman, MT 59715	C 522-4833 W 548-2599
2/1/16	John Edwards john.edwards@edwardslawfirm.org	PO Box 20039 Billings, MT 59104	W 256-8155
2/1/17	Erin Williams ewilliams@youthhomes.com	3203 Cummins Way Missoula, MT 59802	C 239-8887 F 543-0356 W 721-2754 ext.216
2/1/22	Jesse Barnhart jmbepsie@hotmail.com	1080 W US Hwy 212 Broadus, MT 59317	H 436-2462 C 853-1524
2/1/22	Darlene Schottle mtdarlene@hotmail.com	33552 Cherry Lane Big Fork, MT 59911	C 261-1828
2/1/21	Mary Jo Bremner mjo.bremner@gmail.com	PO Box 193 Browning, MT 59417	C 450-8164 H 338-7183

STUDENT REPRESENTATIVE

6/1/2015	Greta Gustafson	PO Box 568 Browning, MT 59417	C 450-3700
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2016-2017 Schedule

2016

January 15, 2016 (1 Day Conference Call)	Helena, MT
March 17-18, 2016	Helena, MT
May 12-13, 2016	Great Falls, MT
July 13-15, 2016 (Joint CSPAC Meeting)	Helena, MT
September 15-16, 2016	Helena, MT
November 3-4, 2016	Helena, MT

2017

January 20, 2017 (1 day conference call)	Helena, MT
March 16-17, 2017	Helena, MT
May 11-12, 2017	Great Falls, MT
July 12-14, 2017 (Joint CSPAC Meeting)	Helena, MT
September 14-15, 2017	Helena, MT
November 2-3, 2017	Helena, MT

BOARD OF PUBLIC EDUCATION

ANNUAL AGENDA CALENDAR January 2016 – November 2016

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

January 2016

Helena

Exiting Board Member – Last Meeting
Transportation Report
MACIE Update
Annual School Food Services Report
Assessment Update
Federal Update
Accreditation Report
5 YCEP Process Update
Educator Preparation Program Report

March 2016

Helena

BASE Aid Payment Schedule
Assessment Update
Federal Update
Accreditation Report
Annual School Food Services Report
MACIE Update

May 2016

Great Falls

CSPAC Appointments
Student Representative Last Meeting
Assessment Update
Alternative to Standards Requests & Renewals
Federal Update
MACIE Update
Executive Director Performance Evaluation
MSDB Superintendent Performance Evaluation
& Contract Extension Discussion
Establish Executive Staff Salaries

July 2016

Helena

Strategic Planning Meeting
CSPAC/BPE Joint Meeting
CSPAC Annual Report
Annual GED Report
Special Education Report
Assessment Update
Federal Update
Assessment Update

September 2016

Helena

Election of Board Officers
Set Yearly Board Meeting Calendar - C
Set Annual Agenda Calendar – C
BPE Goal Review – C
MACIE Update
Digital Academy Update
Superintendent Goals
Assessment Update
Federal Update
MACIE Renewal (Even Years)

November 2016

Helena

Committee Appointments – C
Exiting Board Member Recognition
MACIE Annual Report
Joint MACIE/BPE/OPI Meeting
Assessment Update
Federal Update
Alternative to Standards Requests & Renewals
Accreditation Report
Youth Risk Behavior Survey Update (Odd Years)
Annual Renewal Unit Providers List - C

**Board of Public Education
Committee Assignments
2015**

STANDING COMMITTEES

Executive Committee

Sharon Carroll, Chair
Paul Andersen, Vice Chair
Pete Donovan, Executive Director

Accreditation Committee

Erin Williams, Chair
Darlene Schottle, Member
Jesse Barnhart, Member
Sharon Carroll, Ex-Officio Member

Licensure Committee

John Edwards, Chair
Darlene Schottle, Member
Sharon Carroll, Ex-Officio Member

MSDB Committee

Sharon Carroll, Chair
Mary Jo Bremner, Member

Legislative Committee

Jesse Barnhart, Member
John Edwards, Member
Erin Williams, Member
Sharon Carroll, Ex-Officio Member

Assessment Committee

Paul Andersen, Chair
Sharon Carroll, Ex-Officio Member

ADVISORY GROUP LIAISONS

CSPAC - John Edwards
MACIE - Mary Jo Bremner
Montana Digital Academy – Paul Andersen

Education and Local Government

Interim K-12 Subcommittee

Sharon Carroll
Darlene Schottle
Mary Jo Bremner
Pete Donovan

Montana Advisory Council for Indian Education

Mission

The Montana Advisory Council for Indian Education (MACIE) was created by the Montana Board of Public Education in 1984 to advise the Board and the Superintendent of Public Instruction on matters related to Indian education. The purpose of the Council is to:

"... provide for more effective and meaningful participation by Indian people in planning, implementation, and administration of relevant educational services and programs under the authority of local school boards."

The council is composed of representatives of the eleven tribal groups in Montana and other groups working in the interest of Indian people.

Goals

1. Communication

Facilitate communication about Indian education among all stakeholders in Montana.

Montana Advisory Council on Indian Education will develop strategies of communication to allow their respective constituents to provide input on their needs and issues and Montana Advisory Council on Indian Education members will be responsible for bringing these matters to Montana Advisory Council on Indian Education's attention for discussion and action.

2. Success in Schools

Identify and disseminate research-based measurable criteria, both behavioral and academic, that indicate successful education for Montana's Indian children.

3. Evaluation

Montana's pre-K-16 education system shall be evaluated on a continuing basis to determine its effectiveness in meeting the needs of Montana's Indian students and appropriate recommendations made to the Office of Public Instruction and Board of Public Education based on this evaluation process.

4. Data Analysis

Collect and analyze data to monitor accountability of educational agencies to address the needs of Indian education.

5. Leadership

Encourage and promote the active participation of Indian people, tribes and tribal organizations in the education process.

Encourage and promote Indian educational leadership in decision-making positions at all levels, including Indian Education for All, Certification Standards and Practices Advisory Council and other appropriate committees.

6. Budget and Legislative Review and Monitoring

Prepare budgetary recommendations to be submitted to the Office of Public Instruction for programs that affect Montana Advisory Council on Indian Education's goals and purposes.

Montana Advisory Council on Indian Education members are charged with the responsibility to monitor and advocate legislation which potentially affects its constituency and keeps its constituents apprised of issues and concerns to make appropriate recommendations.

MONTANA ADVISORY COUNCIL ON INDIAN EDUCATION
Advisory to the Office of Public Instruction and Board of Public Education

**VOTING
MEMBERS**

TRIBE/ORGANIZATION	NAME	CONTACT
Blackfeet	Harold Dusty Bull Blackfeet Tribe PO Box 850 Browning, MT 59417	(406) 338-7538 Office hdustybull@hotmail.com
Chippewa Cree	Voyd St. Pierre Rocky Boy Schools 81 Mission Taylor Road Box Elder, MT 59521	(406) 395-4291 Office voydsp@rockyboy.k12.mt.us
Confederated Salish & Kootenai Tribes	Vernon Finley CSKT Tribal Council PO Box 278 Pablo, MT 59855	(406) 675-2700 Office Vernon.finley@cskt.org
Crow	William Enemy Hunter 41 Almadin Lane Billings, MT 59105	(406) 638-3725 Office lenemyhunter@crownations.net
Fort Belknap	Alvin "Jim" Kennedy Fort Belknap Indian Community 656 Agency Main Harlem, MT 59526	(406) 390-1917 Office akennedy@ftbelknap.org
Fort Peck	Vacant	
Little Shell	Leona Kienenberger PO Box 168 Dodson, MT 59524	(406) 383-4559 Home leonakberger@yahoo.com
Northern Cheyenne	Norma Bixby Northern Cheyenne Tribal Education PO Box 307 Lame Deer, MT 59043	(800) 353-8183 norma.bixby@cheyennation.com
Class 7	Vacant	
Indian Impact Schools of Montana (IISM)	Dawn Bishop-Moore PO Box 345 Hays, MT 59527	(406) 390-1950 Office Dawn_hayspm@yahoo.com
MEA-MFT	Georgie Gourneau Box 772 Poplar, MT 59255	(406) 650-6372 gourneaug@poplar.k12.mt.us

STATE OF MONTANA
BOARD OF PUBLIC EDUCATION
BYLAWS

Article I. Name

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

Article II. Objective

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

Article III. Membership

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

Article IV. Officers

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

Chairperson, the Vice Chairperson shall preside and shall perform such duties as are prescribed for the Chairperson.

Article V. Executive Director

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

Article VI. Meetings

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

In case of a conference call, twenty-four hours prior to the meeting shall be deemed adequate notice.

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

Article VII. Quorum

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

Article VIII. Committees

Standing committees shall be as follows:

1. An Executive Committee: composed of the Chairperson, Vice Chairperson and the Executive Director;
2. An Accreditation Committee;
3. A Licensure Committee;
4. A School for the Deaf and Blind Committee;

5. A Legislative Committee.

Special committees may be appointed by the Chairperson of the Board as the Board shall deem necessary to carry out the responsibilities of the Board.

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

The Board shall establish a School for the Deaf and Blind Committee. The committee is responsible for the general supervision and control over the school, subject to the powers of the Board set forth by this by-law. The committee shall meet at the school on a regular basis, not less than six times annually. The Chairperson of the committee shall report on the activities of the committee to the full Board of Public Education at each regular Board meeting. The Board retains the power to overrule or amend any decision of the committee by majority vote of the Board at a duly convened Board meeting. Any member of the Board may by motion bring before the Board any matter on which the committee has acted.

One Board of Public Education member will be appointed by the Chairperson and approved by the entire Board to serve on the School for the Deaf and Blind Foundation. Other members of the Foundation Board are appointed by the MSDB Foundation Board of Directors.

Article IX. Sessions

All committee meetings, telephone conference calls, and regular sessions of the Board shall be open to the public. The Chairperson may close the meeting to the public if he or she determines:

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

This action will be taken by a decision of the Chairperson or a vote of the Board. The Chairperson shall read for the minutes the reason for the closing, or the minutes will show that the person in question requested a closed session. A record will be made of business conducted during a closed session and will be kept in a sealed file subject to opening only by a court order.

Telephone, video conference action, or a combination of the two, providing a quorum is participating in the call, shall be legitimate for transaction of business

necessary in between meetings. The minutes of all telephone conference meetings shall be approved at the next regular meeting of the Board.

Article X. Order of Business

The regular order of business shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Statement of Public Participation
5. Welcome Visitors
6. Items Pulled from Consent Agenda
7. Consent Agenda Adoption
8. Agenda Adoption
9. Agenda
10. Date and Place of Next Meeting
11. Adjournment

Article XI. Communications

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

Article XII. Parliamentary Procedure

The current edition of ***Robert's Rules of Order*** shall prevail on questions of parliamentary procedure.

Article XIII. Amendments

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

Section III
Board of Education
(BOE)

Tab 7

THE EDUCATIONAL BUDGET

The Constitution

Article X, section 9(1). There is a state board of education composed of the board of regents of higher education and the board of public education. It is responsible for long-range planning, and for coordinating and evaluating policies and programs for the state's educational systems. It shall submit unified budget requests....

The Board and the Executive Branch

MCA 2-15-101(1). In accordance with the Constitution "all executive and administrative offices, boards, bureaus, commissions... shall be allocated by law among not more than twenty principal departments...."

MCA 2-15-104(1). In accordance with the Constitution all executive and administrative offices are allocated by law among and within the following departments or entities:...(d) state board of education.

The Budget Process

MCA 17-7-111(1). In the preparation of a state budget, the budget director shall... distribute... the proper forms necessary for the preparation of budget estimates.

MCA 17-7-112(1). It shall be the duty of each department, agency and office, including the Montana University System to submit the information required under 17-7-111 to the budget director....

The School District and the Budget

MCA 20-9-213. The trustees shall (1) cause the keeping of an accurate detailed accounting...(5) report annually to the county superintendent...on the forms prescribed and furnished by the superintendent of public instruction... (6) whenever requested, report any other fiscal activities to the county superintendent of public instruction or board of public education.

The Superintendent and the Budget

MCA 20-9-102. The superintendent of public instruction has general supervision over the school budgeting procedure and provisions.

MCA 20-9-103(1). The format of the school budget form shall be prescribed by the superintendent of public instruction.

MCA 20-9-346. The superintendent of public instruction shall administer the distribution of the state equalization aid by: (1) establishing each district's annual entitlement... (2) recommending to the board of public education the annual entitlement of all districts to state equalization aid to enable the board of public education to order the distribution of state equalization aid;....

MCA 20-3-106(8). generally supervise the school budgeting procedures prescribed by law... (11) generally supervise the school financial administration provisions... (14) distribute state equalization aid in support of the foundation program....

The Board and the Budget

MCA 20-9-344(2) The board of public education shall administer and distribute the state equalization aid in the manner and with the powers and duties provided by law. To this end, the board of public education shall: (a) adopt policies for regulating the distribution of state equalization aid in accordance with the provisions of law; (b) have the power to require such reports from the county superintendents, budget boards, county treasurers, and trustees as it may deem necessary; and (c) order the superintendent of public instruction to distribute the state equalization aid on the basis of each district's annual entitlement to such aid as established by the superintendent of public instruction.

MCA20-2-121(3). Administer and order the distribution of state equalization aid in accordance with the provisions of 20-9-344.

DEFINITION OF FOUND. PROGRAM.

MCA 20-9-301 A uniform system of free public schools...
MCA 20-9-311(3) The ANB shall be calculated individually for each school...
MCA 20-9-315 foundation schedule.

BY-LAWS OF THE
MONTANA BOARD OF EDUCATION

ARTICLE I. NAME

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

ARTICLE II. OBJECTIVES

The board is responsible for (1) long-range planning; (2) coordinating and evaluating policies and programs of the State's educational systems; and (3) submission of unified budget requests.

ARTICLE III. MEMBERSHIP

The board consists of the seven members of the Board of Regents and the seven members of the Board of Public Education. The Governor is an ex-officio member of the board and may vote to break a tie vote. The Superintendent of Public Instruction and the Commissioner of Higher Education are ex-officio members of the board.

ARTICLE IV. OFFICERS

The Governor shall serve as chair of the board. The chair is responsible for: (1) calling the meetings of the board; (2) planning the agenda of the meetings, in consultation with the Commissioner of Higher Education, the Executive Director of the Board of Public Education, staff in the Governor's Office, the Superintendent of Public Instruction, and members of the board; (3) presiding at board meetings; and (4) ensuring that the board faithfully executes its Constitutional and statutory duties.

The chair of the Board of Regents and the chair of the Board of Public Education will serve alternate years as vice-chair of the Board of Education. In the absence of the chair, the vice-chair will preside. The vice-chair shall have full authority to fulfill the duties of chair should the chair not fulfill those duties for any reason.

The Superintendent of Public Instruction shall serve as secretary to the board.

ARTICLE V. MEETINGS

The board shall meet not less than twice a year. The meeting dates shall be concurrent with a meeting of the Board of Regents and with a meeting of the Board of Public Education.

ARTICLE VI. QUORUM

A majority of the appointed members of the board shall constitute a quorum.

ARTICLE VII. EXECUTIVE SESSIONS

The presiding officer of any meeting of the board may close the meeting if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure.

ARTICLE VIII. ORDER OF BUSINESS

The following shall be the regular order of business:

1. Roll call
2. Approve minutes
3. Old Business update
4. New business
5. Adjournment

ARTICLE IX. PARLIAMENTARY LAW

On questions of parliamentary law, Robert's Rules of Order shall prevail.

ARTICLE X. AMENDMENTS

These by-laws may be added to or amended by a majority vote at any meeting of the board provided a quorum is present.

APPROVED:

Governor Schweitzer
Chair of the Board of Education

Superintendent Denise Juneau
Secretary to the Board of Education

Adopted at 1/8/09 BOE meeting

Section IV

Other

Tab 8

Montana State Universities and Colleges

Montana State University-MSU

Bozeman, MT

Dean of Education- Dr. Lynda Ransdell

406-994-4135

lynda.ransdell@montana.edu

MSU-Billings

Billings, MT

Dean of Education- Dr. Mary Susan Fishbaugh

406-657-2070

mfishbaugh@msubillings.edu

City College at MSU-Billings

Billings, MT

MSU-Northern

Havre, MT

Dean of Education - Ms. Christine Shearer-Crenean

406-265-3768

c.shearercreanean@msun.edu

Great Falls College- MSU

Great Falls, MT

University of Montana-U of M

Missoula, MT

Dean of Education- Dr. Roberta Evans

406-243-2914

Robertad.evans@mso.umt.edu

Montana Tech

Butte, MT

Highlands College- Montana Tech

Butte, MT

UM Western

Dillon, MT

Dean of Education- Dr. Karl Ulrich

406-683-7115

K_ulrich@umwestern.edu

Community Colleges

Helena Collge- UM
Helena, MT

Dawson Community College
Glendive, MT

Flathead Valley Community College
Kalispell, MT

Miles Community College
Miles City, MT

Tribal Colleges

Aariih Nakoda College
Harlem, MT

Blackfeet Community College
Browning, MT

Chief Dull Knife College
Lame Deer, MT

Fort Peck Community College
Poplar, MT

Little Big Horn College
Crow Agency, MT

Salish Kootenai College
Pablo, MT

Stone Child College
Box Elder, MT

Private Colleges

Carroll College
Helena, MT

Rocky Mountain College
Billings, MT

University of Great Falls
Great Falls, MT

Montana Bible College
Bozeman, MT

Mountain States Baptist College
Great Falls, MT

Yellowstone Baptist College
Billings, MT