

**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 <a href="mailto:tammy_lacey@gfps.k12.mt.us">tammy_lacey@gfps.k12.mt.us</a>	1500 5 <sup>th</sup> 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 <a href="mailto:cindy_odell@skc.edu">cindy_odell@skc.edu</a>	21121 Montana HWY 35 Bigfork, MT 59911	W 275-4752 H 499-0101 F 275-4808
6/01/15	Kelly Elder Teacher K-8 <a href="mailto:kelder@hds1.org">kelder@hds1.org</a> <a href="mailto:kelder@usa.net">kelder@usa.net</a>	620 N Davis Helena MT 59601	W 324-2799 C 461-1995 F 324-2801
6/01/17	JoDell Beeler K-12 Specialist <a href="mailto:jodellb@bresnan.net">jodellb@bresnan.net</a>	2807 Sagebrush Dr. Billings, MT 59105	W 281-5213 H 256-8908
6/01/15	Don Reed Trustee <a href="mailto:donreed@usadig.com">donreed@usadig.com</a>	1039 Cedar Canyon Rd Lockwood MT 59101	H 252-5316 C 670-6215
6/01/15	Janice Bishop Teacher 9-12 <a href="mailto:jbjmarks@msn.com">jbjmarks@msn.com</a>	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 <a href="mailto:leanne.yenny@gmail.com">leanne.yenny@gmail.com</a>	3880 Equestrian Ln Bozeman MT 59718	H 581-2845

### STAFF

Pete Donovan Administrative Officer <a href="mailto:pdonovan@mt.gov">pdonovan@mt.gov</a>	O 444-0300 F 444-0847 C 459-8813
Kris Stockton CSPAC Administrative Assistant <a href="mailto:kmstockton@mt.gov">kmstockton@mt.gov</a>	O 444-0302 F 444-0847 C 459-7729

# 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 24<sup>th</sup>, 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

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## Highlights of the July 15-16<sup>th</sup>, 2014 CSPAC Meeting State Capitol Building Room 137 Helena, MT

On Tuesday and Wednesday July 15<sup>th</sup>, and 16<sup>th</sup>, 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.

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### CSPAC Meeting July 15<sup>th</sup>, 2014

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

The council spent the morning of July 15<sup>th</sup> 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 19<sup>th</sup>, 2014 VisionNet meeting was scheduled for the completion of the revisions.

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**CSPAC Meeting  
July 16<sup>th</sup>, 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 19<sup>th</sup>.

**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 19<sup>th</sup>, Graduation Matters Montana report, Mentoring Program status report, committee elections, updating 2014-15 goals, review of Chapter 63 Program Standards.

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

On August 19<sup>th</sup>, 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.

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**CSPAC Meeting  
August 19<sup>th</sup>, 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.

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**Highlights of the October 27<sup>th</sup>, 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 27<sup>th</sup>, 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.

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**CSPAC Meeting  
October 27<sup>th</sup>, 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.



*Joint CSPAC/Council of Deans Meeting*

**October 27<sup>th</sup>, 2014**

CSPAC met with the Council of Deans of Postsecondary Education on the afternoon of October 27<sup>th</sup>, 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.

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

On Friday February 6<sup>th</sup>, 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.

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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.

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**CSPAC Meeting  
February 6<sup>th</sup>, 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.

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

On Thursday February 19<sup>th</sup>, 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.

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**CSPAC Conference Call Meeting  
February 19<sup>th</sup>, 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.

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

On Friday April 24<sup>th</sup>, 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.

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**CSPAC Meeting  
April 24<sup>th</sup>, 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.