

***CERTIFICATION STANDARDS AND PRACTICES  
ADVISORY COUNCIL AND MONTANA COUNCIL OF  
DEANS JOINT MEETING***

***THURSDAY OCTOBER 14, 2021***

***MONTANA STATE CAPITOL BUILDING  
ROOM 152  
HELENA, MT***

# AGENDA

**CERTIFICATION STANDARDS & PRACTICES  
ADVISORY COUNCIL MEETING  
THURSDAY, OCTOBER 14, 2021**

*ZOOM | MPAN Montana Legislature (slq.net)  
Montana State Capitol, Room 152*

**JOINT MEETING WITH MONTANA COUNCIL OF DEANS OF EDUCATION**

**Starting at 9:00 A.M.**

**CALL TO ORDER**

- A. Call to Order – Chair Kelly Elder/ Dr. Adrea Lawrence, Dr. Stevie Schmitz
- B. Pledge of Allegiance
- C. Roll Call
- D. Statement of Public Participation
- E. Approval of the Agenda

**ITEM 1 MONTANA COUNCIL OF DEANS OF EDUCATION UPDATE  
Dr. Adrea Lawrence, Dr. Stevie Schmitz**

**ITEM 2 CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL UPDATE  
Chair Kelly Elder**

- Code of Ethics Feedback

**ITEM 3 PRESENTATION ON REVISIONS TO ARM TITLE 10, CHAPTER 57 – INFORMATION  
Crystal Andrews**

**ITEM 4 PRESENTATION ON REVISIONS TO ARM TITLE 10, CHAPTER 58 – INFORMATION  
Zach Hawkins**

**ITEM 5 TRAFFIC EDUCATION UPDATE – INFORMATION  
Dr. Neil Moisey**

**ITEM 6 MONTANA GROW YOUR OWN PROGRAM – INFORMATION  
Angela McLean**

**ITEM 7 MSU MASTER OF ARTS IN TEACHING/MONTANA RURAL TEACHER PROJECT –  
INFORMATION  
Dr. Ann Ewbank and Dr. Tricia Seifert**

**PUBLIC COMMENT**

*(This meeting is open to the public electronically. This time will be provided for public comment on items not listed on the agenda. For those wishing to give virtual public comment, please contact [bpe@mt.gov](mailto:bpe@mt.gov) to request the zoom link for the meeting. Members of the public who have joined may “raise their hand” at the appropriate time and participate after being recognized by the Board Chair. Written public comment may be submitted to the Executive Director at [bpe@mt.gov](mailto:bpe@mt.gov) and will be shared with the Board members and included as part of the official public record.)*

**ADJOURN**

## **CALL TO ORDER**

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Statement of Public Participation**
- E. Approval of the Agenda**

**INFORMATION**

**ITEM 1**

**MONTANA COUNCIL OF DEANS OF EDUCATION**  
**UPDATE**

**Dr. Adrea Lawrence, Dr. Stevie Schmitz**

# **INFORMATION**

## **ITEM 2**

### **CERTIFICATION STANDARDS & PRACTICES** **ADVISORY COUNCIL UPDATE**

- **Code of Ethics Feedback**

**Chair Kelly Elder**

## 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.

*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.~~ Manages information, including student data and assessments, with integrity.
- 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.~~ Demonstrates a commitment to equity and inclusion, and respects human diversity.  
*or*  
Demonstrates an understanding of educational equity and inclusion, and respects human diversity.  
*or*  
Understands and respects human diversity, is fair and impartial, and provides opportunities and resources for all students to be successful.
- 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.
- H. Uses social media and digital communications responsibly and professionally.

**INFORMATION**

**ITEM 3**

**PRESENTATION ON REVISIONS TO ARM TITLE 10,**  
**CHAPTER 57**

**Crystal Andrews**

# Certification Standards and Practices Advisory Council

## Executive Summary

**Date: October 14, 2021**

<b>Presentation</b>	Chapter 57 Task Force Update
<b>Presenter</b>	Crystal Andrews
<b>Position Title</b>	Educator Licensure Unit Director Montana Office of Public Instruction
<b>Overview</b>	The Chapter 57 Task Force has been meeting for the past three months on a weekly basis to discuss revisions and recommendations to ARM. This presentation will be an update on topics discussed and the areas of focus that the task force has reviewed proposed language changes that have been recommended to the OPI Superintendent to-date.
<b>Requested Decision(s)</b>	Informational Item
<b>Related Issue(s)</b>	None
<b>Recommendation(s)</b>	Approve



Montana  
**Office of Public Instruction**  
Elsie Arntzen, State Superintendent  
[opi.mt.gov](http://opi.mt.gov)

**INFORMATION**

**ITEM 4**

**PRESENTATION ON REVISIONS TO ARM TITLE 10,**  
**CHAPTER 58**

**Zach Hawkins**

# Certification Standards and Practices Advisory Council Executive Summary

**Date: October 14, 2021**

<b>Presentation</b>	Chapter 58 Task Force Update
<b>Presenter</b>	Zach Hawkins
<b>Position Title</b>	Indian Education for All Unit Director Montana Office of Public Instruction
<b>Overview</b>	The Chapter 58 Task Force has been meeting for the past three months on a weekly basis to discuss revisions and recommendations to ARM. This presentation will be an update on topics discussed, the current areas of focus, and the process underway to recommend language changes to the OPI Superintendent.
<b>Requested Decision(s)</b>	Informational Item
<b>Related Issue(s)</b>	None
<b>Recommendation(s)</b>	Approve



Montana  
**Office of Public Instruction**  
Elsie Arntzen, State Superintendent  
[opi.mt.gov](http://opi.mt.gov)

**INFORMATION**

**ITEM 5**

**TRAFFIC EDUCATION UPDATE**

**Dr. Neil Moisey**

**INFORMATION**

**ITEM 6**

**MONTANA GROW YOUR OWN PRESENTATION**

**Angela McLean**

## Montana Grow Your Own 2021-2023

### **Montana State University-Northern**

Teachers of Promise Pathway (TOPP) is strategically designed for success based on best practices: cohorts<sup>1</sup> and individualized learning plans<sup>2</sup>. TOPP develops individualized learning plans mapping students' pathway to a teaching bachelor's degree. Student cohorts will join as a community of learners with teacher leaders. TOPP will establish a taskforce with key stakeholders representing each community partnering school. A tribal college and a community college plus 10 school districts will participate the first year; Fort Peck Community College and 15 rural districts will be served in year two. Forty high school students are the target over two years. Contact: Curtis Smeby

### **Stone Child College**

The goal of the SCC Grow Your Own Educator Program is to develop a program in which K-12 students will enter the teaching profession with the intent of serving communities with acute educator shortages. SCC will support six students from Box Elder and Rocky Boy schools as they pursue their Education degree. Students will attend dual enrollment classes which will consist of general education, elementary education, and culture and language classes. SCC will provide support after the project period to assist the participants as they complete their bachelor's degree in Education with a focus on incorporating culture into the classroom.

Contact: Bonnie Rosette

### **Blackfeet Community College/University of Montana Western**

Blackfeet Community College, Browning Public Schools and the University of Montana Western will partner to deliver a career path in teaching program for high school juniors (year 1) and seniors (year 2). The foci of the program will be to 1) Recruit and select a cohort of 10 Junior students from Browning High School who have an interest in becoming a teacher. 2) Create the infrastructure for **concurrent** dual enrollment coursework and design a flexible program of study that will deliver 15 total HS/College credits (one semester) for participants. 3) Design and implement Work Integrated Learning (WIL) experiences vis a' vis summer camp (2022) and teaching apprenticeships (Fall 2022 and Spring 2023).

Contact: DeeLynn Hoyt

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<sup>1</sup> A cohort is defined by the students attending the schools participating in each year of the project.

<sup>2</sup> Individualized Learning Plan (ILP) is a collaboratively written document that outlines plan to meet related college and/or career goals.

**INFORMATION**

**ITEM 7**

**MASTER OF ARTS IN TEACHING/MONTANA RURAL  
TEACHER PROJECT**

**Dr. Ann Ewbank, Dr. Tricia Seifert**

***Do you know someone who would like to be a teacher in a rural school?  
Are you a school leader looking to hire excellent new teachers?***

Refer a potential new teacher to MSU's Master of Art's in Teaching program. This program offers applicants with a bachelor's degree with a pathway to complete a teacher preparation program and become a licensed Montana teacher in as little as one year.

[Master of Arts in Teaching \[montana.edu\]](https://montana.edu) [\[nam10.safelinks.protection.outlook.com\]](https://nam10.safelinks.protection.outlook.com)

Those admitted to the MAT degree program are offered the opportunity to apply for the Montana Rural Teacher Project. Participants receive a living wage stipend while they complete the 12-16 month degree program and two years of mentorship through the induction phase in exchange for a commitment to teach in an eligible Montana school for three years.

[Montana Rural Teacher Project \(MRTP \[montana.edu\]](https://montana.edu)  
[\[nam10.safelinks.protection.outlook.com\]](https://nam10.safelinks.protection.outlook.com) [\[nam10.safelinks.protection.outlook.com\]](https://nam10.safelinks.protection.outlook.com)).

**We are recruiting for the final MRTP cohort.**

Elementary track starts - January 2022

Preferred application deadline - Oct 1, 2021

Extended application deadline – November 10, 2021

Secondary track starts - May 2022

Preferred application deadline - January 1, 2022

Extended application deadline – February 15, 2022

Secondary track prepares educators in English, Mathematics, General Science Broadfield, and Social Studies Broadfield

# Master of Arts in Teaching Program

The Master of Arts in Teaching (MAT) is a full-time pathway to initial teaching licensure. Participants will study to become a teacher with a cohort in a dynamic and hands-on learning environment.



Program students will complete a full-time course of graduate study to complete the master's degree and requirements to earn a recommendation for a Montana Class 2 Teaching License in a compressed time period (elementary 14 months, secondary 12 months). The MAT is offered online, with the exception of one, seven-day residency during the summer, so that our participants can remain in their communities.

## Licensure options for the MAT are:

- **Elementary Education**
- **Secondary Education**  
(endorsements in English, Science, Math, and Social Studies)

## Who Should Participate?

The MAT program is designed to support the needs for fully licensed teachers in Montana's rural communities. Qualified individuals will spend one year engaged in full-time graduate study both through coursework and hands-on classroom experience completed in a rural setting (please note we cannot place candidates within fifty miles of Bozeman).

MAT students will typically enroll in twelve credits per semester and will engage with school-age children through our summer camp (2019 Dates: July 20-26), initial classroom experience in the fall semester, and full-time student teaching in the spring semester.

With prior approval, the MAT also supports Class V license holders who are teaching in their own classroom. This route will take two years on an alternative schedule.

## Features

- Online - Study from your home community
- Intensive, full-time study so you can obtain your license in about one year
- Experiential and field based – graduate students work with K-12 students from their first semester in the program
- Rural focused, with the culminating capstone course titled "Reflective Inquiry in Rural Education"

**FOR MORE INFORMATION:**  
**[MONTANA.EDU/EDUCATION/GRAD/MAT](http://MONTANA.EDU/EDUCATION/GRAD/MAT)**

For Questions and Additional Information:

**Jamie O'Callaghan**  
**[jamie.ocallaghan@montana.edu](mailto:jamie.ocallaghan@montana.edu)**



**MONTANA**  
STATE UNIVERSITY

Department of  
Education

# Montana Rural Teacher Project

is a competitive teacher residency program linked to Montana State University's Master of Arts in Teaching (MAT). The MAT is a 12-15 month full-time graduate degree that prepares individuals for employment as K-12 in Montana's rural schools. The Montana Rural Teacher Project is a federally-funded program designed to support rural teacher candidates as they complete the MAT degree and transition into classrooms.



**Project support extends from teacher preparation into the first two years of teaching and includes the following:**

- Placement in a rural school during the MAT program, with structured activities designed to meet practicum and student teaching requirements.
- Financial support through living-wage stipend during MAT program.
- New teacher mentoring and support during the first two years of teaching.
- Ongoing opportunities for online and face-to-face professional learning provided by a wide variety of statewide organizations.
- Professional Development for school leaders (principals and superintendents, school board members) about best practices in recruiting and retaining high-quality rural teachers.

**The goal of the Montana Rural Teacher Project** is to strengthen rural education in Montana by placing qualified and motivated teachers in rural K-12 classrooms. Ideally, we seek to “grow” teachers locally by recruiting candidates from within rural communities.

**FOR MORE INFORMATION:  
MONTANA.EDU/EDUCATION/GRAD/MAT**

For Questions and Additional Information:

**Jamie O’Callaghan**  
[jamie.ocallaghan@montana.edu](mailto:jamie.ocallaghan@montana.edu)



## Requirements of the Program

Successful applicants for the Montana Rural Teacher Project must meet selection criteria, actively engage in the MAT curriculum, and commit to teaching in a rural school setting for at least three years.

### Teaching Residency Requirements:

- Complete the Master of Arts in Teaching program in the designated timeline
- Successfully complete the required Teaching Residency in one of the designated high-need LEA's as outlined and determined by the MAT program
- Upon successful completion of the MAT program and Institutional Recommendation for Montana Educator licensure apply for Class 2 Teaching License.

### Service Obligation:

- Apply for and obtain a teaching position in a designated high-need school (does not have to be the same school in which the Teaching Residency was completed).
- Maintain employment as a teacher for a minimum of three academic years in the designated high-need school.
- Participate in the Montana Rural Teacher Project mentoring program.

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ADVISORY COUNCIL MEETING***

***THURSDAY OCTOBER 14, 2021***

***MONTANA STATE CAPITOL BUILDING  
ROOM 152  
HELENA, MT***

# AGENDA

**CERTIFICATION STANDARDS & PRACTICES  
ADVISORY COUNCIL MEETING  
THURSDAY, OCTOBER 14, 2021**

*ZOOM | MPAN Montana Legislature (slq.net)  
Montana State Capitol, Room 152*

**CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL MEETING**

**Starting at 1:00 P.M.**

**CALL TO ORDER**

- A. Call to Order – Chair Kelly Elder
- B. Roll Call
- C. Statement of Public Participation
- D. Approval of the Agenda
- E. Approval of the July 14, 2021 Meeting Minutes

**ITEM 1      BOARD OF PUBLIC EDUCATION REPORT  
McCall Flynn**

- Roberts Rules of Order

**ITEM 2      REVIEW OF CSPAC BYLAWS – INFORMATION  
McCall Flynn**

**ITEM 3      CODE OF ETHICS REVIEW – ACTION  
McCall Flynn**

**ITEM 4      CLASS 8 LICENSE APPLICATIONS – ACTION  
Crystal Andrews**

**ITEM 5      FUTURE AGENDA ITEMS**

**PUBLIC COMMENT**

*(This meeting is open to the public electronically. This time will be provided for public comment on items not listed on the agenda. For those wishing to give virtual public comment, please contact [bpe@mt.gov](mailto:bpe@mt.gov) to request the zoom link for the meeting. Members of the public who have joined may “raise their hand” at the appropriate time and participate after being recognized by the Board Chair. Written public comment may be submitted to the Executive Director at [bpe@mt.gov](mailto:bpe@mt.gov) and will be shared with the Board members and included as part of the official public record.)*

**ADJOURN**

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

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

## **CALL TO ORDER**

**A. Call to Order**

**B. Roll Call**

**C. Statement of Public Participation**

**D. Approval of the Agenda**

**E. Approval of the July 14, 2021 Meeting Minutes**

# CERTIFICATION STANDARDS & PRACTICES ADVISORY COUNCIL MEETING MINUTES

**WEDNESDAY, JULY 14, 2021**

*Montana State Capitol Building*

*Room 152*

*Zoom link:*

**Starting at 9:00 A.M.**

## **CALL TO ORDER**

Chair Elder called the meeting to order at 9:05 AM. Ms. Stockton took Roll Call. The Chair read the Statement of Public Participation and welcomed guests.

Council Members present: Mr. Kelly Elder, Chair; Ms. Ann Wake, Vice Chair; Ms. Barbara Brown; Dr. Kate Eisele; Dr. Rob Watson; Ms. Teresa Marchant; Dr. Trent Atkins. Staff present: Ms. McCall Flynn, Executive Director Board of Public Education and CSPAC; Ms. Kris Stockton, Administrative Specialist. Guests: Mr. Pete Donovan, Missoula; Ms. Jane Hamman, BPE member; Ms. Tammy Lacey, BPE member; Ms. Sharyl Allen, Deputy Superintendent, OPI; Superintendent of Public Instruction Elsie Arntzen; Ms. Diane Fladmo, MFPE; Dr. Darlene Schottle, Chair BPE.

*Teresa Marchant moved to approve the Minutes. Dr. Kate Eisele seconded the motion.*

*No discussion. Motion passed.*

## **ITEM 1 EXECUTIVE COMMITTEE REPORT – Mr. Kelly Elder**

Chair Elder introduced Dr. Eisele who gave her background to the Council. Ms. Flynn opened the floor for nominations for Chair.

*Ms. Ann Wake nominated Mr. Kelly Elder as Chair. Nomination seconded by Dr. Kate Eisele.*

*No discussion. Motion passed.*

Ms. Flynn opened the floor for nominations for Vice Chair.

*Dr. Kate Eisele nominated Ms. Teresa Marchant. Nomination seconded by Dr. Rob Watson.*

*No discussion. Motion passed.*

The Council reviewed the past year's calendar and set the calendar for 2021-2022.

*Ms. Ann Wake moved to approve the 2021-2022 CSPAC Calendar. Motion seconded by Dr. Rob Watson.*

*No discussion. Motion passed.*

The Council reviewed their Mission and Goals and the Annual Report to be presented at the joint meeting with the Board of Public Education in the afternoon.

**ITEM 2 BOARD OF PUBLIC EDUCATION REPORT – McCall Flynn**

Ms. Flynn gave the Board of Public Education report welcoming everyone back to in person meetings. Ms. Flynn gave a report on the conclusion of the 2021 Legislature highlighting several bills pertaining to education coming out of this past session, a discussion on the possibility of a Board of Education meeting in the next year, a review of the ongoing revisions to Chapters 57 and 58, then asked Council members for ideas for meeting topics for the next year, and priorities they would like to see covered. Dr. Watson thanked Ms. Flynn and BPE staff for the informative updates from the office during the Legislative session. Dr. Eisele asked for more information on the licensure process and alternative routes to teaching.

**ITEM 3 HISTORY OF CSPAC AND CODE OF ETHICS – Pete Donovan**

Mr. Donovan presented to the Council members a history of the Council, discussing how the Council was created in 1987 by the Legislature, which was a national movement at the time, and how the Council has changed over time to today. The Council gives advice to the Board of Public Education on matters pertaining to teacher licensure and teacher preparation. In the past the Board has requested the Council to conduct research on matters pertaining to teacher licensure and make recommendations to the Board, which has constitutional rulemaking authority in Montana. Mr. Donovan then reviewed how the Code of Ethics was created in 1988 and discussed how other states handle their code of ethics. Mr. Donovan noted that the National Association of State Directors of Teacher Education Council (NASDTEC) has created a model code for states to adopt or use parts of for their own code.

**ITEM 4 REVIEW OF DRAFT REVISIONS TO MONTANA EDUCATOR CODE OF ETHICS – McCall Flynn**

Ms. Flynn thanked Mr. Donovan for coming to the meeting and presenting the history of CSPAC and the Code of Ethics. Ms. Flynn discussed that at the February CSPAC meeting Chair Elder announced the Code was up for its 5-year review cycle and at that time a sub committee was created to review the current code. Former CSPAC member Mr. Tom Cubbage, and current members Dr. Rob Watson and Dr. Trent Atkins volunteered for the subcommittee. Dr. Watson discussed for the Council members how the review process took place and reviewed the revisions that have been proposed. The Council heard comment from the public on the proposed revisions to the Code in Principle III letter B specifically.

*Ms. Ann Wake moved to reconvene the subcommittee to review the Code of Ethics.  
Motion seconded by Dr. Kate Eisele.*

*No discussion. Motion passed unanimously.*

**ITEM 5 APPROVE CLASS 8 LICENSE APPLICATIONS – Crystal Andrews**

Ms. Crystal Andrews introduced herself and her background to the Council. Ms. Andrews presented one Class 8 License Application to the Council for their consideration. The Council approved the application.

**ITEM 6 FUTURE AGENDA ITEMS**

Subcommittee report for Code of Ethics  
Review of By-laws

**PUBLIC COMMENT**

**ADJOURN**

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Education as soon as possible prior to the meeting start date. You may write to: Kris Stockton, PO Box 200601, Helena MT, 59620, email at: [kmstockton@mt.gov](mailto:kmstockton@mt.gov) or phone at 444-0302.

DRAFT

# **INFORMATION**

## **ITEM 1**

### **BOARD OF PUBLIC EDUCATION REPORT**

- **Roberts Rules of Order**

**McCall Flynn**

## ROBERTS RULES SUMMARY SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

## Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

## **Process for Obtaining and Assigning the Floor for Motions from BPE Committees**

1. The BPE Chair assigns the floor to the Chair of a BPE committee at the scheduled time for the committee to deliberate on items listed under the committee in the adopted BPE meeting agenda.
2. The Committee Chair maintains control of the floor during presentations and discussions of the agenda items listed on the agenda under the committee.
3. If the Committee Chair determines a motion is in order on one of the agenda items under discussion by the committee, the Committee Chair will relinquish the floor to the BPE Chair prior to offering the motion by saying: “Madam Chair, I wish to return the floor to you for the purpose of making a motion on item xyz.”
4. The BPE Chair regains control of the floor and requests the Committee Chair to offer a motion by saying, “Back to you for a motion.” Following the formal statement of the motion by the Committee Chair, the BPE Chair requests a second to the motion.
5. If the motion does not receive a second, the motion dies. If the motion receives a second, the BPE Chair will then ask for BPE member discussion on the motion.
6. Once the BPE discussion on a seconded motion is completed, the BPE Chair asks for public comment on the motion.
7. The BPE Chair next calls for a vote by the BPE voting members on the motion and then states the result of the vote on the motion.

8. The BPE Chair may then reassign the floor to the Chair of the BPE committee if there are additional committee items on the BPE meeting agenda assigned to the committee.

**INFORMATION**

**ITEM 2**

**REVIEW OF CSPAC BYLAWS**

**McCall Flynn**

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

**BYLAWS**

**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:

1. To study and make recommendations to the Board of Public Education in the following areas:
  - a. Teacher licensure standards, including, but not limited to, prelicensure training and education requirements and licensure renewal requirements and procedures;
  - b. Administrator licensure standards, including, but not limited to, prelicensure training and education requirements and licensure renewal requirements and procedures;
  - c. Specialist licensure standards, including, but not limited to, prelicensure training and education requirements and licensure renewal requirements and procedures;
  - d. Standards of professional practices and ethical conduct;
  - e. The status and efficacy of approved educator preparation providers in Montana; and
  - f. Policies related to the denial, suspension, and revocation of educator licensure and the appeals process. For the purpose of preparing recommendations in this area, the Council is authorized to review the individual cases and files that have been submitted to the Board of Public Education.
2. To submit a written report with its recommendations annually and at other appropriate times to the Board of Public Education.

3. 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**

**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 accredited educator preparation provider;
4. One person employed as an administrator, with the licensure required in 20-4-106 (1) (c); and
5. One school district trustee.

**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 office of the Board of Public Education.

**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.

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**

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

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

Each Council member shall be given written notice of the day, time, and location of any regularly scheduled meeting no less than 48 hours prior to the meeting. Notification of the meeting will be delivered via email.

**Absence.** Recognizing the value of his/her contribution to the business of the Council, each Council member shall be responsible to notify the chairperson and the BPE/CSPAC staff in advance of any anticipated absence from a scheduled meeting. If a member is absent from three consecutive scheduled meetings, his/her membership shall be subject to review by the Board of Public Education to determine if the member's office shall be deemed vacant. If deemed vacant, the vacancy shall be filled in accordance with Article III, Section B.

**Special Meetings.** Special meetings may be called by the Chairperson of the Council or by a request in writing of two appointed members. When necessary, the Council may hold meetings for resolution of specific agenda items either by a meeting in person, by conference call, electronic or digital means, or by any combination of the above. In the case of a special meeting, the Executive Director shall notify each member by email sufficiently in advance of the meeting to allow all Council members to travel to the meeting site from their principal Montana residence.

In the case of a conference call or an electronic or digital format, forty-eight hours prior to the meeting shall be deemed sufficient notice.

## **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 to the public, subject to reasonable regulation in the time and manner of inspection.
  - f. The current edition of Robert's Rules of Order shall prevail on questions of parliamentary procedure.
2. The regular order of business shall be as follows:
  - a. Call to order
  - b. Roll Call
  - c. Approval of the minutes of the preceding meeting
  - d. Agenda adoption
  - e. Agenda
  - f. Date and place of next meeting
  - g. Adjournment
3. An agenda shall set the structure for meetings of the Council.
  - a. A list of future agenda items shall be discussed as the last item of business by the Council at each regularly scheduled meeting.
  - b. The proposed agenda shall be included with the written notice of meeting required in Section C of this article.

- c. Persons or organizations desiring to address the Council may make a request using the online Agenda Request process or by notifying the staff, Chair, or Vice Chair. Requests will be reviewed by the Council Chair and Vice Chair and considered for approval.
- d. The proposed agenda becomes the approved agenda by a majority vote of Council members at the beginning of the meeting.
- e. Whenever possible, support materials for the agenda shall be in electronic form and readily available to the membership.

## **Article V. Organization**

### **Section A. Officers**

1. The Council shall select, by majority vote, a chair and vice-chair from its appointed members annually during the spring meeting of each year.
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 prelicensure training and education requirements for teachers, administrators and specialists.
  - b. The Licensure and Endorsement Committee will initiate studies and recommendations on types and alignments of licensure and endorsements.
  - c. The Professional Practices Committee will study and make recommendations to the Board of Public Education on policies related to denial, suspension, and revocation of educator licensure and the appeals process. The Professional Practices Committee will oversee the 5-year review cycle of the Professional Educators of Montana Code of Ethics

2. The Chair may appoint Special Committees as needed that will allow in-depth study of issues that are the responsibility of the standing committees.
3. The Executive Committee shall consist of the chair, vice-chair, and Executive Director. The Executive Committee shall be responsible for presenting budgeting proposals to the Council and to the Board of Public Education. The Executive Committee shall be responsible for performing other duties as assigned by the chair or Council.
4. The committees will meet at times agreed upon by the majority of the committee. The Council Chair and Executive Director of the Board of Public Education shall be informed of the purpose, time and place of all committee meetings.

#### **Article VI. Assistance**

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

#### **Article VII. Communications**

These bylaws may be added to or amended by a two-thirds majority vote of the entire Certification Standards and Practices Advisory Council provided that the proposed amendment is sent in writing to all members of the Certification Standards and Practices Advisory Council at least seven days in advance of the vote to amend the bylaws.

**ACTION**

**ITEM 3**

**CODE OF ETHICS REVIEW**

**McCall Flynn**

## 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.

*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.~~ Manages information, including student data and assessments, with integrity.
- 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.~~ Demonstrates a commitment to equity and inclusion, and respects human diversity.  
*or*  
Demonstrates an understanding of educational equity and inclusion, and respects human diversity.  
*or*  
Understands and respects human diversity, is fair and impartial, and provides opportunities and resources for all students to be successful.
- 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.
- H. Uses social media and digital communications responsibly and professionally.

# **INFORMATION**

## **ITEM 4**

### **CLASS 8 LICENSE APPLICATIONS**

**Crystal Andrews**

# Montana Board of Public Education Executive Summary

**Date: October 14, 2021**

<b>Presentation</b>	Class 8 License Report to CSPAC
<b>Presenter</b>	Crystal Andrews
<b>Position Title</b>	Educator Licensure Unit Director Montana Office of Public Instruction
<b>Overview</b>	This is an action item to review and approve one Class 8 Licensure Application
<b>Requested Decision(s)</b>	Action Item to issue or deny the dual-enrollment license.
<b>Related Issue(s)</b>	None
<b>Recommendation(s)</b>	Approve



## **FUTURE AGENDA ITEMS**