

Board of Public Education
Strategic Planning Meeting

July 10, 2019

2:00 PM

Montana State Capitol Building

Room 102

Helena, MT

AGENDA

BOARD OF PUBLIC EDUCATION
STRATEGIC PLANNING SESSION AGENDA

July 10, 2019

Montana State Capitol Building

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Wednesday July 10, 2019

2:00 PM

Welcome **Dr. Darlene Schottle, BPE Chair**

- **Statement of Public Participation**

Item 1 **Review of Robert's Rules of Order – Pete Donovan**

Item 2 **Overview of CSPAC – Purpose, Duties, Responsibilities – Pete Donovan**

Item 3 **Review of By-laws – Pete Donovan**

Item 4 **Discussion and Updates of Current Strategic Plan – Chair Schottle**

Public Comment

Adjourn

The Montana Board of Public Education is a Renewal Unit Provider. Attending a Board of Public Education Meeting may qualify you to receive renewal units. One hour of contact time = 1 renewal unit up to 8 renewal units per day. Please complete the necessary information on the sign-in sheet if you are applying for renewal units.

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

ITEM 1

REVIEW OF ROBERT'S RULES OF ORDER

Pete Donovan

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.

**Board of Public Education
Committee Assignments
2018-2019**

STANDING COMMITTEES

Executive Committee

Darlene Schottle, Chair
Tammy Lacey, Vice-Chair
Pete Donovan, Executive Director

Accreditation Committee

Jesse Barnhart, Chair
Anne Keith, Member
Darlene Schottle, Ex-Officio Member

Licensure Committee

Tammy Lacey, Chair
Scott Stearns, Member
Darlene Schottle, Ex-Officio Member

MSDB Committee

Darlene Schottle, Chair
Mary Jo Bremner, Member

Legislative Committee

Scott Stearns, Chair
Jesse Barnhart, Member
Tammy Lacey, Member
Darlene Schottle, Ex-Officio Member

Assessment Committee

Anne Keith, Chair
Madalyn Quinlan, member
Darlene Schottle, Ex-Officio Member

ADVISORY GROUP LIAISONS

CSPAC – Tammy Lacey
MACIE - Mary Jo Bremner
Montana Digital Academy – Madalyn Quinlan

Education Interim Committee

Tammy Lacey
Darlene Schottle
Pete Donovan

ITEM 2

OVERVIEW OF CSPAC – PURPOSE, DUTIES, RESPONSIBILITIES

Pete Donovan

Serving the Profession and the Public

Montana's Certification Standards and Practices Advisory Council is committed to serving the profession of education and the public interest. Members of the Council are available to speak to educators or the public about the work of the Council.

The Council welcomes the interest and participation of educators and the public. Your suggestions, recommendations, questions, and concerns are always of interest to the Council. Notice of Council meetings and minutes are available on the BPE/CSPAC website.

Council Membership

Kelly Elder, chairperson, Helena, MT

Noreen Burris, vice-chairperson, Billings, MT

Robert Watson, Bozeman, MT

Ann Wake, Lolo, MT

Tom Cubbage, Great Falls, MT

LeAnne Lorenz, Bozeman, MT

Angel Turoski, Great Falls, MT

CSPAC Staff

Peter Donovan, Executive Director

Kris Stockton, Administrative Assistant

Julie Balsam, Administrative Assistant

CSPAC Contact Information

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E-mail: bpe@mt.gov

Website: www.bpe.mt.gov

2019

Montana Certification Standards and Practices Advisory Council



Working for Continued
Quality in the
Education Profession

Professional Practices and Ethical Conduct

Another function of the Council is to examine standards for professional practices and ethical conduct. Copies of the Code of Ethics for Montana Educators are available on the BPE/CSPAC website. The Code is intended to develop public and professional awareness of what constitutes professional conduct of educators.

The Council views the code as a document, which changes in response to those it serves. The Code of Ethics is now included as an integral part of the licensure process.

Denial, Suspension and Revocation of Teaching Licenses

The Council has a strong interest in studying the current policies and practices in Montana for the denial, suspension and revocation of licenses. Because the Council is comprised of people directly involved in the field of education, its work in this area represents a way for Montana educators to share the responsibility for "policing their own ranks."

Class 8 Dual Credit Only Post-Secondary Faculty License

The Council reviews and makes recommendations for licensure of all Class 8 applications.

Montana Certification Standards and Practices Advisory Council

CSPAC's Beginning

The Montana Legislature established the Certification Standards and Practices Advisory Council in 1987. The Board of Public Education appoints its members. Members serve three-year terms.

Membership

The Council has seven members. The membership must include:

- one elementary teacher (K-8)
- one secondary teacher (9-12)
- one specialist or K-12 specialist
- one additional teacher representative from any of the above categories
- one faculty member from an approved education program offered by an accredited teacher education institution
- one school administrator
- one school district trustee

Council Funding

The licensure fee in Montana is \$6 for each year of the term of the certificate. The Montana Legislature designated \$4 of each yearly licensure fee for the operation of the Council. The Legislature appropriated the remaining \$2 of the fee for maintenance of the CSPAC research fund. This fund is to be used by the Council and the Board of Public Education to conduct research on the issues before the Council and the Board.

Operation

The Council elects its own officers and meets quarterly to conduct its business. All meetings are open to the public and are frequently attended by members of professional organizations. Once a year the Council meets on the campus of a Montana college which offers a teacher preparation program. The Council encourages educators to attend CSPAC meetings and to voice their questions and concerns on certification issues in Montana.

In addition to the work of the Council's staff, the staff of the Office of Public Instruction provides technical assistance.

The Council researches various issues, writes draft administrative rules and provides recommendations for policy changes to the Board of Public Education. In addition to its own projects, the Council considers matters referred by educators, professional organizations, the Office of Public Instruction, and Montana citizens.



Duties of the Council

The Council studies and makes recommendations in the following areas:

- licensure standards
- teacher education program standards in Montana
- standards for professional practices and ethical conduct
- policies on suspension, denial and revocation of teaching licenses

Licensure

The Council examines all aspects of the licensure process for teachers, administrators and specialists. These aspects include the training required for licensure, as well as the number and types of endorsements and licenses.

Questions on licensure can be numerous and complex, but the Council believes that the answers are important. Good standards and practices for licensure are one of the best safeguards Montanans have for quality education.

In 2016, the Council completed a comprehensive review of Chapter 57 of the Administrative Rules of Montana. These rules define the licensure processes for all teachers, administrators and specialists in Montana schools.

Teacher Education Programs

Also important to ensuring quality in the profession is maintaining and improving teacher education programs in Montana. To this end, the Council has examined the process utilized by the Board of Public Education to review the teacher education program standards.

Additionally, the Council has been involved in the review of the Professional Education Program Standards (Chapter 58 ARM).

Beginning Teacher Support

*The Council has published a self-help manual for schools and districts wishing to initiate beginning teacher mentorship programs, **The Single Best Thing**. The manual is the product of a three-year research project conducted in Montana schools. The research concluded that pairing a veteran teacher with a beginning teacher during their first year of teaching facilitates the pace and quality of the new teacher's development. **The Single Best Thing** manual is available on the BPE/CSPAC website.*

ITEM 3

REVIEW OF BY-LAWS

Pete Donovan

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.
6. An Assessment Committee.
7. An Education and Local Government 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 on a regular basis, not less than six times annually. Meetings may be in person at the school, or via conference call. 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.

Members of the MSDB 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.

ITEM 4

**DISCUSSION AND UPDATES OF CURRENT
STRATEGIC PLAN**

Dr. Darlene Schottle

BPE MISSION STATEMENT AND GOALS

Mission Statement: The Montana Constitution created and empowered the Board of Public Education to supervise, serve, maintain, and strengthen Montana's system of free quality public elementary and secondary schools.

GOALS:

Goal 1: Promote a safe learning environment.

Goal 2: Evaluate the Board's accreditation standards to ensure they are contemporary and effective to improve quality education for all Montana students.

Goal 3: Foster quality teaching and administration.

Goal 4: Prepare all Montana students for work, post-secondary education, and civic life.

Goal 5: Exercise the Board's constitutional and statutory authority to improve schools.

Goal 6: Recognize and fulfill the Board's statutory obligation to the School for the Deaf and Blind.