

**CERTIFICATION STANDARDS & PRACTICES**  
**ADVISORY COUNCIL MEETING MINUTES**

TUESDAY, JANUARY 16,2007

*Holiday Inn Express  
701 Washington  
Helena, MT*

APPROVED

**CALL TO ORDER**

CSPAC Chair, Dr. Douglas Reisig, called the Certification Standards and Practices Advisory Council meeting to order on Tuesday, January 16, 2007 at 8:35 A.M. CSPAC council members present were: Chair, Dr. Douglas Reisig, School Administrator, Missoula; Ms. Tonia Bloom, Trustee, Corvallis; Ms. Kim Warrick, Reading Specialist, Bozeman; Ms. Judie Woodhouse, Teacher, Polson; and Dr. Mary Susan Fishbaugh, Dean of Education, MSU-Billings. Members absent were: Vice-Chair, Ms. Melodee Smith-Burreson, Teacher, Missoula; Ms. Charla Bunker, Teacher, Great Falls. Staff members present were: Mr. Peter Donovan, Administrative Officer for CSPAC; Mr. Steve Meloy, Executive Secretary for the Board of Public Education; and Ms. Megan Kerzman, CSPAC Administrative Assistant. The following people signed the meeting roster: Linda Peterson, OPI; Angela McLean, BPE member and teacher; Susan Cravens, UM; Doretta Hofland, Carroll and MSU; Pam Zolstra; Chris Lohse, OPI; Art Bangert, MSU; Pam Birkland, MSEL.

**Motion: Ms. Tonia Bloom moved to approve the agenda. This was seconded by Ms. Kim Warrick. Motion was unanimously approved.**

**Motion: Ms. Judie Woodhouse moved to approve the October 12-13 CSPAC meeting minutes. Ms. Tonia Bloom seconded the motion. Motion was unanimously approved.**

Mr. Peter Donovan provided a review of CSPAC correspondence, which consisted of a letter requesting a school directory and a letter asking Mr. Donovan to participate in a special task force that will be reviewing the special education rules.

**INFORMATION ITEMS**

**\*Items are in the order they were discussed at the meeting.**

**ITEM 1 EXECUTIVE COMMITTEE REPORT – Dr. Douglas Reisig and Ms. Melodee Smith-Burreson**

The Council reviewed the Committee appointments that were developed at the October meeting and the members stated they were comfortable with the appointments. The Council discussed the by-law word changes that were presented at the last meeting.

**Motion: Ms. Judie Woodhouse moved to approve the changes in the committee structure in the by-laws. Ms. Kim Warrick seconded. Motion was unanimously approved.**

The Council also reviewed the draft of the Annual Report that will be presented to the Board of Public Education at the joint meeting in March. Dr. Mary Susan Fishbaugh posed the suggestion of changing the name of the Council to reflect the term “licensure” that is used in statute; however, this change would have to go through legislation and the Council decided to hold off on that for now.

**Motion: Ms. Kim Warrick moved that the draft Annual Report be approved, with the caveat that the Council members may add, delete, modify as they see fit after perusal of the document. Ms. Judie Woodhouse seconded. Motion was unanimously approved.**

The Council reviewed the Code of Ethics and agreed by concurrence to leave the Code of Ethics as is.

**ITEM 2 ADMINISTRATIVE OFFICER'S REPORT – Mr. Pete Donovan**

Mr. Peter Donovan gave the Council a brief overview of his meetings attended, answering numerous questions from Council members about several groups he is part of. Mr. Donovan also gave the Council an update on the planning progress of the NASDTEC Annual Conference, highlighting several speakers including the 2006 and 2007 National Teachers of the Year. He also answered questions about Troops to Teachers programs and paraprofessional certification/licensure. Mr. Donovan asked the Council members to be thinking about new research projects they would like to commission and he informed them that the Braille instructors rule they forwarded on to the Board of Public Education passed through BPE with no dissenters.

**ITEM 3 BOARD OF PUBLIC EDUCATION REPORT – Mr. Steve Meloy**

Mr. Steve Meloy spoke mainly about the Legislative session and some bills currently before the Legislature. He focused primarily on SB152, which is the Governor's school finance bill, and SB123, which would fund full-day kindergarten for districts that provide it. Other bills mentioned concern: electing BPE members rather than appointing; building science curriculum standards on solid scientific evidence; providing 30 minutes of physical activity to students daily; gun safety in schools; "volunteer" teachers; allowing school districts to alternatively certify teachers. Mr. Meloy also spoke about: BPE's budget process; Diane Fladmo's forced resignation from BPE due to her move from Glendive to Missoula; the work of the K to College workgroup; Ed Forum meetings Mondays until the Legislative session is over; and the agency's possible new office space with the Office of the Commissioner of Higher Education and the Student Assistance Foundation.

**ITEM 5 INDIAN ACHIEVEMENT PRESENTATION – Mr. Chris Lohse, OPI**

Mr. Chris Lohse, OPI, presented an informative and thought-provoking PowerPoint presentation to the Council. Mr. Lohse presented the information from several different angles, showing more in-depth analysis into the data. This presentation focused on minority achievement in Montana and several other states, gaps in Montana achievement, structures of teaching curricula, possible causes and risk-factor predictors, and possible solutions. Some of the possible causes Mr. Lohse spoke about include: problems with how curriculum is taught; over-assignment to special education; economic isolation; poverty, including deep poverty, community poverty, and generational poverty. Mr. Lohse spoke about several possible solutions, as well, including, but not limited to: desegregation of schools; ending childhood poverty; early childhood education (earlier than kindergarten); sequential and well-designed curriculum; after-school and summer-school programs; demand success; leadership; proper assignment of teachers; data-driven decisions; longer school days, weeks, or years; culturally relevant instruction. The Council thoroughly appreciated the presentation and information provided them.

**ITEM 6 FIELD EXPERIENCE PRESENTATION – Ms. Doretta Hofland and Ms. Susan Cravens**

Ms. Doretta Hofland is a 31-year veteran of teaching who currently contracts with Carroll College and Montana State University to observe student teachers. She shared with the Council her experience and her method for observing and evaluating student teachers. Ms. Hofland spoke about the following:

- Colleges and universities are now putting students in classrooms earlier to observe and student teachers are doing better as a result;
- Colleges usually provide a set of guidelines for the observer to follow;
- Ms. Hofland uses a narrative format and writes down everything (good, bad, or otherwise);
- More classroom visits equals a better ability to evaluate (and a better letter of recommendation);
- Ms. Hofland works with the portfolio the student creates;

- Some programs do “highly recommend”, “recommend”, or “not recommend”; some programs do Pass/Fail or Pass/Withdraw; some programs do letter grades;
- Ms. Hofland provided a couple handouts with her basics for evaluation on them.

Ms. Susan Cravens is a 28-year veteran of teaching who contracts with the University of Montana to observe and evaluate student teachers. She spoke about the following:

- U of M gives letter grades on different sections and she really likes it because it can be more descriptive;
- Ms. Cravens gave the Council a rundown of what a student’s portfolio consists of;
- Traits to look for in student teachers: strong work ethic; solid academic background; ability to communicate ideas/knowledge successfully in ways students can understand; being confident and assertive but not aggressive and/or cocky; ability to communicate with staff, co-workers, and administrators; ability to be a guide to a student rather than a friend;
- Who would not make a good candidate: someone who does not possess the aforementioned traits; someone with a felony; someone who blames others for their own shortcomings;
- Ms. Cravens provided a sample evaluation sheet;
- She has noticed a positive trend of an increase in male kindergarten, first, and second grade student teachers and a negative trend of a decrease in spoken and written language skills.

**ITEM 4 MONTANA COMMISSION ON TEACHING COMMITTEE – Ms. Melodee Smith-Burreson and Ms. Judie Woodhouse**

Ms. Melodee Smith-Burreson and Ms. Judie Woodhouse will report at the March CSPAC meeting.

**ITEM 7 LICENSURE AND ENDORSEMENT COMMITTEE – Ms. Kim Warrick and Ms. Charla Bunker**

Ms. Kim Warrick gave the Council an update on Chapter 57: the preliminary work is going well and is nearly done; sub-group planning has been started and sub-groups will probably start meeting after the Legislative session is finished.

**ITEM 8 WESTERN STATES CERTIFICATION CONFERENCE REPORT – Dr. Douglas Reisig, Ms. Kim Warrick, and Mr. Peter Donovan**

Mr. Peter Donovan, Dr. Douglas Reisig, and Ms. Kim Warrick spoke to the Council about the Western States Certification Conference they had just returned from. Mr. Donovan passed out copies of a book chapter written about NCLB in rural areas. Mr. Donovan and Dr. Reisig spoke about how valuable it was to be able to speak with other people in the field in the Western part of the States, rather than nation-wide. He also praised the licensure specialists at OPI and all the work they do to help certify educators in Montana. Ms. Warrick spoke about how interesting it was, as a teacher, to see licensure from the other side of it. All three found it to be a beneficial and informative conference.

**ITEM 9 PROFESSIONAL PREPARATION AND CONTINUING DEVELOPMENT COMMITTEE – Dr. Mary Susan Fishbaugh and Ms. Tonia Bloom**

Dr. Mary Susan Fishbaugh told the Council about the Higher Ed. Consortium meeting coming up February 15-16 and that she would have a report at the March meeting.

**ITEM 12 PLAN FOR FUTURE CONFERENCES**

Mr. Donovan spoke about the NASDTEC Conference, to which CSPAC usually sends up to two people plus the Administrative Officer. Dr. Reisig asked that if any Council members were interested in attending they let Mr.

Donovan or Ms. Megan Kerzman know as soon as possible so travel arrangements may be made. Dr. Mary Susan Fishbaugh talked about the American Council on Rural Special Education, a national organization, and its national conference, which will be held in Billings on March 14-17, 2007.

**ITEM 13 FUTURE AGENDA ITEMS**

- A. Evaluate progress of goals
- B. Review of by-laws – Executive Committee
- C. Joint meeting with Board of Public Education
- D. Troops to Teachers presentation by Mr. Le Gaub

**ITEM 11 OPI UPDATE - Dr. Linda Vrooman-Peterson, OPI**

Dr. Linda Vrooman-Peterson, OPI, presented to the Council an update on current OPI projects, including PEPPS and some information on the Distance Learning and Technology-Delivered rules. Dr. Vrooman-Peterson gave the Council an overview of the PEPPS, including some things that tie in with educator licensure and highlighting some important additions to the PEPPS that would be adopted on January 18 at the Board of Public Education meeting. She also spoke a bit about the highly qualified teacher adjustments that have been made in the PEPPS. Later in the meeting, Dr. Vrooman-Peterson also handed out a draft of the Distance Learning and Technology-Delivered rules that the Board of Public Education would move to notice for hearing on January 18.

**ITEM 10 MSELC PRESENTATION – Ms. Pam Birkland and Mr. Art Bangert**

Ms. Pam Birkland, MSELC Project Manager, and Mr. Art Bangert, MSU, presented the results of their survey to the Council. CSPAC supplied funding for the Montana Schools E-Learning Consortium (MSELC) to conduct a research survey in order to improve their program delivery and offerings based on information received back from past or current students, facilitators, educators, administrators, and parents. Mr. Bangert compiled the results and presented the statistics. The survey focused on: program delivery as well as challenges and barriers to easy online delivery; requested course offerings; online training for facilitators, educators, and students; possibility of receiving University credit; how students perceive the online coursework; benefits of online education. Ms. Birkland gave the Council a brief overview of the direction the MSELC is headed in now.

**ITEM 14 PUBLIC COMMENT ON ITEMS WITHIN THE JURISDICTION OF CSPAC**

There was no public comment.

**ADJOURN**

**Motion: Meeting was adjourned by concurrence.**

Dr. Reisig adjourned the meeting at 3:11 P.M.

The Certification Standards and Practices Advisory Council will make reasonable accommodations for known disabilities that may interfere with an individual's ability to participate. Persons requiring such accommodations should make their requests to the Board of Public Education as soon as possible before the meeting to allow adequate time for special arrangements. You may write or call: CSPAC, PO Box 200601, 46 North Last Chance Gulch, Helena, MT 59620-0601, (406) 444-6576.