

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

WEDNESDAY, JULY 14, 2010

Room 172  
Montana State Capitol  
Helena, MT 59601

## **CALL TO ORDER**

CSPAC Chair, Ms. Judie Woodhouse, called the Certification Standards and Practices Advisory Council meeting to order on Wednesday, July 14, 2010 at 8:38 A.M. CSPAC Council Members present were: Chair, Ms. Judie Woodhouse Teacher, Polson; Ms. Patty Muir, K-12 Specialist, Laurel; Mr. Jon Runnalls, Teacher, East Helena; Dr. Mary Susan Fishbaugh, Dean of Education, MSU-Billings, Billings; Ms. Sharon Applegate, Teacher, Kalispell; and Ms. Tammy Lacey, School Administrator, 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. Anneliese Warhank, CSPAC Administrative Assistant. The following people signed the meeting roster: Dr. Linda Peterson, OPI; Mr. Dennis Parman, OPI; Ms. Elizabeth Keller, OPI; Ms. Ann Gilkey, OPI; Mr. Marco Ferro, MEA-MFT; Dr. Jan Clinard, OCHE; Ms. Patty Myers, Chair, BPE; Ms. Sharon Carroll, Vice Chair, BPE.

*Ms. Sharon Applegate moved: **to approve the agenda.** This was seconded by Ms. Patty Muir. Motion was approved unanimously.*

*Ms. Patty Muir moved: **to approve the January 14, 2010 CSPAC meeting minutes.** This was seconded by Mr. Jon Runnalls. Motion was approved unanimously.*

Mr. Donovan spoke about the memo issued by the BPE to all its education partners inviting everyone to its strategic planning session that afternoon. The Board holds a strategic planning meeting once a year to outline what topics they will concentrate on the most in the coming months. Mr. Donovan welcomed Ms. Sharon Carroll of the Board and informed everyone she is the new CSPAC Liaison to the Board. Ms. Woodhouse then asked the new Council member, Ms. Tammy Lacey to tell a bit about herself and her experience as an educator and administrator. Mr. Donovan also spoke about a letter from the Montana Registry of Interpreters for the Deaf (MRID) to OPI, MSDB, and the Educational Interpreter Workgroup Committee (the latter of which former CSPAC member Dr. Doug Reisig chaired) advocating for OPI "to consider creating a new position of an Educational Interpreter Outreach Advisor" to aid Educational Interpreters in the state to meet the new standards.

## **INFORMATION ITEMS**

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

### **ITEM 1 EXECUTIVE COMMITTEE REPORT – Ms. Judie Woodhouse**

#### **Elect Officers**

With Chair Judie Woodhouse retiring as a teacher from Polson High School this past spring, she will no longer be eligible to hold the position as Teacher 9-12 on the Council this fall, requiring the Council to appoint a new chair and vice chair.

*Mr. Jon Runnalls moved: **to appoint Ms. Sharon Applegate for Chair of CSPAC.** Motion to appoint was unanimously approved.*

*Ms. Sharon Applegate moved: **to appoint Mr. Jon Runnalls for Vice Chair of CSPAC.** Motion to appoint was unanimously approved.*

Mr. Donovan then read a poem to Ms. Woodhouse, and Ms. Applegate presented her a gift on behalf of the Council.

### **Committee Appointments**

The Council then spoke about committee appointments. After a bit of discussion, the Council decided to revisit committee appointments at its fall meeting when the two new members are present.

### **Set Calendar**

The Council set the calendar for the following year, setting dates for its January and March 2011 meetings (January 13 and March 3 respectfully). The joint CSPAC/BPE meeting has been moved permanently to July and will take place on July 13-14, 2011. The joint CSPAC/Council of Deans meeting will coincide with the CoD's October meeting. At the time, CSPAC was waiting to find out the October CoD meeting date and will be notified when the office attains the exact date. NOTE: The date for the joint CSPAC/Council of Deans meeting has since been set for October 14-15, 2010. The meeting will be held in Missoula, MT. The 2010-2011 goals were then set.

### **Goal Setting, Plan for Joint BPE/CSPAC Meeting**

One of the main licensing issues at the moment is the possible rewriting of the Montana Code of Ethics, Ms. Woodhouse felt it would be a good idea to draft up new language which includes a portion that addresses proper technology conduct. The Administrative Officer and the Montana Commission on Teaching Committee was assigned to work with OPI to research other state accrediting language that requires teacher mentoring. The Council then spoke a bit about the sign language interpreter's workgroup. Although the standards have been set in rule, the access to training still needs to be developed. Ms. Applegate suggested the language "As funding permits" from the goal to attend the NASDTEC Professional Practices Institute to stress what a priority it is to attend national conventions. Mr. Runnalls asked for a clarification of Diploma Mills and what the Council needs to do to help educators become more aware of these scams. Ms. Keller informed the Council that with new diploma mills arising every day, it is difficult to know them all, but we should help educators across the state become aware that they are out there unfortunately. The Council also felt No Child Left Behind is not as urgent of an issue to address as Race to the Top and amended the goal to reflect this. Finally, the Montana Virtual Academy was changed to Montana Digital Academy to reflect the change in the name.

*Mr. Jon Runnalls moved: **to accept the draft goals with the proposed changes.** This was seconded by Ms. Patty Muir. Motion to accept was unanimously approved.*

## **ITEM 2 BOARD OF PUBLIC EDUCATION REPORT – Mr. Steve Meloy**

Mr. Meloy spoke about the current issues the Board will discuss at its strategic planning session, this included: Teacher Evaluation/Professional Development; Performance-based Accreditation; Schools of Promise/Drop Out/Early Childhood; P-20/Strategic Partnerships; and National Common Core Standards. National Common Core Standards are a big topic at the moment, with many details still to come. Mr. Meloy then spoke about working with the Chapter 55 group to update the rules, the Legislative Interim Committee to continue work on the Shared Policy Goals, and the K-College Workgroup. He is also working on school safety in regard to bullying in the technology age. Mr. Meloy participated in a statewide conference in Billings where he served on two panels along with the Attorney General's office. Senator Gillan has stated they will present another bill in the 2011 session to address bullying within school districts. The only working subgroup with the Board of Education, the K-College Workgroup, is beginning to sunset so we will have to see if another group emerges. Mr. Meloy finished by updating the Council of the Board's budget and the Legislative Auditors recommendation to use the research fund before using the general fund. Teachers supply to research fund when

they apply for or renew a teaching license, unfortunately this fund has slowly diminished over the past few years, at the same time the licensing fees have remained set.

**ITEM 3 ADMINISTRATIVE OFFICER’S REPORT – Mr. Peter Donovan**

Mr. Donovan provided a list of all the meetings he attended since the March 2010 CSPAC meeting including the NASDTEC Annual Conference and the Praxis Client Conference. He announced Ms. Elizabeth Keller of OPI has been elected as the Western Regional Director at the NASDTEC Annual Conference. Mr. Donovan also participated in the follow-up accreditation review at Salish Kootenai College. Mr. Meloy added the Governor’s Office has made a proposal to abolish all advisory councils in the state then require them to “reapply” before they are reinstated. Since CSPAC was established by statute, we may be exempt from this process.

**ITEM 4 LICENSURE AND ENDORSEMENT COMMITTEE REPORT – Ms. Sharon Applegate and Mr. Jon Runnalls**

**Licensure Hearing Process: Professional Practices – Ann Gilkey, OPI**

Ms. Ann Gilkey, attorney for OPI, came to speak about the licensure hearing process surrounding all licensure denials, letters of reprimand, suspensions, and revocations. These cases are heard and ruled on by the Board and must follow due process until the case is closed. She spoke about how many of the immoral conduct cases fall into “gray areas” meaning they may not be illegal practices, but still push the boundaries of appropriate behaviors between teachers and students. She is currently reviewing other states’ codes of ethics and is happy to hear CSPAC will be considering revisions to our own. The Licensure and Endorsement Committee has been assigned the review process and will report back to the Council at the October meeting. Mr. Marco Ferro of MEA-MFT added his organization cares very much about educators conducting themselves in a professional way. He stated MEA has pamphlets published by the American Federation of Teachers outlining professional conduct in regards to technology use and would distribute copies of this pamphlet at the end of the meeting.

**ITEM 5 PROFESSIONAL PREPARATION AND CONTINUING EDUCATION COMMITTEE REPORT – Dr. Mary Susan Fishbaugh**

Dr. Mary Susan Fishbaugh was unable to attend the meeting due to unforeseeable circumstances.

**ITEM 6 MONTANA COMMISSION ON TEACHING COMMITTEE – Ms. Judie Woodhouse and Ms. Patty Muir**

Ms. Patty Muir informed the Council about this year’s Teacher Mentor Institute, which will be August 9-11, 2010 in Great Falls. Barbra Lawson will present and there will be a panel discussion on the final day. Along with her co-director, Ms. Muir conducted a one day workshop in Sydney, MT. Ms. Allison Mike invited Ms. Muir to participate in the eMSS (e Mentoring for Student Success) program. Ms. Muir just completed a 3-week online training. Math, science, and special educators can all participate from across the nation in this eMSS program.

**ITEM 8 OPI UPDATE – Dr. Linda Vrooman Peterson, OPI**

Dr. Peterson spoke to the Council about the proposed NCATE/TEAC merger. Both entities have developed a unifying committee better known as CAEP, the Council for the Accreditation of Educator Preparation. They have already agreed upon 4 standards to follow, very similar to the standards both entities held prior to the merger. 1) Candidate knowledge skills and dispositions; 2) assess and be accountable for how your program and candidates are doing; 3) verify your organization structure is solid; 4) maintain work with the community at large. They believe it should take 2 years to complete the unification once the initial planning is all agreed

upon by both NCATE and TEAC. CAEP recognizes three options for determining state approval; the state can choose which option they wish to be evaluated on for program review. Option 1 leads to national recognition by the related professional association, provides evidence used in making an accreditation decision, and can be the basis for state approval as outlined in the CAEP/state partnership agreement. Option 2, which is conducted by CAEP, provides feedback to institutions and states about the adequacy of the addressing of state or national standards. The feedback informs state approval and an accreditation decision. Option 3 is one in which states review programs against state standards to approve programs and to inform an accreditation decision. The state review protocol is established in the state partnership agreement. Dr. Peterson stated this should be an exciting development as this may move us away from alternative and traditional pathways because everyone will be working towards the same standards, just with various pathways.

#### **ITEM 9 PLAN FOR FUTURE CONFERENCES**

Ms. Woodhouse reminded everyone this year's MEA-MFT Educator Forum will take place on October 8, 2010 in Helena.

#### **ITEM 10 FUTURE AGENDA ITEMS**

The Council briefly reviewed the by-laws. Ms. Lacey suggested the language be changed in Article IV. Section C. to reflect the Boards transition from paper to digital correspondence. The Council will consider approving them at the October meeting.

#### **ITEM 7 THE WRITING ASSESSMENT'S PROFESSIONAL DEVELOPMENT**

Dr. Jan Clinard came from OCHE to speak about the Montana University System Writing Assessment (MUSWA) and how it pertains to professional development. High School seniors must score at least a 3.5 in order to be fully admitted to a four-year program in the Montana University System or to be placed into College Writing, WRIT101. Otherwise, they are provisionally admitted until they earn a C- or better in a developmental composition course. Each test is reviewed by two different scorers, if there is a large enough discrepancy between the two score, a third scorer (known as a resolver) is asked to score. In order to score, the individuals must be trained through the Writing Assessment Workshop. The last one, held in March, was attended by 369 teachers, college instructors, ABE instructors, and pre-service teachers at 8 regional sites. Missoula hosted more scorers than other sites, in part because many pre-service teachers enrolled in the University of Montana consider this training essential to their preparation as teachers of writing. These participants filled out evaluations to offer insight into what tools and skills they found most useful when scoring. Many instructors stated the opportunity to see and share work and standards with other teacher was very useful. They also found it very useful to see what colleges expect of incoming freshman allowing them to align their curriculums to better prepare students. Since its inception in 1998, the MUSWA scores have steadily increased, while at the same time remediation rates have declined. The MUSWA has fulfilled several purposes including defining college readiness in writing amongst high school seniors, and providing ongoing professional development in writing for teachers who score the assessment.

#### **ITEM 11 PUBLIC COMMENT**

Dovetailing off of Ms. Gilkey's report, Mr. Marco Ferro distributed a pamphlet published by the American Federation of Teachers entitled "Appropriate Uses of Modern Technology", detailing proper use of technology for both teachers and students. He also handed out pamphlets of the October 8, 2010 Montana Educator Forum.

#### **ITEM 4 LICENSURE AND ENDORSEMENT COMMITTEE REPORT – Ms. Sharon Applegate and Mr. Jon Runnalls**

Ms. Woodhouse asked the Council to revisit Item 4 in order for Ms. Applegate to report on the progress the Chapter 55 Review team made. Ms. Applegate commended OPI for coordinating the meetings, which is reviewing high school graduation requirements, class size, and other accreditation standards. She informed the Council the work is related to CSPAC's work and they should follow closely. The workgroup does appreciate input from as many people as possible and Ms. Applegate encouraged everyone to visit the page on OPI's website, and encourage those in their district that deal with accreditation standards to do the same.

*Ms. Patty Muir moved: **to adjourn the July 14, 2010 CSPAC meeting.** This was seconded by Ms. Tammy Lacey. Motion to adjourn was unanimously approved.*

Ms. Judie Woodhouse adjourned the meeting at 1:50 P.M.

The Certification Standards and Practices Advisory Council will make reasonable accommodations for known disabilities the may interfere with an individual's ability to participate. Persons requiring such accommodations should make their request to 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.

APPROVED

# **JOINT CSPAC/BPE MEETING MINUTES**

Thursday, July 15, 2010

Room 152  
Montana State Capitol  
Helena, MT 59601

## **CALL TO ORDER**

Board of Public Education Chairperson Patty Myers called the meeting to order at 8:37 AM. The Pledge of Allegiance was led by Ms. Judie Woodhouse. Ms. Carol Will and Ms. Anneliese Warhank took roll call; a quorum was noted.

## **CONSENT AGENDA**

The consent agenda was approved as presented.

## **ADOPT AGENDA**

Ms. Patty Myers removed Item 14 from the agenda.

*Mr. Bernie Olson moved: **to adopt the agenda as amended.** Mr. John Edwards seconded. Motion passed unanimously.*

Those in attendance included the following Board members: Chair Ms. Patty Myers, Vice Chari Ms. Sharon Carroll, Mr. Cal Gilbert, Mr. Bernie Olson, Mr. John Edwards, and Student Representative Mr. Tim Seery. Staff present included: Mr. Steve Meloy, Executive Secretary, Board of Public Education; Mr. Peter Donovan, Administrative Officer, Certification Standards and Practices Advisory Council; Ms. Anneliese Warhank, Administrative Assistant, Certification Standards and Practices Advisory Council; and Ms. Carol Will, Administrative Assistant, Board of Public Education. Ex-officio members present included: Deputy Superintendent Dennis Parman represented State Superintendent Denise Juneau; Dr. Mary Sheehy Moe represented Commissioner Sheila Stearns; and Mr. Dan Villa represented Governor Brian Schweitzer via conference phone. Visitors in attendance included; Ms. Nancy Coopersmith, Assistant Superintendent, OPI; Dr. Linda Vrooman Peterson, Accreditation Division Administrator, OPI; Ms. Kelly Glass, Accreditation Accountability Specialist, OPI; Mr. Marco Ferro, MEA-MFT; Ms. Jean Howard, Math Curriculum Specialist, OPI; Ms. Pamela Wilson, Director of Clinical and Field Experiences, Montana State University-Northern; Ms. Carol Reifschneider, General Science and Biology, Montana State University-Northern; Ms. Elizabeth Keller, Licensure Specialist, OPI; Mr. Eric Feaver, MEA-MFT; Ms. Sue Mohr, Measurement and Accountability Division Administrator; Mr. Andy Boehm, Data Information Coordinator, OPI; Mr. Bob Vogel, MTSBA; Dr. Jo Swain, Rocky Mountain College; Dr. Stevie Schmitz, Rocky Mountain College; Dr. Mary Susan Fishbaugh, Montana State University-Billings; Ms. Kris Goyins, Communication Arts Curriculum Specialist, OPI; Mr. Rodd Zeiler, Math Teacher, Laurel School District; Ms. Kathy Pfaffinger, Billings, Public Schools; Ms. Andrea Johnson, Ophir School District # 72; Dr. Barbara Vail, Rocky Mountain College; Ms. Margaret Bowles, Ms. Jerrie Bocksich, Whitefish School District; Dr. Cindy O'Dell, Salish Kootenai College; Dr. Jan Clinard, Office of the Commissioner of Higher Education; Ms. Jody Parsons, Hamilton School District; Ms. Kathleen Dent, Hamilton School District; Ms. Rosalyn Templeton, Montana State University-Northern; Ms. Colet Bartow, Library Media Curriculum Specialist, OPI; and Ms. Sue Buswell, Montana Association of School Nurses.

**Items are presented in the order in which they appeared.**

**CSPAC/BPE JOINT MEETING**

Board of Public Education Chair Ms. Patty Myers extended the chairmanship to Ms. Judie Woodhouse, Certification Standards Practices Advisory Council Chair.

## **ITEM 1 CSPAC ANNUAL REPORT – Ms. Judie Woodhouse**

Ms. Judie Woodhouse spoke about the work CSPAC completed in the past year, as well as the changes in membership due to term limits and retirement. She informed the Board the Licensure and Endorsement Committee (which consists of Mr. Jon Runnalls and Ms. Sharon Applegate) will be reviewing the Code of Ethics. The Council has also elected a new chair person, Ms. Applegate, and a new vice chair, Mr. Runnalls, as Ms. Woodhouse retired this past spring, making her ineligible to hold the position of Teacher 9-12 on the Council.

## **ITEM 2 JULY 14, 2010 CSPAC MEETING SUMMARY/CSPAC GOALS – Ms. Judie Woodhouse**

Ms. Woodhouse began by reading the 5 main goals the Council is working to achieve; followed by ways they plan to achieve the goals.

- 1) Study and make recommendations to the Board of Public Education on the status and efficacy of approved teacher educator programs in Montana.
  - The Council would like to work closely with OPI and the revision of the PEPPS standards.
  - CSPAC would like to encourage more mentoring pathways in the state.
  - As stated earlier, the Council would like to review the Montana Code of Ethics by reviewing codes of ethics from other states.
- 2) Study and make recommendations to the Board of Public Education in the areas of pre-certification training and educational requirements and in certification renewal requirements and procedures.
  - The Council would like to continue to work with the Board, OPI, and MSDB to develop ways of providing adequate training for educators and support staff that serve the students with visual and hearing impairments.
  - Ms. Applegate suggested we remove the phrase “As funding permits” from the goal to attend national conference dealing with education prep programs and licensure as a way to emphasize the importance of attending the conferences really are to the Council.
  - Ms. Woodhouse emphasized how important it is to meet with both the Board and the Council of Deans of Education.
- 3) Study and make recommendations to the Board of Public Education on policies related to the denial, suspension, and revocation of teachers’ certificates and the appeals process.
  - The Council heard from Ms. Ann Gilkey of OPI the previous day to learn more about the processes that surround these cases. The Council is glad to have Mr. Donovan work closely with OPI to help resolve these issues; however they would like to know they will become involved when necessary.
- 4) Study and make recommendations to the Board of Public Education on the feasibility of establishing standards of professional practices and ethical conduct.
  - Reviewing the Code of Ethics also falls into this goal.
- 5) Study and make recommendations to the Board of Public Education on the status and efficacy of alternative and/or nontraditional teacher preparation opportunities.
  - The Council will continue the semi-annual review of the Class 8 Dual Credit-Only Post Secondary Faculty License applications.

The Council also announced Ms. Applegate is currently serving on the Chapter 55 Task Force to review the state's school accreditation standards. The Council will follow closely the progress the Task Force is making during the review process. They will also monitor any teacher licensure issues that may emerge from the implementation of distance learning programs such as the Montana Digital Academy. A few other areas they have worked in over the past year included: Chapter 57; received a presentation from Dr. Messenger about the Montana Virtual Academy; received a presentation from Ms. Elizabeth Keller about licensure denials; attended the opening to the Phyllis Washington School of Education at the University of Montana; received a presentation from former Secretary of State Bob Brown about the Confucius Institute at U of M; and received a presentation from Dr. Jan Clinard about the Montana University System Writing Assessment.

### **ITEM 3 SUMMARY OF BPE STRATEGIC PLANNING SESSION – Mr. Steve Meloy**

Ms. Carol Will distributed the Summary of Strategic Planning Session, which took place on the afternoon of July 14, 2010. CSPAC was able to attend and participate in the session following the adjournment of their own meeting. The Board invited education partners to participate in the session as a way to gain better understanding of where people stand in regards to the main education issues in both the state and the nation at the moment. These five areas are: 1) Teacher Evaluation/Professional Development 2) Performance-based Accreditation 3) School of Promise/Drop Out/Early Childhood 4) P-20/Strategic Partnership 5) Common Core Standards. Everyone was asked to identify a strength, weakness, opportunity, and threat in each of these areas. This information was collected and used to compile the Summary of the Strategic Planning Session. Ms. Patty Myers was very pleased with the work accomplished at the meeting, stating so much was covered and the conversation was rich. Ms. Woodhouse reiterated that if the Board needs the Council to take on any task, they are more than willing to do so.

### **ITEM 4 CSPAC APPOINTMENTS (ACTION) – Mr. Peter Donovan**

Mr. Donovan presented the Board with candidates for the School Trustee and Teacher 9-12 positions currently open on the Council. Two applicants applied for each position.

*Ms. Sharon Carroll moved: **to appoint Ms. Janice Bishop to the Teacher 9-12 position on the Certification Standards and Practices Advisory Council.** Mr. Cal Gilbert seconded. Motion passed unanimously.*

*Ms. Sharon Carroll moved: **to appoint Mr. John Harris to the School Trustee position on the Certification Standards and Practices Advisory Council.** Mr. Bernie Olson seconded.*

Mr. Bernie Olson stated his only reservation about Mr. Harris is the fact he has just one year experience as a school trustee.

*Motion passed unanimously.*

Before the meeting was adjourned Dr. Linda Vrooman Peterson informed everyone the 2010 Montana K-12 Standards would be available if anyone would like a copy.

Ms. Patty Myers adjourned the CSPAC/BPE Joint Meeting at 9:18 A.M.