

MINUTES

Wednesday, August 10, 2016 and Thursday August 11, 2016

Fort Union Room, State Capitol, Bismarck

ESPB Board members present the morning of August 10th were Mike McNeff, Dinah Goldenberg, Carly Feiler, Amy Mann, Paul Stremick, Karen Christensen, Gary Thompson, and Mary Eldredge-Sandbo. Board member absent was Kim Belgarde. Also present were Rebecca Pitkin from ESPB, Gerald Vetter and Tracy Friesen from Light of Christ Schools, Aimee Copas from North Dakota Council of Educational Leaders, Anita Thomas from North Dakota School Boards Association, and Nick Archuleta from NDUnited.

ESPB Board members present the morning of August 11th were Mike McNeff, Dinah Goldenberg, Carly Feiler, Amy Mann, Paul Stremick, Karen Christensen, Gary Thompson, and Mary Eldredge-Sandbo. Board member absent was Kim Belgarde. Also present was Rebecca Pitkin from ESPB.

Board members met the mornings of August 10th and August 11th to develop ideas and a plan of action for the Executive Director.

Overall goals:

- Develop a positive public image
- Increase transparency of what we do
- Develop partnerships with joint boards
- Share what we are working on/toward
- What about agencies and boards?
- DPI conference: Booth and/or presentation
- Board attendance
- Board panel
- Legislative relationships
- Social media and press releases
- Cross train others in office
- Business process analysis

Create a Structure of Governance that is Effective and Efficient

1. **Operational Policy manual:** Use experts to draft and look at other states
AdHoc :ED evaluation tool/rubric with office feedback
2. **Director Evaluation**
 - operational plans/goals
 - operational report
 - develop a rubric (strengths, areas for improvement, etc.)
 - feedback from the staff

3. Orientation for new board members

- open meeting
- Robert's rules
- Recusing
- discussion outside of board
- Joint board/importance, role

4. Budget Development

- Subcommittee (Paul, Mary, Carly)
- Salaries
- Attendance at Conferences
- Licenses

5. Ethics

- Dr. Flowers
- ETS training-Cathy Pro-Ethica
- work with School Board Association
- Higher Education Teacher prep programs

6. Renewal

- HR credit (PD)
- Different pathways

7. Board Education

- funding PD
- discussion outside of board
- Joint board/importance, role

8. Renewal

- HR credit (PD)
- Different pathways

9. Board Education

- funding PD

Monthly Goals

August:

- Budget subcommittee
- AdHoc: ED evaluation tool/rubric with office feedback

September:

- New director's report
- New Agenda
- Analysis of office/job descriptions
- Janet tasks
- Case cover letter: correspondence with board
- Presentation to Joint boards

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- Feedback on this will be given at the September board meeting
- Cases Manual: Ex: One time infraction long ago
- “Better” cover page
- Table of contents (date of issue/ precedent cases) page number on table of contents, consistent order, watch for duplication

October:

- Director’s operational plan update
- Research of policy manual (resources)
 - Tasks for Janet
 - Research other states
 - Press releases as appropriate

November:

- Directors plan operational plan update
- Ad Hoc committees identified as needed (repeat each month)
- ED evaluation
- Discuss legislative Open House
- Report DPI/ESPB alignment (image, Website, plan, revisit)

December:

- Subcommittee (Paul, Mary, Carly)
- Salaries
- Attendance at Conferences
- Licenses

January:

- Dr. Flowers
- ETS training-Cathy Pro-Ehtica
- work with School Board Association
- Higher Education Teacher prep programs

February

- funding PD

March:

- Ed evaluation
- 5 policies developed/drafted

April/May

- Board orientation approved
- Cases annual

The Education Standards and Practices Board (ESPB) meeting was resumed at 3:02pm by board chair Mary Eldredge-Sandbo. Introductions were held.

ESPB Board members present were Mike McNeff, Dinah Goldenberg, Carly Feiler, Amy

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Mann, Paul Stremick, Karen Christensen, Gary Thompson, and Mary Eldredge-Sandbo. Board member absent was Kim Belgarde. Also present were Gail Schauer from DPI, Edward Erickson and Elizabeth Fisher from the Attorney General's Office, Rebecca Pitkin and Amy Folkestad from ESPB, Fern Pokorny and Dana Hillius from NDUnited, Lisa Hartleib and Wanda Berger.

Addition to the agenda – Items that will be added to the agenda are Laura Mihalick's resignation from the board, an update on the Corey Ploium case, updated course codes, determining tasks for the remainder of the year for Janet Welk, naming budget and Administrative Professional Practices sub-committees and the addition of Mark Zinke, Zachary Grindahl, Tyler Schmidkunz and Nicole Key as board cases. Karen Christensen made a motion to accept the changes to the agenda. Seconded by Gary Thompson. All voted in favor, none opposed. Motion carried.

Ploium Case Update – Elizabeth Fisher from AG office provided information that a hearing has been scheduled for November 1. Currently, she is working on identifying potential witnesses and documents that will be used in the case. Elizabeth will keep in touch with the board and board attorney Edward Erickson on the progress of the case.

CASES

Anderson, Michelle – Ms. Anderson's file was reviewed by the board due to her background check. Gary Thompson made a motion to grant Ms. Anderson's license. Seconded by Paul Stremick. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Argall, Kacia – Ms. Argall's file was reviewed by the board due to her background check. Carly Feiler made a motion to grant a license and to send Ms. Argall a letter stating that if she applies for a new license, the board review her file again. Ms. Argall will need to self-disclose any new offenses. Seconded by Amy Mann. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Berg, Justin – Mr. Berg's file was reviewed by the board due to his background check and also that he previously held a teaching license in Minnesota that has been revoked. Mike McNeff made a motion to seek more information from the applicant and to get records from Mr. Berg's previous school district and the Minnesota Board of Education regarding the charges and license revocation. Seconded by Dinah Goldenberg. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

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Bergsrud, Tyler – Mr. Bergsrud's file was reviewed by the board due to his background check. Dinah Goldenberg made a motion to grant a 2 year license on probationary status. Motion seconded by Mike McNeff. After further discussion, Dinah Goldenberg withdrew her motion. Dinah Goldenberg made new motion to get more information from the applicant regarding the charges. Seconded by Mike McNeff. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Fox, Dyan – Ms. Fox's file was reviewed by the board due to her background check. Paul Stremick made a motion to grant the license. Seconded by Karen Christensen. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Girard, Chelsie – Ms. Girard's file was reviewed by the board due to her background check. Mike McNeff made a motion to grant the license. Seconded by Carly Feiler. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Hunt, Kim – Ms. Hunt's file was reviewed by the board due to a Request for Inquiry that was filed. Paul Stremick made a motion to seek further information from the school. Seconded by Karen Christensen. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Jones, Jack – Mr. Jones's file was reviewed by the board due to his background check. Karen Christensen made a motion to grant the license. Seconded by Gary Thompson. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Kostelecky, Lukas – Carly Feiler made a motion to grant a license and send Mr. Kostelecky a letter stating that he will need to self-report any additional background offenses in the future. Motion seconded by Gary Thompson. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried. Mr. Kostelecky's file was reviewed by the board due to his background check.

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Loesch, Casey – Ms. Loesch's file was reviewed by the board due to her background check. Mike McNeff made a motion to grant Ms. Loesch's license and to send a letter to let her know her file will be monitored. Motion seconded by Dinah Goldenberg. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Loll, Marissa – Paul Stremick made a motion to grant Ms. Loll's license. Seconded by Carly Feiler. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried. Ms. Loll's file was reviewed by the board due to her background check.

Packineau, Shanaye – Additional information was requested from Ms. Packineau's administrator regarding this case. Karen Christensen made a motion to dismiss the case. Seconded by Amy Mann. When a letter is sent to Ms. Packineau to let her know the case has been dismissed, it will be stressed that licensure is ultimately her responsibility. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Dinah Goldenberg, Amy Mann, and Gary Thompson. Board members voting no were Carly Feiler, Mike McNeff and Paul Stremick. Motion carried.

Priest, Rachel – Mike McNeff made a motion to grant Ms. Priest's license. Seconded by Carly Feiler. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried. Ms. Priest's file was reviewed by the board due to her background check.

Grindahl, Zachary – Mr Grindahl's file was reviewed by the board due to his background check. Carly Feiler made a motion to grant a 2 year initial license on probationary status, with a stipulation that he provide us with documentation of any drug or alcohol evaluation he has completed. Also, Mr. Grindahl will need to complete a fingerprint background check annually for the next three years. A letter will be sent to Mr. Grindahl stating this, with copies of the letter also being sent to his school principal. Motion was seconded by Dinah Goldenberg. Board members who voted yes were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, and Gary Thompson. Board members who voted no were Amy Mann, Mike McNeff and Paul Stremick. Motion carried.

Key, Nicole – Ms. Key's file was reviewed by the board due to her self-disclosed background check offenses. Dinah Goldenberg made a motion to grant Ms. Key's renewal.

Motion was seconded by Paul Stremick. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, and Paul Stremick. Motion carried. Gary Thompson was absent for the vote.

Schmidkunz, Tyler – Mike McNeff made a motion to revoke Mr. Schmidkunz's license, seconded by Carly Feiler. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Zinke, Mark – Paul Stremick made a motion to grant Mr. Zinke's license. Seconded by Gary Thompson. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Mr. Zinke's file was reviewed by the board due to his background check.

Administrative Cases

Reese, Lewis – Mr. Reese's file was reviewed by the board for potentially putting a teacher in the classroom who did not have a valid teaching license. Karen Christensen made motion to send a letter to the school board president and current Superintendent instructing them to define roles of who is in charge of making sure licensure is in place. Seconded by Paul Stremick. Administrative board members who voted in favor were Paul Stremick, Mike McNeff, Mary Eldredge-Sandbo, Karen Christensen, and Dinah Goldenberg. Motion carried. Mr. Reese was a principal at Parshall Elementary School.

LaDue, Darryl – Paul Stremick made a motion to take disciplinary action and fine Mr. LaDue \$100. Seconded by Karen Christensen. Karen Christensen made motion to amend the original motion and change fine from \$100 to \$250. Seconded by Dinah Goldenberg. Administrative board members who voted yes on the amendment were Paul Stremick, Mike McNeff, Mary Eldredge-Sandbo, Karen Christensen, and Dinah Goldenberg. Administrative board members who voted yes on taking disciplinary action and fining Mr. LaDue \$250 were Paul Stremick, Mike McNeff, Mary Eldredge-Sandbo, Karen Christensen, and Dinah Goldenberg. Motion carried. Mr. LaDue is Superintendent at Eight Mile Public School District in Trenton. His file was reviewed by the board for employing a teacher who did not hold a valid teaching license.

Cavanaugh, Kay – Ms. Cavanaugh's file was reviewed by the board for potentially placing a teacher in the classroom without a valid teaching license. Paul Stremick made a motion to dismiss the case. Motion seconded by Karen Christensen. Administrative board members who voted in favor were Paul Stremick, Mike McNeff, Mary Eldredge-Sandbo, Karen Christensen, and Dinah Goldenberg. Ms. Cavanaugh is employed as an elementary

principal at Eight Mile Public School District in Trenton.

Bieber, Leslie – Dinah Goldenberg made a motion to take disciplinary action and fine Ms. Bieber \$100 for employing a teacher who did not hold a valid teaching license. Motion was seconded by Mary Eldredge-Sandbo. Administrative board members who voted in favor were Paul Stremick, Mike McNeff, Mary Eldredge-Sandbo, Karen Christensen, and Dinah Goldenberg. Motion carried. Ms. Bieber is Superintendent at Alexander Public School.

Wisness, Scott – Paul Stremick moved to reinstate Mr. Wisness's driver education endorsement. Seconded by Karen Christensen. Administrative board members who voted in favor were Paul Stremick, Mike McNeff, Mary Eldredge-Sandbo, Karen Christensen, and Dinah Goldenberg. Motion carried. Mr. Wisness has most recently been employed as a CTE Administrator at the Great Northwest Area Career and Tech Center.

Board Member Resignation – Laura Mihalick has submitted her resignation letter to the board. Her letter was read to the board.

A motion was made by Paul Stremick and seconded by Carly Feiler to accept the June minutes. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried. Mike McNeff made a **motion to accept the June and July financial and licensure reports**. Motion seconded by Gary Thompson. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

The June 2016 financial report showed \$164,779.92 in total income received, \$94,810.73 in total expenses with a net income of \$69,969.19. The June 2016 licensure report showed 954 total licenses issued. The July 2016 financial report showed \$68,566.41 in total income received, \$76,031.57 in total expenses with a net income of minus \$7,465.16. The July 2016 licensure report showed 907 total licenses issued.

Director's Report – Rebecca presented to the board what she has been working on in the last month since starting at ESPB. She anticipates that board will need to break into smaller groups to work on ESSA law, with the hope that the board has a firm stance by November. Board members asked for the director's report, minutes, financial reports, agenda, ect, to be labeled differently in the future when they are sent to board.

Course Code Manual has been updated – New DPI courses codes that have been added are STEM seminar 8 math, STEM seminar 8 science, and TV/Cinema Production.

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Mike McNeff made a motion to accept these changes. Seconded by Carly Feiler. All voted in favor, none opposed. Motion carried.

2016-2017 Budget – Paul Stremick, Carly Feiler, and Mary Eldredge-Sandbo worked with Rebecca and Janet on budget sub-committee. Carly summarized the sub-committee's outcomes for the board. They will do further research on job descriptions to see if salaries are comparable with other state agencies and similar organizations. Carly Feiler made motion to approve the 2016-2017 budget. Seconded by Paul Stremick. Board members who voted in favor were Karen Christensen, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

Carly Feiler made a motion to develop Executive Director's evaluation tool and rubric. Mary Eldredge-Sandbo appointed Gary Thompson, Karen Christensen, Dinah Goldenberg, and Mike McNeff to this sub-committee.

Budget sub-committee will be Paul Stremick, Carly Feiler, and Mary Eldredge-Sandbo.

Board direction for Janet – The board would like to see Janet take care of as much licensure and cross training as possible so that Rebecca can focus on what the board has asked of her. Clarify what projects she is working on and what she feels is important to work on. The board would like her to collect information on board policies in other states that also have independent licensure boards and to work on determining accurate numbers for teacher shortage areas. Paul Stremick made a motion to provide board direction to Janet. Seconded by Dinah Goldenberg. All voted in favor, none opposed. Motion carried.

Election of Officers/Representatives – Karen Christensen nominated Mary Eldredge-Sandbo for board chairperson for the 2016-2017 year. Motion seconded by Gary Thompson. All voted in favor, none opposed. Motion carried.

Gary Thompson nominated Karen Christensen for board vice-chairperson for 2016-2017. Seconded by Mike McNeff. All voted in favor, none opposed. Motion carried.

Carly Feiler, Karen Christensen, Paul Stremick, Mike McNeff, Dinah Goldenberg, and the new school board representative will serve on the Administrative Professional Practices sub-committee. Motion by Mike McNeff to accept these assignments. Seconded by Paul Stremick. All voted in favor, none opposed. Motion carried.

Next board meeting will be Tuesday, Sept 20th, in the evening. This will be the same day as the joint boards meeting.

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Interviews were conducted for the office communications specialist position and the position was offered to Virginia Beggs. Virginia started the position on August 8th. Dinah Goldenberg made a motion to approve the hire of Virginia Beggs. Seconded by Carly Feiler. All voted in favor, none opposed. Motion carried.

Board Member Reports

NDUnited – Karen Christensen reported that NDU is working on ethics training and mental health training for teachers.

The August board meeting will continue on Thursday morning, August 11 at 9:00am.

Chair

Secretary/Executive Director