

MINUTES – Board Meeting

Thursday, June 20, 2019

Fort Totten Room, State Capitol, Bismarck

The Education Standards and Practices Board (ESPB) meeting was called to order at 8:01am by Chair Carly Retterath. Board members present were Mike McNeff, Jessica Rush, Dinah Goldenberg, Bob Toso, Kathy Lentz, Carly Retterath, Brenda Tufte, Superintendent Kirsten Baesler. Ben Johnson joined at 9:20am. Brenda Tufte and Jessica Rush left the meeting at 10am.

Board members absent were Andrea Fox and Kim Belgarde.

Also present were ESPB Executive Director Rebecca Pitkin, Mari Riehl, and Amy Folkestad from ESPB, Gail Schauer from DPI, Lisa Johnson from NDUS and Allyson Hicks from Attorney General's Office.

Introductions were held.

Carly Retterath informed the Board that she has accepted a position as an administrator, so can no longer fulfill her appointment to the Board as a classroom teacher representative. The Governor's office has been made aware a new teacher representative will need to be appointed.

Additions/Changes to the Agenda – Items to be added to the agenda include a Board case for Kacia Argall, Teacher Support System 2019-2020 Budget. Permit fees can be removed from the agenda, as a motion was made and carried at the May meeting. Carly pointed out that within the Director's Report three things will need to be voted on – items regarding National Board for Professional Teaching Standards, the potential for an out-of-field endorsement, and administrative rules regarding testing. Bob Toso made a motion to approve the agenda as amended. Motion seconded by Jessica Rush. All voted in favor, none opposed. Motion carried.

May Minutes, License, and Financial Report – The May 2019 financial report showed \$58,522.35 in total income received, \$56,931.02 in total expenses, with a net income of \$1,591.33. The May 2019 licensure report showed 853 total licenses issued. Brenda Tufte made a motion to approve the May minutes, license and financial report. Motion seconded by Dinah Goldenberg. All voted in favor of accepting the May minutes, license, and financial report. None opposed. Motion carried.

Becky pointed out that as of the end of May, we are holding steady at 85% of income and 85% of expenses.

2019-2020 Budget – The 2019-2020 budget presented includes increased rent and insurance premium. Programming costs are as a result of HB 1287 and 1531. The budget subcommittee voted that they would like to determine ESPB's budget one year at a time instead of by the biennium, like the state.

Bob Toso made a motion to approve the 2019-2020 ESPB budget. Motion seconded by Dinah Goldenberg. Board members who voted in favor were Dinah Goldenberg, Kathy Lentz, Mike McNeff, Carly Retterath, Jessica Rush, Bob Toso, and Brenda Tufte. None opposed. Motion carried.

TSS Budget – Mike McNeff made a motion to approve the 2019-2020 Teacher Support

System budget. Motion seconded by Bob Toso. Board members who voted in favor were Dinah Goldenberg, Kathy Lentz, Mike McNeff, Carly Retterath, Jessica Rush, Bob Toso, and Brenda Tufte. None opposed. Motion carried.

For the 2019-2020 fiscal year, there will be maximums of 275 mentor stipends, 100 substitute teacher reimbursements at \$500 each and 30 coaches accepted at Coaches Academy. Another thing to note is that Teacher Support System will no longer be contracting with New Teacher Center.

First Reading Policy – A first reading of policy regarding situations where the Executive Director may issue a license to a person with background offenses without Board approval. Dinah Goldenberg made a motion to approve the first reading of policy. Motion seconded by Kathy Lentz. Board members who voted in favor were Dinah Goldenberg, Kathy Lentz, Mike McNeff, Carly Retterath, Jessica Rush, Bob Toso, and Brenda Tufte. None opposed. Motion carried. Second reading of this policy will be heard at the August 2019 meeting.

2019-2020 Meeting Dates – Board reviewed possible dates for 2019-2020 meetings. ESPB meeting dates will be September 19, October 10, November 14, December 12, January 16, February 13, March 12, April 16, May 14 and June 11.

Board Member Reports

NDACTE – In May, NDACTE members participated in an ETS Math Praxis Core session in Fargo with Dr. Pitkin.

Teacher prep programs are aligning to the new CAEP K-6 elementary standards which have been adopted and will be phased in for program review.

Association of Non-Public Schools – Nothing to report.

Association of School Administrators – Nothing to report.

School Boards Association – Nothing to report.

ND United – Ethics trainers have been meeting. Becky encouraged them to address boundary violations and use of technology. Becky presented at NDUnited's Professional Growth Institute in June.

DPI – On June 19th, DPI held its first annual educator celebration. They recognized educators who have received a significant award within the past year, including Teacher of the Year Kayla Dornfeld and finalist Annette Hovey, and Milkin National Educator award winner Brittany Larson. Also recognized were Fargo Blue Ribbon School principal Jeffrey Johnson, a group from Legacy High School in Bismarck for their Excellence in Teaching with Project Based Learning award, and a group of teachers from West Fargo who all achieved National Board Certification in November 2018.

DPI is working to increase the number of nominees for the ND Teacher of the Year program. Ideally, would like to have a nominee from each county, then narrow it down to four finalists.

DPI held an administrative rules hearing for changes to the principal credential. Now,

they are gearing up for summer trainings. A school board member training will be held at the end of July and the administrators workshop will be at the beginning of August.

Director's Report – Upcoming reports that will be provided to legislative council include data on youth mental health competency training and information on licensure processes for military spouses.

The Board retreat will be held August 7th and 8th in Jamestown. Bob Toso provided an update on locations and timeline of events/meetings.

Leah Juelke was attended and was chosen as a recipient of NASDTEC award of \$1000 to take back to her classroom. She will attend the NASDTEC conference next spring to present on what she's done in her classroom with the award.

- **National Board** – National Board has changed their renewal cycle to mirror most states 5-year renewal timeline. Some states allow educators to use NBCT certification to fulfill the requirements for license renewal so they do not have to submit re-education credits. Dinah Goldenberg moved that that North Dakota recognize National Board Certification as fulfilling the renewal requirements for state licensure until the expiration of the National Board certificate. Seconded by Brenda Tufte. Board members who voted in favor were Dinah Goldenberg, Kathy Lentz, Mike McNeff, Carly Retterath, Jessica Rush, Bob Toso, and Brenda Tufte. None opposed. Motion carried.
- **Out-of-Field Endorsement** – In light of the passing of HB 1531 that allows for a teaching permit in non-core content areas, the idea of allowing a licensed educator to teach a certain percentage of time in an area they are not qualified to teach has been proposed. Mike McNeff would like to see the core being allowed also, with the exception of special education. After much discussion, Mike McNeff made a motion to allow ESPB to make available an out-of-field endorsement with the following guidelines:
 - Applicant must hold a regular educator's professional license
 - An educator holding this endorsement would be allowed to teach in out-of-field content area up to 100% time
 - Endorsement will be valid for one year. To continue teaching in the content area, must pass Praxis II
 - Special education, PreK-K would be excluded
 - There will be no limit on number of content areas they can add
 - The cost of the endorsement will be \$80, the same as all other endorsements
 - ESPB review next year to see if the availability for the endorsement will continue and will provide status reports to the Board in November and March.

Motion seconded by Dinah Goldenberg. Board members who voted yes were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath,

Jessica Rush, Bob Toso, and Brenda Tufte. None opposed. Motion carried.

- **American Board** – After a person completes American Board, they receive a regular license. Individuals have asked if those completing American Board may then Praxis test into other content areas. Attorney Allyson Hicks has indicated they cannot, due to the wording of the law. Becky will seek additional rationale and input from the Attorney General's office.
- **Praxis for those with documented disability** – Administrative rules have been drafted regarding Praxis testing requirements for individuals with a documented disability, as well as for those unable to successfully complete their content area test. Bob Toso made a motion to move forward with administrative rules as drafted. Motion seconded by Jessica Rush. Board members who voted yes were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, Jessica Rush, and Bob Toso. Brenda Tufte abstained from voting. None opposed. Motion carried.

Chancellor's Office Report – Lisa Johnson, Vice Chancellor from North Dakota University System presented to the Board. As Vice Chancellor for Academic Affairs, she oversees all academic and student affairs, including program approval for the University System. They have seen growth lately in certificate areas, as educators look to add more to their teaching licenses. She also outlined bills NDUS followed last session, which included the permit/community expert bill, guns in schools, various marijuana bills, free speech, and skilled workforce.

Substitute Licenses – Superintendent Baesler has three cabinets for elementary principals, secondary principals, and superintendents. As a result of conversations from the secondary principal cabinet, they would like to see modifications to what is allowed for substitute teaching licenses. Board will review the information and discuss further at the August meeting.

Board Education – Allyson Hicks talked to the Board about the types of documents ESPB receives – open, exempt, and confidential. Most of the types of documents we receive are open documents. Confidential information is designated in statute, but there are also differences in this based on state or federal law.

Ben Johnson made a motion to go into executive session. Legal authority for closing this this portion of the meeting is under NDCC 44-04-19.1. The purpose of this executive session is attorney consultation. Motion to go into executive session seconded by Dinah Goldenberg. Board members who voted in favor of entering executive session were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Executive session began at 10:49am and was attended by Board members Mike McNeff, Dinah Goldenberg, Bob Toso, Kathy Lentz, Ben Johnson, Carly Retterath, and

Superintendent Baesler. Also present were ESPB Executive Director Becky Pitkin, Allyson Hicks, legal counsel from Attorney General's Office, and Amy Folkestad, ESPB staff and meeting secretary. Executive session adjourned at 11:18am.

CASES

Solien, Kassandra – Ms. Solien's file was reviewed by the Board after she self-disclosed background offenses on her application for licensure. Bob Toso voted to approve Ms. Solien's application. Motion seconded by Kathy Lentz. Board members who voted yes were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Richardson, Sarah – At the May 2019 meeting, the Board passed a motion to ask Ms. Richardson for a letter of explanation as to why she did not originally disclose the offense on her application for an interim substitute license. Ms. Richardson has provided her statement. Mike McNeff made a motion to ask Ms. Richardson to re-submit her application, appropriately disclose all information, and to submit her typed letter of explanation. Motion seconded by Kathy Lentz. Board members who voted yes were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Rott, Erica – Ms. Rott's file was reviewed by the Board in February 2017 and a motion passed to review her file again upon renewal. Dinah Goldenberg motioned to issue Ms. Rott's renewal. Motion seconded by Ben Johnson. Board members who voted in favor were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Patch, Amanda – Ms. Patch renewed her license in December 2018, and at that time did not disclose any background offenses. She contacted the office in May to report an offense. Bob Toso made a motion to issue Ms. Patch a letter of reprimand and remind her that she must disclose offense on her licensure applications. Motion was seconded by Ben Johnson. Board members who voted in favor were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Machtell, Daniel – Mr. Machtell's file was reviewed by the Board after a Request for Inquiry was received from West Fargo Public Schools. Kathy Lentz made a motion to dismiss the case. Mike McNeff seconded the motion. Board members who voted yes were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Suchor, Gary – Mr. Suchor's file was reviewed due to his self-disclosed background offenses. Ben Johnson made a motion that upon Mr. Suchor applying for a full license in the future, he must self-disclose any background offenses and must complete a new fingerprint background check. Motion seconded by Bob Toso. Board members who

June 2019

Page 6

voted yes were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Argall, Kacia – Ms. Argall’s file was reviewed in August 2016 after the Board reviewed her file due to her background check. At that time, the Board indicated that if she reapplied for a license, her file would be reviewed again. Dinah Goldenberg made a motion to issue Ms. Argall’s renewal. Motion seconded by Ben Johnson. Board members who voted in favor were Dinah Goldenberg, Ben Johnson, Kathy Lentz, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Meeting was adjourned at 11:42am.

Meeting of the Administrative Subcommittee called to order at 11.42am by Administrative Subcommittee Chair Mike McNeff.

ADMINISTRATIVE CASES – Reviewed by the Administrative Subcommittee of the Education Standards and Practices Board. Administrative Subcommittee members present were Kathy Lentz, Dinah Goldenberg, Mike McNeff, Carly Retterath, and Bob Toso. Administrative Subcommittee member absent was Ben Johnson. Called to order at 11:42am.

Walters, Troy – At the May meeting, Board voted to initiate a Request for Inquiry against Mr. Walters and ask for his response. Bob Toso made a motion to impose an administrative fee of \$250 to Mr. Walters. Motion seconded by Carly Retterath. Administrative Board members who voted in favor were Kathy Lentz, Dinah Goldenberg, Ben Johnson, Mike McNeff, Carly Retterath, and Bob Toso. None opposed. Motion carried.

Admin subcommittee adjourned at 11:49am.

Chair

Secretary/Executive Director