

## **MINUTES**

**Thursday, October 13, 2016**

Roosevelt Park Room, State Capitol, Bismarck

The Education Standards and Practices Board (ESPB) meeting was called to order at 9:00am by board chair Mary Eldredge-Sandbo. Board members present were Carly Feiler, Mike McNeff, Gary Thompson, Mary Eldredge-Sandbo, Dinah Goldenberg, Paul Stremick, Kimberly Belgarde and Amy Mann. Also present were Rebecca Pitkin and Amy Folkestad from ESPB, Kathy Pruner from ETS, Janine Olson from Golva Elementary, Fern Pokorny from NDUnited. Tammy Dolan and Brenda Zastoupil from NDUS and Gail Schauer from DPI joined after lunch.

Board member absent was Karen Christensen.

**Additions to the Agenda** – Holly McNeel will be added to the agenda under cases, as additional information has been received regarding her file. Dinah Goldenberg made a motion to accept the change, seconded by Gary Thompson. All voted in favor, none opposed. Motion carried.

Introductions were held.

A motion was made by Dinah Goldenberg and seconded by Gary Thompson to accept the September minutes. All board members voted in favor, none opposed. Motion carried.

Gary Thompson made a **motion to accept the September financial and licensure reports**. Motion seconded by Paul Stremick. We have received information that the proposed Teacher Support System budget submitted by DPI has been cut by 26%. We have also been informed by our technology vendor, Nexus Innovations, that additional dollars are needed if further programming of NDTeach is needed. All voted in favor, none opposed. Motion carried.

The September 2016 financial report showed \$72,794.95 in total income received, \$98,522.24 in total expenses with a net income of minus \$25,727.29. The September 2016 licensure report showed 1,049 total licenses issued.

### **Committee Reports**

**Budget Committee** – Carly Feiler reported on behalf of the budget committee. The finance committee visited with Laurie Stenehjem on some options on the Teacher Support System budget. The committee has also looked at ESPB employee job descriptions and how they match up with DPI job descriptions and pay grades. They will be working on creating a hierarchy of staff. Policy will be changed so that in the future, raises will be discussed at the board meetings and will not be across the board percentage. The budget committee's

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next meeting will be November 9<sup>th</sup>.

**Evaluation Committee** – Dinah Goldenberg reported for the committee. The evaluation committee met October 12, 2016, and their goal is to develop a short evaluation to be in place for November and to have a more extensive evaluation in place by March 2017. The committee determined three questions that will be sent to board members to complete and return to committee members between now and the November board meeting. Responses will be shared in November. At that time, Becky would have a chance to respond to the evaluation. In the long term, the board will need to decide how they want evaluation responses compiled. The three questions include: Describe your perception of the Executive Directors performance indicating the extent to which you believe she is meeting the Board's expectations. Include specific leadership actions or directions that you believe exemplify the Executive Directors ability to respond to the expectations of the board, discuss any areas that you believe deserve Executive Director redirection or increased emphasis, and what feedback do you have about any of the Board/Executive Director team as it relates to the ED expectations/tasks outlined at the August 2016 Retreat.

The committee is considering two pieces to 2<sup>nd</sup> evaluation in March – a survey given to staff and board members, and questions sent to board members for response. Dinah Goldenberg made a motion on behalf of the evaluation committee to accept the preliminary November evaluation as presented and move forward with a more in-depth March ED evaluation. Seconded by Carly Feiler. All voted in favor, none opposed. Motion carried.

**Teacher Support System Coordinator Job Search Discussion** – Board reviewed the 2009 TSS Project Coordinator job description. Paul Stremick suggested that since there are budget cuts, is this the time to see if the TSS program can be placed under the REAs to help with funding. With that, there is concern that the program will be watered down and the same support will not be offered to all first-year teachers. The board and Becky will work with TSS coordinator Laurie Stenehjem to get input on the future of the program, how it could function under the REAs, what's going on in ND, and what's going on nationally.

**Meeting Dates Discussion – Summer 2017 Retreat date** – After receiving feedback from board member on which dates would work best, the board retreat will be scheduled for June 14 and 15, 2017. The regular board meeting date will no longer be June 8<sup>th</sup>. The August 2017 meeting has been scheduled for August 10<sup>th</sup>.

## **CASES**

**Eldridge, Walter** – As a part of his plea agreement, Mr. Eldridge has surrendered his teaching license. Carly Feiler made a motion to revoke his license. Seconded by Gary

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Thompson. Board members who voted in favor were Kimberly Belgarde, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

**Osbourne, Rose** – Ms. Osbourne's file was reviewed by the board due to her background check. Gary Thompson made a motion to grant an Initial Out-of-State Reciprocal License. Seconded by Paul Stremick. Board members who voted in favor were Kimberly Belgarde, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried.

**Lehmann, Amanda** – Ms. Lehmann's file was reviewed by the board due to her background check. Kimberly Belgarde made a motion to grant an Initial Interim Substitute license, with the condition that if she re-applies, that office staff complete a check of the NDCourts website to see if Ms. Lehmann has been charged with any new offenses. Motion seconded by Paul Stremick. Board members who voted in favor were Kimberly Belgarde, Mary Eldredge-Sandbo, Carly Feiler, Dinah Goldenberg, Amy Mann, Mike McNeff, Paul Stremick, and Gary Thompson. Motion carried. A copy of the letter being sent to Ms. Lehmann will also be sent to her district administrator to let them know that Ms. Lehmann's file is being monitored.

**Berg, Justin (Information Only)** – At the September meeting, the board had asked for evaluations from Mr. Berg's former school district. The school replied that there were no formal evaluations because at the time the offense occurred, it was only 2 months into the school year. Since Mr. Berg was a dean of students, there were no walk-thru evaluations. The board will review all documents again and make a decision at the Oct 20<sup>th</sup> special meeting.

**McNeel, Holly** – Additional information was received on October 12<sup>th</sup>. To allow the board time to review the new documents, Ms. McNeel's case will be reviewed at the October 20<sup>th</sup> special meeting.

## **ADMINISTRATIVE CASES**

**Olson, Janine** – Ms. Olson's file is being reviewed by the board due to a Request for Inquiry that was received for placing unlicensed teachers in the classroom. Paul Stremick recommended the board find out from DPI how this is affecting the school's approval. If the required number of minutes are being met with a contracted teacher of record, it could be ok having a substitute teacher in the classroom one day a week. It appears that math course in question is being taught through Distance Education with a licensed teacher, a paraprofessional is proctoring the course. Carly Feiler made a motion to table the Request

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for Inquiry and request more information from DPI to find out if it's appropriate to have a substitute teacher in the classroom one day a week and to also find out more information on the licensed teacher/teacher of record through Distance Education. Dinah Goldenberg seconded. Administrative board members who voted in favor were Paul Stremick, Mike McNeff, Dinah Goldenberg, and Carly Feiler. Motion carried.

**Teacher Loan Forgiveness Program (Action Required)** – Board initially reviewed and wanted further information on this before approving the changes proposed. Brenda Zastoupil from NDSU arrived later in the meeting and provided clarification on the proposed language changes in the law. The bill has gone through Higher Education Funding Committee and will be presented in next legislative session. Language is being cleaned up so that it matches procedures that are in place, matches STEM, and specifies that people cannot qualify for double loan forgiveness. Board would like to see NDUS visit with the Teacher Recruitment and Retention Committee to establish commonalities. The board would like to see language change to include “license, endorsement or credential”, which would need to be proposed during the session.

**Special Projects Update/Board Policy** – Janet Welk has finished teacher shortage report and it has been emailed to the board. She has been receiving more policy manuals from other states and providing them to Becky. Program Approval procedures manual has been completed and Janet has done training with Becky and Mari. She has been working on finding content experts for upcoming program reviews. Janet has also been working on putting together an NDTeach procedures manual and facilitating the educational leader standards committee. She is currently finishing 15-16 year end reports which go to the state library. Board members would like Janet to be in contact with Becky regarding gathering data for first-year teachers.

### **Board Member Reports**

**NDACTE** – At the last meeting NDACTE talked about CAEP process, ProEthica, and the new mental health competency requirement.

**Non-Public Schools** – Non-public schools will be having professional development days for teachers in October, which is new for them this year.

**School Administrators** – The association of school administrators have been discussing discuss the upcoming legislative session, financing, and Measure 2.

**School Boards Association** – School Boards Association is not supporting Measure 2 because there is too much unknown with the law as written. School Boards Association

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Annual Convention is coming up on October 27 and 28.

**NDUnited** – Board chair Mary Eldredge-Sandbo asked meeting attendee Fern Pokorny to talk about a train-the-trainer ethics training NDUnited will be doing on January 14<sup>th</sup> in Bismarck.

**DPI** – Gail Schauer shared that the DPI conference is currently going on. One of the topics the ESSA subcommittee has been visiting about is the principal teacher evaluation process and highly effective teacher definition.

**Director's Report** – Becky has met with office staff members on job descriptions and changes in each staff member's responsibilities. We continue to meet to review the policy manual and it will be presented to the board when completed. Results of the customer satisfaction survey were reviewed and overall results were positive. Becky continues to meet with stakeholders to get feedback and increase transparency. Involvement in ESSA committees continues. Becky and board chair Mary Eldredge-Sandbo are both on the large committee as well as a smaller committee on teacher effectiveness.

**ESSA (Every Student Succeeds Act)** – Board members reviewed preliminary survey results and identified emerging themes. The survey centered around the following questions:

Complete survey results will be discussed at the special board meeting October 20<sup>th</sup>. At this time the board members will determine specific areas of change.

The board meeting was adjourned at 2:18pm.

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Chair

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Secretary/Executive Director