



**ARKANSAS PROFESSORS OF EDUCATIONAL ADMINISTRATION
Planning Committee Meeting
March 13, 2003 (Constitution)**

MEMBERS PRESENT: Dr. Mitch Holifield, Committee Chair, Mr. Pat Bashaw, Dr. Keith Christy, Dr. Mary Gunter, Dr. Carleton Holt, Ms. Kristi Pugh, and Dr. Johnnie Roebuck.

The Planning Committee met at the Arkansas State Capitol on March 13, 2003, 10:00 a.m. The committee first attended the House Education Committee meeting. The Planning Committee meeting was called to order by Dr. Holifield at 11:45 a.m.

The proposed ARPEA Constitution and By-Laws document was presented for second reading. The members had previously reviewed the document after revisions had been made from the first reading by the committee on February 7, 2003.

- ✓ MOTION: To adopt the ARPEA Constitution and By-Laws as presented by the Planning Committee.
 - ACTION: Passed unanimously.

**ARKANSAS PROFESSORS OF EDUCATIONAL ADMINISTRATION
Executive Committee Meeting
March 13, 2003 (Elections)**

MEMBERS PRESENT: Mr. Pat Bashaw, Dr. Keith Christy, Dr. Mary Gunter, Dr. Mitch Holifield, Dr. Carleton Holt, and Dr. Johnnie Roebuck. Arkansas Department of Education representative, Ms. Kristi Pugh.

Following approval of the ARPEA Constitution and By-Laws by the Planning Committee, Dr. Holifield called the Executive Committee meeting to order at 12:05 p.m.

NEW BUSINESS;

1. Presentation of ARPEA Constitution and By-Laws
 - a. Dr. Holifield presented the ARPEA Constitution and By-Laws as approved by the Planning Committee.
 - ✓ MOTION: To approve the ARPEA Constitution and By-Laws as presented by the Planning Committee.
 - ACTION: Passed unanimously.
2. Election of Officers
 - a. Dr. Holifield called for nominations for the position of ARPEA chair.
 - ✓ NOMINATION: Dr. Mitch Holifield by Dr. Roebuck, Second by Dr. Gunter
 - ACTION: Elected by unanimous vote.
 - b. Dr. Holifield called for nominations for the position of ARPEA Vice-Chair.
 - ✓ NOMINATION: Dr. Johnnie Roebuck by Dr. Gunter, second by Dr. Holt.
 - ACTION: Elected by unanimous vote.

- c. Dr. Holifield called for nominations for the position of ARPEA Secretary.
 - ✓ NOMINATION: Dr. Keith Christy by Mr. Bashaw, second by Dr. Holt.
 - ACTION: Elected by unanimous vote.
- d. Dr. Holifield called for nominations for the position of ARPEA Treasurer.
 - ✓ NOMINATION: Dr. Carleton Holt by Mr. Gunter, second by Mr. Bashaw.
 - ACTION: Elected by unanimous vote.
- e. Membership Dues
 - ✓ MOTION: By Dr. Holt, that dues collected in 2003 will carry forward to October 31, 2004. Second by Dr. Roebuck.
 - ACTION: Passed unanimously.
- f. ArPEA Position Paper
 - ✓ MOTION: To prepare a Position Paper for possible presentation to Arkansas Legislature concerning HB 2534. The Paper is to state the Position that the Legislature should maintain the integrity of the administrator preparation programs as currently designed. Second by Dr. Holt.
 - ✓ Dr. Holifield will contact Dr. Bobby Altom about the possibility of his developing a web page for the Association.
 - ✓ The Committee met with Representative Roebuck and Representative Mahoney to discuss status of current legislation of interest to the Association.

Meeting adjourned at 1:20 p.m.
Submitted by, W. Keith Christy

To: ARPEA Executive Council
From: Mitch Holifield
Date: June 17, 2003
Re: Minutes of June 13 Council Meeting

In Keith's absence, I'm providing the following minutes of the June 13 Council meeting:
 Present: Pat Bashaw, Mary Gunter, Mitch Holifield, Jack Koltz, Kristi Pugh, Donna Zornes

1. Most of the meeting was dedicated to discussing the licensure board as established by Act 1811 of 2003, House Bill 2534, which has become law. The group decided to nominate Mary Gunter, Mitch Holifield, and Johnnie Roebuck to the State Board of Education, who will decide the membership of the licensure board. Letters asking for nominations will be coming from the Department soon. Mitch Holifield will respond on behalf of the ARPEA.
2. Mary Gunter volunteered to construct letterhead stationary to be utilized by the ARPEA Executive Council.
3. Jack Koltz volunteered to ask Bobby Altom to begin constructing the ARPEA website.
4. Mitch Holifield announced that the Southern Regional Council on Educational Administration will hold their annual conference in Little Rock in October. UALR is this year's host and is asking that their sister institutions in the state consider donating perhaps up to \$200.00 to defray expenses of hosting the conference. For more information, contact Dr. Larry McNeal at 501-569-3552. Honor Fede will be in Little Rock for the SRCEA Conference. Kristi Pugh will be contacting Honor in an attempt to establish a pre-conference session to discuss with Arkansan professors of ed admin/leadership the new ELCC standards. Kristi will be contacting the ARPEA Council with news of this event.
5. The council decided that the first general meeting of ARPEA will be held spring 2004. Jack Koltz, Carleton Holt, and John Jones will be subcommittee that will plan the conference.
6. Pat Bashaw was congratulated on becoming Director of Graduate Studies at Harding University.
7. Kristi Pugh announced that all the forms for licensure application are now on the Department's website.
8. The next meeting of the ARPEA Executive Council will be July 20, 6:30 p.m.-

8:00 p.m. at the Riverfront Steakhouse in the Wyndham (Riverfront) Hotel in Little Rock.

To: ARPEA Executive Council
From: Mitch Holifield
Date: July 23, 2003
Re: July 20 Minutes

In Keith's absence, I'm providing the following minutes of the July 20th meeting in Little Rock.

Present: Mary Gunter, John Jones, Mitch Holifield, Carleton Holt, Jack Koltz, Kristi Pugh, Rhonda Richards, Georgina Steinmiller, Donna Zornes.

1. Carleton gave the finance report; the balance is \$330.00. We now have 18 members.
2. Jack reported that planning was in the initial phase for the spring meeting.
3. Mary reported that the letterhead design was being completed.
4. Donna reported that the Rules and Regs for administrator licensure was on the August 11th State Board agenda.
5. Donna also reported that preparations are underway for the October 22nd meeting with Honor Fede. The council asked that Honor's presentation be basically a repeat of her previous presentation made during her last trip to Arkansas. October 22nd is the day before the SRCEA convention begins in Little Rock.
6. Mary announced that Arkansas ASCD is to produce a journal entitled *FOCUS*. Presently there is a call for manuscripts; the deadline is Nov. 1st.
7. Mitch asked for information concerning the work of SREB/Wallace Readers regarding administrator preparation in the state. Georgina suggested Paula Cummins be contacted to obtain detailed information.
8. The next meeting of the council will be October 22 after the meeting with Honor Fede. The exact times and place will be announced after the preparations are finalized.