

TO: VSBPE Licensure Committee

SUBMITTED BY: Deb Giles, Ron Ryan, and Terry Reilly

ITEMS FOR DISCUSSION: Policy Revisions

BACKGROUND:

Periodic review of VSBPE Policies is needed to reflect current practices and intent of the VSBPE.

The Licensure Committee needs to consider:

For Discussion:

- Policy C1 – VSBPE Meetings
 - To correct misspelling
 - To reflect current practice of two sub committees – number needed for quorum of sub committees

- Policy F1 –Policy on Licensure of Individuals Who Have Completed Their Academic Preparation Outside of the United States
 - To review recommendations from previous licensing committee.

Attached:

- Draft Policy C1 – VSBPE Meetings
- Draft Policy F1 - Policy on Licensure of Individuals Who Have Completed Their Academic Preparation Outside of the United States

POLICY C1

VSBPE Meetings

- A. Frequency
 1. The Standards Board shall meet regularly during each academic year. The meeting schedule shall be publically announced in August for the ~~ensuring~~ ensuing year.

- B. Robert's Rules of Order
 1. Robert's Rules of Order shall govern the conduct of Standards Board meetings.
 2. A parliamentarian may be appointed by the chair.

- C. Quorum
 1. A quorum for the Board will consist of seven members and shall be necessary for any official action of the board.
 2. Concurrence of seven Board members present at a Standards Board meeting shall be necessary and sufficient for Board action.
 3. A quorum for standing committees will consist of ~~three~~ *four* members.

- D. Attendance
 1. There will be an attempt to vary meeting days to minimize impact on teacher/administrator schedules.
 2. The business of VSBPE occurs at meetings. The chair will review the standing of members who miss meetings and take action where warranted.

- E. Board Meeting Attendees
 1. The chairperson of the Board may recognize visitors, guests, and other interested parties to speak and to assist the Board and its standing committees.
 2. The public shall be given a reasonable opportunity to express its opinion on matters considered by the Standards Board during the meeting as long as order is maintained. Public comment shall be subject to reasonable rules established by the chair.
 3. A qualified representative of the Agency of Education will be available at board meetings and committee meetings.
 4. Legal counsel will be present at meetings of the Standards Board to the extent necessary and possible.

- F. Orientation of New Members
 1. Orientation of new members will be by the chairperson or designee.

G. Board Agendas

1. Board meeting agenda items may be placed on the agenda at the request of:
 - a) Board members
 - b) representatives of the Agency of Education
 - c) individuals with recommendations from a duly constituted organization
2. Agendas will be determined by the chair in consultation with the Executive Committee and the Director of Educator Quality.
3. All agenda item requests must be submitted to the chairperson through the Agency of Education.
4. An item must be placed on the agenda if so requested by a vote of the Board.

H. Minutes

1. Meetings will be recorded electronically to aid in the writing of minutes.
2. Motions and recommendations will be indented, single-spaced, and printed in boldface to distinguish them.
3. In addition to the requirements of the open meeting law for the recording of minutes, the minutes shall highlight the substance of the discussion of important issues.

I. Submission of Information to the Board

1. Until final approval by the Standards Board, all documents identified as representing the work of the Board shall be dated, marked draft, and, if appropriate, note the author.
2. All documents submitted to the Standards Board by its committees or staff shall indicate date and authorship.

J. Board Packets

1. Agendas, minutes and all other appropriate materials should be sent to the members of the Standards Board at least one week prior to board meetings and posted to the VSBPE web page

K. Individual Board member(s) or committees of the Board may be permitted to act on behalf of the Standards Board only if so authorized by vote of the Board and such vote is duly recorded in the minutes of the meeting.

Adopted: 10/30/92; Revised: 4/13/2015 & Adopted 5/13/2015

POLICY F1

Policy On Licensure Of Individuals Who Have Completed Their Academic Preparation Outside Of The United States

Individuals, who have completed their academic preparation outside of the United States, must have their academic background equated into American educational terms.

In order to determine eligibility for Vermont licensure the Licensing and Professional Standards Office will:

1. Require a minimum of a bachelor's degree *where* specified in the regulations, *or*
- 2. require the applicant, if determined by the licensing office, to use a recognized credential service to translate his or her transcripts and determine that the applicant possesses a minimum of *the equivalent of a U.S.* bachelor's degree.
3. 2. Require coursework in education ~~of the exceptional student~~ *of students with disabilities* if it was not included in the applicant's preparation.
4. 3. Require the applicant to demonstrate general knowledge of American history and culture.

There is no citizenship requirement.

Adopted: 10/30/92; Revised: 5/22/06

POLICY C2

VSBPE Committees

A. Permanent Standing Committees

1. Licensing Committee

- a) The majority of this Committee will be teachers
- b) The principal duties of this Committee are to:
 - (1) Oversee the operation of the Local and Regional Standards Boards and the relicensing process.
 - (2) Ensure that all those holding an Educator license have a mechanism to seek approval ~~for~~ for relicensure.
 - (3) Adoption of endorsement standards according to which individuals may obtain a license or have one renewed or reinstated.

2. Program Approval Committee

- a) The principal duties of this Committee are to:
 - (1) Oversee the Program Approval Process for educator preparation programs. The process shall include assigning appropriate members to review teams, and assisting the Standards Board in reviewing of the findings of the review teams.

Process: Annually, after consultation with board members, the chair will make appointments to the standing committees.

Process: The chairs of the standing committees will be elected annually by the members of each standing committee.

B. Ad-hoc Committees

1. The chairperson may appoint ad-hoc committees to address any related issues not assigned to the standing committees.

C. Executive Committee

1. The Executive Committee will be composed of chair, vice chair, secretary, past chair, and chairs of standing committees.
2. The Executive Committee will assist the Chair in the formation of meeting agendas.
3. The Executive Committee may address issues that need attention before the next Standards Board meeting.

