

1 (LC)
November 28, 2017

TO: VSBPE Licensure Committee

SUBMITTED BY: Deb Giles, Ron Ryan

ITEMS FOR ACTION: VSBPE Policy C1 –
VSBPE Meetings
VSBPE Policy F1-
*Licensure of Individuals Who Have Completed Their
Academic Preparation Outside of the United States*

RECOMMENDED ACTION:

The Vermont Standards Board for Professional Educators votes to accept the revisions to Policy C1 – *VSBPE Meetings* and Policy F1- *Licensure of Individuals Who Have Completed Their Academic Preparation Outside of the United States*.

MOTION:

I, _____, move that the VSBPE adopt Policy C1 – *VSBPE Meetings* and Policy F1- *Licensure of Individuals Who Have Completed Their Academic Preparation Outside of the United States*.

BACKGROUND:

At the October 26, 2017 meeting, the Licensure Committee reviewed Policy C1 – *VSBPE Meetings and Policy F1 - Licensure of Individuals Who Have Completed Their Academic Preparation Outside of the United States* and made minor revisions to the wording of each policy.

- Policy C1 - to reflect changes in subcommittees – quorum for a subcommittee was changed from three members to four members.
- Policy F1 – to change wording from exceptional students to students with disabilities.

Attached:

- Revised Policy C1 – *VSBPE Committees*
- Revised Policy F1 - *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 [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 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; Revised: 10/27/2017 & Adopted: 11/27/2017

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 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.
2. Require coursework in education of students with disabilities if it was not included in the applicant's preparation.
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; Revised: 10/26/2017 & Adopted: 11/28/2017