

OFFICE OF CHIEF OF RESEARCH AND DEVELOPMENT
Summary of State Board of Education Agenda Items
Consent Agenda
June 16, 2016

OFFICE OF EDUCATOR LICENSURE

- S. Establish Part 3, Chapter 14, Rule 14.6.2: Commission on Teacher and Administrator Education, Certification, and Licensure and Development Operations Policy
(Has cleared the Administrative Procedures Act process without public comment)

Background Information: *Mississippi Code Annotated* § 37-3-2, as amended, established within the State Department of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development (“Commission”). The statute describes the general purpose and duty of the Commission, which is to make recommendations to the State Board of Education regarding standards for the certification and licensure and continuing professional development of those who teach or perform task of an educational nature in the public schools of Mississippi. While the statute speaks to the composition of the Commission members and provides specifics as to the duties, the Commission needs an operational procedure supplementing the statutory requirements.

On April 8, 2016, the Commission on Teacher and Administrator Education, Certification, and Licensure and Development approved the establishment of Part 3, Chapter 14, Rule 14.6.2: Commission on Teacher and Administrator Education, Certification, and Licensure and Development Operations Policy.

The establishment of this policy will provide the Commission with operational guidelines that further expand on their duties and responsibilities.

Recommendation: Approval

Back-up material attached

Part 3 Chapter 14: Certification

Rule 14.6.2 Commission on Teacher and Administrator Education, Certification, and Licensure and Development Operations Policy

1. DUTY OF THE COMMISSION

It shall be the purpose and duty of the commission to make recommendations to the State Board of Education regarding standards for the certification and licensure and continuing professional development of those who teach or perform tasks of an educational nature in the public schools of Mississippi. The Commission's specific duties are prescribed further in Miss. Code Ann. § 37-3-2(5).

2. MEMBERSHIP OF THE COMMISSION

The commission shall be composed of fifteen (15) qualified members, with representatives as prescribed in Miss. Code Ann. § 37-3-2 (2).

3. APPOINTMENT

Each member of the Commission is appointed by the State Board of Education after consultation with the State Superintendent of Public Education.

4. TERMS OF OFFICE

The length of a regular term is four (4) years. Upon acceptance of appointment, each member is eligible to serve for two (2) consecutive terms; however, appointment to a second term shall be at the discretion of the State Board of Education, upon the recommendation of the State Superintendent of Public Education. If a member changes employment or accepts a position that is no longer reflective of the category for which he or she was appointed, that member must resign that position. The State Board of Education may reassign that member to an open position reflective of their new category. A new member will be appointed to fill the unexpired term. A member of the Commission who is appointed to fill an unexpired term is eligible for appointment to his or her own term of office.

5. OFFICERS and STAFF

- a. The State Board of Education when making appointments shall designate a Chairperson. The Chairperson shall serve at minimum, one year, and shall continue service thereafter until the State Board of Education designates a new chairperson, or the chairperson's membership term expires, whichever occurs first. The Commission may designate a member to serve as presiding officer in the event that the chairperson is unable to preside.
- b. An appropriate staff member of the State Department of Education shall be designated and assigned by the State Superintendent of Public Education to serve as Executive Secretary and coordinator for the commission.
- c. No less than two (2) other appropriate staff members of the State Department of Education shall be designated and assigned by the State Superintendent of Public Education to serve on the staff of the Commission.

6. MEETINGS

- a. The Commission shall meet in accordance with the requirements prescribed in Miss. Code Ann. § 37-3-2(3).
- b. The Commission shall provide notice of the meetings, which notice shall include the date, time, place and purpose for the meeting.
- c. Any member of the Commission may participate in an official meeting of the Commission by teleconference or video means. The public shall have access to the Commission meeting at a location designated in the Notice of meeting.

7. EXPENSES

Members of the commission shall be compensated at a rate of per diem as authorized by Miss. Code Ann. § 25-3-69 and be reimbursed for actual and necessary expenses as authorized by Miss. Code Ann. § 25-3-41.

8. AGENDA

- a. The Executive Secretary, in consultation with the Chairman, shall prepare the agenda which is to be considered by the Commission.
- b. All requests to be placed on the agenda shall be received in writing by the Executive Secretary no later than ten (10) days before a scheduled meeting. Agenda items received after this deadline may be added if approved by a majority vote of the Commission.
- c. The Executive Secretary shall provide the proposed agenda, with supporting documents, to each Commission member no later than eight (8) days prior to a scheduled meeting.
- d. Further distribution of the agenda shall be made to all interested parties, all persons appearing before the Commission, and to the media.

9. MINUTES

- a. The minutes of the Commission shall be prepared by the Executive Secretary. The Executive Secretary may secure such assistance as is necessary for the preparation of the minutes.
- b. All proposed minutes shall be provided to each Commission member within eight (8) days prior to any Commission meeting.
- c. All proposed minutes shall become the Official minutes after adoption by the Commission.

10. CONDUCT OF MEETINGS

- a. The Chairperson or presiding officer shall conduct all meetings in accordance with the recognized rules of procedure and Mississippi law.
- b. Any official action taken by the Commission requires the presence of a quorum, which is defined as a majority of the Commission membership.
- c. A Commission member present may vote for or against any motion, or the member may abstain. An absent member may not vote.

11. RECOMMENDATIONS TO THE STATE BOARD OF EDUCATION

- a. Commission Recommendations to the State Board of Education shall not be changed, revised or amended prior to forwarding to the State Board of Education for approval.
- b. Commission Recommendations to the State Board of Education may be presented by the Chairperson of the Commission, or the Executive Secretary or his or her designee, at the appropriate meeting of the State Board of Education.

12. AD HOC COMMITTEES

Appointment of Commission members and the assignment of Commission staff to an ad hoc committee shall be made by the Chairperson in consultation with the Executive Secretary.

Commission members shall participate in subcommittee hearings involving controversies in licensure a minimum of once per quarter.

Source: Miss. Code Ann. §§ 25-3-41, 25-3-69, 37-1-3, and 37-3-2.