
Advisory Council on Teacher Education and Certification

The Background:

Pursuant to Tenn. Code Ann. § 49-5-110 the State Board of Education is charged to appoint and maintain an advisory council which “shall make a continuous study of problems involved, and render advice and assistance to the state board of education.”

The ACTEC by-laws have been revised over the years to reflect the various constituencies in the PreK-12 and higher education communities as well as stakeholders from the philanthropic community. At present, the ACTEC is functioning as a smaller, more nimble core that includes representatives from the Tennessee Board of Regents, the University of Tennessee system, independent colleges and universities, PreK-12 teachers, PreK-12 administrators, and other education related organizations. Occasionally the ACTEC calls upon the expertise of other non-voting members to assist with information about various content areas, policy perspectives, or other important information. These individuals are *ad hoc* and are referred to as Council Advisors.

The majority of the ACTEC meetings are virtual with occasional in person meetings. This model increases participation of members and saves time and expense since members are not traveling frequently.

This agenda item adds three members to the ACTEC; Mary Ann Sparks, Mike Novak and Sharon Roberts. Mary Ann Sparks is the Director of Human Resources for Wilson County Schools. Her knowledge of employment realities and human resource policies in local school districts will help inform both the ACTEC and the State Board. Mike Novak is principal at Liberty Elementary School in Shelbyville since 2009. He has served on the Common Core State Standards Leadership Council as Common Core State Standards teacher trainer, and a Common Core State Standards Superintendent Summit facilitator. Sharon Roberts has served as superintendent of the Lebanon Special School District. Not only has she served as a former member of the ACTEC, she continues to serve on many other education and community related councils and advisory groups.

The by-laws under consideration are a reflection of the manner in which business has been conducted with the ACTEC for the past two years.

The Recommendation:

The SBE staff recommends adoption of this item on final reading.

Advisory Council on Teacher Education & Certification Members

Hal Knight, Dean, East Tennessee State University

Mike Novak, Principal, Bedford County Schools

Kim Paulsen, President, Tennessee Association of Colleges of Teacher Education

Bob Rider, Dean, University of Tennessee- Knoxville

Sharon Roberts, Chief Operating Officer, State Collaborative on Reforming Education

Julie Shirer, Teacher, Cleveland City Schools

Mary Ann Sparks, Human Resource Director, Wilson County Schools

Gera Summerford, President, Tennessee Education Association

Monte Tatom, Professor, Freed-Hardeman University

Danny Weeks, Superintendent, Dickson County Schools



Advisory Council on Teacher Education and Certification

Organization and Operation By-Laws

I. PURPOSE

The purpose of the Advisory Council on Teacher Education and Certification is to “make a continuous study of problems involved” in teacher certification, and to render advice and assistance to the State Board of Education in connection with the administration” of teacher education and certification. Tenn. Code Ann. § 49-5-110.

II. AUTHORIZATION

The Advisory Council on Teacher Education and Certification is authorized by Tennessee Code Annotated § 49-5-110.

III. MEMBERSHIP

The membership of the Advisory Council will be composed of two groups. The first group, “The Advisory Council,” will be smaller and will represent the major constituencies of both the P-12 and higher education communities. The total membership shall not exceed the financial capacity of the Board’s budgetary allotment. This group may meet in person and/or virtually and will have voting privileges. The second group, “Council Associates,” will be a larger group made up of contributors from various academic disciplines, geographic regions, grade spans, and other groups necessary to inform the State Board and the Advisory Council. This group will contribute their views virtually.

The Presidents of the Tennessee Association of Colleges of Teacher Education and the Tennessee Education Association are standing members. Other members are selected based upon their role in the licensing and certification of teachers. This may include PreK-12 teachers, principals, humans resource specialists, university faculty and/or deans, and representative from education related organizations.

IV. ELECTION AND APPOINTMENT OF OFFICERS

The officers of the Advisory Council on Teacher Education and Certification will include a Chairperson, and Vice-Chairperson. Meetings and elections for the Advisory Council will follow the traditional calendar year.

Officers may serve multiple terms. Additionally, the Executive Director of the State Board of Education shall appoint a staff member as an Administrative Secretary, as well and any other individuals from the State Board of Education to help assist the council as necessary.

V. DUTIES OF OFFICERS

The Chairperson of the Advisory Council will preside at all business sessions of the council. Other duties will include keeping the members informed of council activities, working with the Administrative Secretary to create an agenda, coordinating tasks and reports and representing the council in various venues related to the essential functions of the council. The Chairperson will work with the Administrative Secretary to ensure that all communications are being sent electronically to the membership expeditiously.

The Vice-Chairperson will preside at any meeting in which the Chairperson is not present. The Vice-Chairperson is expected to work closely with the Chairperson in performance of the duties outlined above. The Vice-Chairperson will work with the Administrative Secretary to ensure that the agenda and minutes are shared with the membership in a timely manner.

The Administrative Secretary will assist the Chairperson in organizing council activities, taking minutes of the meetings, developing agendas and coordinating tasks and reports for the council. Furthermore, the Administrative Secretary will act as a liaison for the State Board of Education

VI. MEETINGS AND QUORUM

The Advisory Council will meet as necessary in order to conduct business in a manner that assists the members of the State Board of Education. The first meeting should be held no later than the end of the first quarter of each calendar year. All meeting dates for that calendar year will be set at the first meeting of each year. Meetings may be either virtual or in person. The Chairperson and Administrative Secretary will decide the type of meeting, time, and place. The State Board of Education will assume responsibility for providing adequate facilities and arrangements for each meeting.

A majority of voting ACTEC members shall constitute a quorum.

VII. PUBLIC NOTICE

All meetings of the Advisory Council are open to the public. Anyone who wishes to observe proceedings is welcome. Notice will be served to the general public via the State Board of Education's website. The Administrative Secretary will work with an appointed staff member of the State Board of Education to ensure adequate notice.

VIII. PUBLIC COMMENTS

If a member of the general public wishes to provide comments or presentations before the council, he or she must send a written request to the Administrative Secretary and Council Chair. Responses to requests for comments or presentation will be based on the relevance of the topic and the time available on the agenda. The Chair shall determine whether the request is appropriate and whether the person or group shall be placed on the agenda.

Members of the general public may at any time provide written statements or recommendations to the council. These will be distributed at every council meeting. The person submitting the document will be responsible for providing enough copies for all council members. Any action deemed necessary on written statements will not occur until the business meeting after the initial document was distributed. All documents must be delivered to the Administrative Secretary at least one week before the meeting.

The council may also request parents, students, practitioners or other appropriate individuals to provide comments. In this event, the Administrative Secretary will be responsible for scheduling those presentations at the next business meeting.

IX. MINUTES, REPORTS AND RECOMMENDATIONS

The Advisory Council on Teacher Education and Certification shall, upon their own accord or when requested by the State Board of Education, submit recommendations and reports to the State Board of Education in matters related to teacher education and certification. All final reports and recommendations must be approved by a majority of the membership prior to their delivery to the State Board of Education. The Administrative Secretary shall be responsible for communicating recommendations and comments to the State Board of Education members.

X. VOTING

In the event that the council votes and there is an even (50/50) split where a simple majority is necessary, the Executive Director of the State Board of Education or designee shall cast the deciding vote.

XI. CHANGES TO THIS DOCUMENT

Changes in the Organization and Operation Guidelines, Constitution and By-Laws may be changed by a majority vote of the members of the State Board of education

XII. COMPENSATION AND TRAVEL

All members of the council serve without compensation. Travel expenses will be paid in accordance with the comprehensive travel regulations as promulgated by the Department of Finance and Administration as approved by the Attorney General.
