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# 4B

## Action

### *Professional Practices Committee*

#### **Committee of Credentials Vacancies for FY 2015-16**

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**Executive Summary:** The Commission will review the terms of the current members of the Committee of Credentials and determine whether to reappoint or declare vacancies for one school administrator member and one secondary teacher member, and one public member.

**Recommended Action:** Staff recommends that the Commission reappoint school administrator member, Helio Brasil, and secondary teacher, Sheila Ryskamp, and declare the position of the public member, Rodonna Van Pelt, vacant effective June 30, 2015.

**Presenter:** Nanette Rufo, Director, Division of Professional Practices

**Strategic Plan Goal:**

*I. Educator Quality*

- ◆ Effectively, efficiently, and fairly monitor the fitness of all applicants and credential holders to work with California students.

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## Committee of Credentials Vacancies for FY 2015-16

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### **Introduction**

The policy of the Professional Practices Committee and the Commission relative to selection of the members of the Committee of Credentials (Committee) are set forth in the Commission's Policy Manual. This item summarizes the policy and presents information concerning the vacancy, application and selection process.

### **Background**

The Commission and its appointed Committee review individuals for fitness to receive and/or retain credentials. In addition, the Commission distributes information regarding the actions taken to all public and private schools and school districts in California and every other state in the nation.

The Committee is comprised of seven members appointed by the Commission and consists of one elementary teacher, one secondary teacher, one school board member, one school administrator employee, and three public representatives.

The Committee meets three days each month at the offices of the Division of Professional Practices in Sacramento. Members review allegations of misconduct at various levels of review each month.

The Commission's Professional Practices Committee is responsible for informing "the Commission when vacancies occur or may be expected to occur on the Committee of Credentials." (CTC Policy Manual §500) The terms of the school administrator, Helio Brasil; the secondary teacher, Sheila Ryskamp; and the public member, Rodonna Van Pelt, expire on June 30, 2015.

The Commission's Policy Manual states that: "Prior to publicly announcing a vacancy, the Committee shall inquire, in writing, as to the availability of incumbents to serve an additional term." (CTC Policy Manual §500(a)) Pursuant to this provision, an inquiry regarding the availability of the eligible incumbents Helio Brasil, Sheila Ryskamp, and Rodonna Van Pelt was sent on October 14, 2014. Mr. Brasil served two two-year terms and expressed his willingness to serve an additional term. Ms. Ryskamp served two two-year terms and also expressed her willingness to serve an additional term. Ms. Van Pelt served three two-year terms and declined serving an additional term.

The Policy Manual also provides that "[a]t least one new member shall be appointed each year, but in the interest of continuity and stability, not more than three members should be replaced in one year," and that "[t]erms of appointment shall commence on July 1 and shall expire on

June 30, except that an appointment to fill an unexpired term may be made effective upon the first day that a position becomes vacant.” (CTC Policy Manual §503)

At its October 2014 meeting, the Commission interviewed candidates for an unexpected vacancy in the elementary teacher position and selected a new member to serve beginning in October 2014.

Prior to any interviews, Commissioners may wish to attend a meeting of the Committee to observe its proceedings. Under Policy Manual 504(b) “Each Commissioner is encouraged to arrange his/her calendar so as to schedule attendance at a Committee of Credentials meeting each year in order to observe the Committee functions and to become familiar with Committee procedures.”

### **Committee of Credentials Members**

The current and proposed composition of the Committee and the terms are as follows:

<b>Name</b>	<b>Date First Appointed</b>	<b>Current Term Expires</b>
TILLIE SOLIZ Public Representative	07-01-10	06-30-16
MARY JANE ROBERTS Public Representative	07-01-12	06-30-16
MARIO MOYA Elementary Teacher	10-14-14	06-30-16
JANE SMITH School Board Member	12-11-07	06-30-16
HELIO BRASIL, Chair Administrative Employee	07-01-11	06-30-15
SHEILA RYSKAMP Secondary Teacher	07-01-11	06-30-15
RODONNA VAN PELT Public Representative	07-01-09	06-30-15

### **Staff Recommendation**

In order to provide continuity on the Committee, staff recommends that the Commission reappoint Mr. Brasil and Ms. Ryskamp to an additional two-year term effective July 1, 2015. Ms. Van Pelt has declined serving an additional term; therefore, staff recommends that the Commission declare the public representative member position vacant effective July 1, 2015.

Staff will begin the process of advertising for candidates for any vacant position(s) and schedule interviews for an Ad Hoc Interview Committee in June 2015.



**Commission on Teacher Credentialing**

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-5953 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Office of the Executive Director*

October 14, 2014

Helio Brasil



Dear Mr. Brasil:

On behalf of the Commission on Teacher Credentialing, I would like to thank you for the time and dedication you have given as a member of the Committee of Credentials.

As you know, your term expires June 30, 2015. Therefore, it is time for the Commission to inquire about your availability to accept reappointment. This is one of a number of factors the Commission may consider in determining vacancies. Accordingly, the Commission would like to know whether you would be available for potential reappointment to the Committee.

Please indicate below whether you would be willing to serve another term. Please respond by hand delivery or by mail within ten days of your receipt of this letter.

Sincerely,

Mary Vixie Sandy  
Executive Director

cc: Nanette Rufo, Director,  
Division of Professional Practices

I am available for reappointment to the Committee for a two-year term.

I am not available for reappointment to the Committee for a two-year term.

\_\_\_\_\_  
Signature

October 15, 2014  
\_\_\_\_\_  
Date



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*Office of the Executive Director*

October 14, 2014

Sheila Ryskamp  
[Redacted]

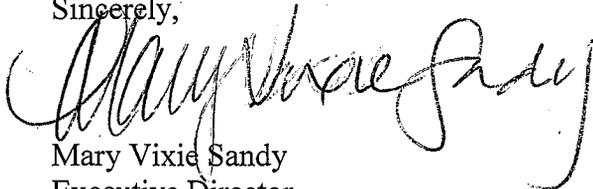
Dear Ms. Ryskamp:

On behalf of the Commission on Teacher Credentialing, I would like to thank you for the time and dedication you have given as a member of the Committee of Credentials.

As you know, your term expires June 30, 2015. Therefore, it is time for the Commission to inquire about your availability to accept reappointment. This is one of a number of factors the Commission may consider in determining vacancies. Accordingly, the Commission would like to know whether you would be available for potential reappointment to the Committee.

Please indicate below whether you would be willing to serve another term. Please respond by hand delivery or by mail within ten days of your receipt of this letter.

Sincerely,

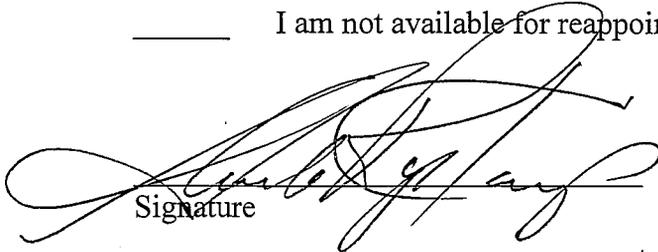


Mary Vixie Sandy  
Executive Director

cc: Nanette Rufo, Director,  
Division of Professional Practices

I am available for reappointment to the Committee for a two-year term.

I am not available for reappointment to the Committee for a two-year term.

  
Signature

  
Date

## Rutledge, Brenda

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**From:** [REDACTED]  
**Sent:** Friday, November 07, 2014 9:22 AM  
**To:** Rutledge, Brenda  
**Subject:** Re: COC Public Representative Position

Hello Brenda,

My apologies for this tardy response....

Thank you for the offer, it was a very difficult decision to come too, but after much consideration, I have decided to decline the commission's offer for serving an additional term.

It has been an honor to serve on the panel.

Rodonna



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*Office of the Executive Director*

October 14, 2014

Rodonna Van Pelt  
[Redacted]

Dear Ms. Van Pelt:

On behalf of the Commission on Teacher Credentialing, I would like to thank you for the time and dedication you have given as a member of the Committee of Credentials.

As you know, your term expires June 30, 2015. Therefore, it is time for the Commission to inquire about your availability to accept reappointment. This is one of a number of factors the Commission may consider in determining vacancies. Accordingly, the Commission would like to know whether you would be available for potential reappointment to the Committee.

Please indicate below whether you would be willing to serve another term. Please respond by hand delivery or by mail within ten days of your receipt of this letter.

Sincerely,

Mary Vixie Sandy  
Executive Director

cc: Nanette Rufo, Director,  
Division of Professional Practices

\_\_\_\_\_ I am available for reappointment to the Committee for a two-year term.

\_\_\_\_\_ I am not available for reappointment to the Committee for a two-year term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date