



#295-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #295-21**

DATE: October 22, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Call for Nominations for Vacancies on the Advisory Board for Teacher Education and Licensure (ABTEL)**

The Virginia Board of Education is seeking nominees for several vacancies on the Advisory Board for Teacher Education and Licensure (ABTEL).

Please note that vacancies for ABTEL require specific categories of expertise as required by state law or regulation. For all advisory committees, the Board seeks to have diverse representation among all appointees.

The Advisory Board for Teacher Education and Licensure has three vacancies for:

- A classroom teacher (elementary) representative
- A classroom teacher (secondary) representative
- A personnel administration representative

Educators, administrators, and other individuals, as well as organizations are invited to recommend nominees to fill the vacancies noted above. Individuals are also welcome to nominate themselves.

The Board of Education's bylaws prescribe the operation of its advisory committees as follows:

- Article nine, Section 2, of the bylaws states that advisory committees shall be composed of persons who represent the views and interest of the general public who are known to be qualified to perform their duties. Personnel of the Department of Education may be appointed to the committee, as members or as consultants. Unless otherwise prescribed by state or federal law or regulations, all appointments to an advisory committee shall be made by the Board upon the recommendation of the Superintendent of Public Instruction.
- Article fifteen, Section 3, of the bylaws states that members of an advisory committee shall not receive compensation for their service, but may be reimbursed for travel expenses in accordance with state travel guidelines set forth by the Virginia Department of Accounts.
- Article fifteen, section 4, of the bylaws states that appointments to an advisory committee shall be for a term of three years. Members of an advisory committee may be re-appointed, with no member serving more than two consecutive three-year terms.

For more information

Nominations may be made by completing the attached nomination form. Please send the completed form to Emily Webb, Director of Board Relations, at Emily.Webb@doe.virginia.gov. Nominations may also be mailed to P.O. Box 2120, Richmond, VA 23218-2120.

Nominations must be received by **Friday, November 5, 2021**.

JFL/evw

- A. Attachment: [Nomination Form for Advisory Board for Teacher Education and Licensure \(DOCX\)](#)