

Items:

- Local Standards Board Plan of Operation
- Local Standards Board Agreement of Support – Appendix A
- Local Board Procedures – Appendix B
- Regional Standards Board Policy of Operation
- Regional Standards Board Agreement of Support – Appendix A
- Regional Board Procedures – Appendix B

Shall the VSBPE vote to accept the revisions to the plans, agreements of support, and board procedures reviewed on January 10, 2023?

**AGENCY RECOMMENDED ACTION:**

That the Vermont Standards Board for Professional Educators vote to adopt the revised Plans of Operation, Agreements of Support, and Board Procedure documents that were reviewed by the entire Board at the January 10, 2023, meeting.

**BACKGROUND:** The Plans of Operation, Agreement of Support, and Board procedures were reviewed to address updated Rules, procedures, and the use of an electronic licensing system.

## POLICY D2

### Approval of Plans of Operation for Local and Regional Standards Boards

A plan of operation for a local standards board in each supervisory union/school district/independent board will be developed by the VSBPE (Vermont Standards Board for Professional Educators). A plan of operation for a regional standards board to serve administrators will be developed by the VSBPE also. Regions will usually be formed along the lines of the established superintendent regions.

- 1) Appendix B of the plan will be submitted to the standards board consultant at the Agency of Education for review.
- 2) Upon successful review of a plan's Appendix B, the plan will be granted approval by the Agency's L/RSB consultant.
- 3) If an Appendix B does not meet the approval, it will be returned for revision to local districts or regions and will be re-submitted to the standards board consultant for review.

The recommended plans of operation will be approved for a period of *five (5) years*. Each local/regional standards board will monitor the plan implementation during the first two (2) years of the plan's operation and at the end of the third year, the local/regional standards board will identify in its annual report to the Standards Board for Professional Educators, areas of concern or problems that exists in the plan of operation which will be reported back to the VSBPE for consideration of changes to the plan. Any proposed changes to Appendix B of the plan must be first submitted to the L/RSB consultant at the VT AOE for approval.

Amendments to plans of operation are subject to approval by the VSBPE.

Adopted: 10/30/92; Revised: 12/18/08; 12/19/14

## POLICY D3

### License Renewal/*Reinstatement/Retired Educator Application* for Educators on Sabbatical or Leave of Absence

Educators who are on sabbatical or formal leave of absence from a school district or supervisory union/district shall be considered to be employees of that district or supervisory union/district for the purposes of applying for a *Retired Educator/renewing/reinstating* an educator license. Therefore, employees on sabbatical or formal leave of absence shall work through the appropriate local or regional standards to receive a recommendation for relicensure.

Adopted: 5/4/96; Reviewed 11/21/14

## POLICY E1

### Policy on Financial Grants To Local and Regional Standards Boards

It is the policy of the Vermont Standards Board for Professional Educators to authorize some financial assistance in addition to the supervisory unions' responsibility for the support of local and regional standards boards.

Formula for disseminating grant allowances will be calculated each year based on funding availability according to a method determined by the VSBPE and subject to the following conditions:

- 1) Financial resources available
- 2) LSBs/RSBs have an approved plan of operation
- 3) LSBs/RSBs apply for the grant by completing a grant application by deadline assigned
- 4) LSBs/RSBs have completed the annual report required by the VSBPE
- 5) LSBs/RSBs send representation to all trainings held by the VSBPE and the Licensing Office.
- 6) LSBs/RSBs meet any other conditions that may be established.

❖ Note: Grants awards will only be distributed. *when fiscal agent responsible for the Grant completes all processes/documentation required by the AOE Finance Office in the mandatory timeframe.*

Adopted: 10/30/92; Revised: 1/15/04; 12/19/14; 6/16/16; Revised 10/23/2019

## POLICY H1

### Policy on the Use of Professional Learning Credits/*Hours*

#### In Next Licensure Cycle

Renewal of a *Level I and* Level II Vermont Professional Educator License is contingent upon satisfactory completion of professional learning during the validity period of the license. In most cases, a license validity period begins on July 1 of the calendar year it is issued and ends on June 30 of the calendar year it expires.

The VSBPE intends to provide flexibility that will maintain the concept of professional learning within the licensure period and at the same time, support educators who wish to engage in high quality professional learning related to their specific endorsement and the Core Teaching and Leadership Standards for Vermont Educators.

To that end, it is the policy of the VSBPE that an educator may apply professional learning to the next licensure period when the following conditions exist:

- the educator has met all requirements for relicensure and has received a recommendation for license renewal from the appropriate local or regional board,
- the professional learning aligns with the with the educator's endorsement and the Core Teaching and Leadership Standards for Vermont Educators and meets requirements of VSBPE Policy H2 – *Activities that Qualify for Professional Learning Credit*,
- the professional learning takes place after January 1 of the calendar year in which the educator's license expires,
- approvals clearly indicate the licensure period to which the professional learning applies.

Adopted: 12/03/98; Revised: 12/19/14

Activities That Qualify  
For Professional Learning Credit/Hours

The following activities meet state professional learning requirements for relicensure or reinstatement of a lapsed license and shall be verified by L/RSBs and the Licensing Office when the activities meet the requirements below and when all required documentation has been submitted. In some cases, there are restrictions on the total number of required credits/hours that may be earned through particular categories of activities. (Other activities may be acceptable upon consultation with the L/RSB and the Licensing Office.)

- 1) In order to be approved, professional learning activities submitted for license/endorsement renewal/reinstatement shall:
  - a) result in new learning
  - b) relate directly to the knowledge and performance standards (*specific to the endorsement area being renewed, reinstated, or applying for a Retired ED License*) and/or to the *Core Teaching Standards for Vermont Educators* and/or *Core Leadership Standards for Vermont Educators*,
- 2) Professional learning credit/hours may be awarded for activities that are paid or unpaid and required by the school/district or self-selected.
- 3) A credit is a unit of measure assigned by a local or regional standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meet standards for relicensure/reinstatement. Fifteen (15) clock hours of professional learning is equivalent to one (1) relicensure credit. Credit applies equally toward relicensure/reinstatement requirements.
- 4) The minimum contact time required for relicensure credit to be accrued is one (1) hour.
- 5) Preapproval of professional learning activities is suggested but not required.
- 6) Level I renewals require three credits (45 hours) of professional learning in the endorsement area. One of the three credits (15 hours) must align with the knowledge and performance standards of the endorsement.

*Educators wishing to reinstate a lapsed Level I which has lapsed 10 or more years must show recency of study (VSBPE Policy F2) unless the educator holds a valid Vermont Level II/Retired Educator License. Recency of Study: Document six credits (90 hours) of professional learning in the endorsement area. Two of the six credits (30 hours) must align with the knowledge and performance standards of the endorsement. All professional learning must be accrued in the five (5) years immediately preceding the reinstatement application.*

Level II five (5) year renewals require six credits (90 hours) of professional learning in the endorsement area. Two of the six credits (30 hours) must align with the knowledge and performance standards of the endorsement.

*Reinstating a lapsed seven (7) year Level II License, an educator would need to document 135 hours of new professional learning in the endorsement area. Three of the nine credits (45 hours) must align with the knowledge and performance standards of the endorsements. All professional learning must be accrued in the seven (7) years immediately preceding the reinstatement application.”*

- 7) Credits earned by an educator during a licensure cycle may be used if applicable to address professional learning requirements to renew multiple endorsements and also both Level I and Level II licenses.
- 8) *“All documentation must be on official organization stationery, include educator’s name, activity content, hours and dates associated with the activity.”*

1. Academic Courses (graduate, undergraduate) for credit/grade

Documentation shall include:

- Official transcript or grade report (*Grade of B or better*)

Limitations:

- Relicensure credits granted will equal the academic credits indicated on the transcript or grade report
- No limit on number of required credits that may be earned in this manner

2. Academic Courses (graduate, undergraduate) audit

Documentation shall include

- Letter on college/university letterhead signed by the professor/instructor presenting the course.

Letter to include:

1. Name of Course
2. Dates of Course
3. Hours of attendance for educator
4. Documentation from the educator on the work/assignments completed including professional reading completed during the participation in the course audit

Limitations:

- A course audit may not exceed 45 hours per licensure cycle.
- An educator may only audit one course per licensure cycle.

3. Workshops/Seminars/Professional Conferences Sponsored by Credible and Recognizable Organizations (e.g., Vermont-NEA, ASCD, school districts, VASS, NSTA, AOE, NBTS, etc.)

Documentation shall include:

- Verification of participation, program content, contact hours, *and dates*
- E.g., *organization* certificate of completion, letter on official letterhead of the organization signed by the presenter/instructor

Limitations:

- No limit on number of required hours that may be earned in this manner

4. Designing, Developing and Teaching Courses or Workshops – *developed for educators or for a college/university in the presenter’s endorsement area or educational pedagogy*).

Documentation shall include:

- Course or workshop syllabus
- Verification by institution or organization *on official stationery* that course/workshop was held *and dates*

Limitations:

- Limited to initial offering or complete redesign of course/workshop
- Limited to 45 hours per endorsement

5. Applied Experience in Content Area of Endorsement Through Employment in a Related Non-Educational Setting or Internship, or Through Related Educational Travel or Volunteer Service

Documentation shall include:

- Description of job/position, educational travel, or volunteer service
- Employer or sponsor verification of experience or service *on official stationery*, including number of hours or weeks *including dates* of participation
- Documentation of the travel (may include journal, tickets, museum stubs, itinerary, etc.)

Limitations:

Limited to 45 hours per endorsement

6. Local School/District *Initiatives* or Action Research/Reform Projects

Documentation shall include:

- Brief description of goals and outcome of *initiative/ research/reform* project
- Verification by project/~~activity~~ *initiative* convener *on official stationery* of
  - participant's role



- number of contact hours *and dates*

Limitations:

- Limited to 45 hours per endorsement

7. State/National Education Activities or Reform Projects/Committees

Documentation shall include:

- Brief description of goals and outcome of activity/project
- Verification by project/activity convener *on official stationery* of
  - participant's role
  - number of contact hours *and dates*

Limitations:

- Limited to 45 hours per endorsement

8. Institution of Higher Education Reform Activities – Partnerships with K-12 Schools

Documentation shall include:

- Brief description of goals and outcome of activity/project
- Verification by project/activity convener *on official stationery* of
  - participant's role
  - number of contact hours *and dates*

Limitations:

- Limited to 45 hours per endorsement

9. Educational Research and Publication

Documentation shall include:

- Verification of research and publication by recognizable and credible organization, or verification of acceptance of the thesis by an academic advisor in the case of degree-related research on *official stationery and dates*

Limitations:

- Limited to 45 hours per endorsement

10. National Board for Professional Teaching Standards (NBPTS) Certification

Documentation shall include:

- Verification completion of any or all components through NBPTS or VTNBCT Coordinator or a copy of the National Board Certificate earned

Limitations:

- A NBTC may be substituted for each comparable endorsement for renewal only once unless the educator completes the certificate renewal process
- In lieu of NBTC, 45 hours per component submitted to NB for each comparable endorsement

11. Industry credentials (e.g., Emergency Medical Technician) or Commercial Driver's License (CDL) add-ons

Documentation shall include:

- Official documentation of passage of the examination or receipt of the first CDL

Limitations:

- Limited to 45 hours per endorsement
- Limited to first issuance of credential or CDL

12. Peace Corps/AmeriCorps Experience

Documentation shall include:

- Verification by the organization director (or equivalent) of participant's role *on official stationery* and number of months of participation *and dates*

Limitations:

- Limited to 45 hours per endorsement

13. School-Business/Industry or School-Community Partnership Initiatives

Documentation shall include:

- Brief description of goals and outcome of activity/project
- Verification by project organizer *on official stationery* of
  - participant's role
  - number of contact hours *and dates*

Limitation:

- Limited to 45 hours per endorsement

14. Participation in a Mentoring Program as a Mentor or Mentee

Documentation shall include:

- Brief description and impact from mentoring program
- Verification *on official stationery* by mentor of participant's role accompanied by number of hours *and dates*
- Verification by the school principal of assignment to this role of mentor, number of mentees mentored, and total number of *mentoring training and contact hours involved on official stationery including dates*

Limitation:

- Maximum of 45 hours may be awarded for participation in a Mentoring Program as a Mentor or Mentee of Education Professionals

Adopted: 6/03/99; Revised: 10/19/11; 1/14/15; 6/16/16; 1/9/2018; 9/20/2018; Revised 10/23/2019

## POLICY H4

### Policy on Improving Consistency for Educator Relicensure

It is the policy of the Vermont Standards Board for Professional Educators to provide guidance to Local/Regional Standards Boards as all Boards strive toward consistency with regards to educator relicensure.

The VSBPE will require the following:

#### Forms:

- All Boards shall use forms for relicensure that are supplied by the Licensing Office.

#### Training:

- The Licensing Office shall continue annual L/RSB trainings/conferences to update Boards on relicensing changes/issues/procedures *as circumstances permit. In addition to attending an annual training, a remote training/meeting with each L/RSB is required for all Boards. Boards attending annual and remote trainings* shall be eligible to receive a grant *allocation* pending availability of funds.
- The Local/Regional Standards Board Consultant shall attempt to visit each Board at least once in a two-year period.

Adopted: 3/11/10; Revised 1/14/15

Policies Unchanged:

## POLICY D4

### Policy Regarding Consolidation of Supervisory Unions/School Districts:

#### Impact on Local & Regional Standards Boards

The Vermont Standards Board for Professional Educators (VSBPE) wishes to establish a policy for Local/Regional Standards Boards (L/RSB) as supervisory unions/school districts consolidate into one new supervisory union.

#### Regional Standards Boards:

- 1) Practicing administrators will continue to be served by the same RSB as in their previous supervisory union if all administrators are served by the same RSB.
- 2) When administrators from the new supervisory union are served by different RSBs, then the RSB that serves the majority of administrators will now serve all administrators from the new supervisory union.

#### Local Standards Boards:

- 1) The former LSBs from the two old supervisory unions will become defunct as of the effective date of the new supervisory union.
- 2) One new LSB will be formed to serve all practicing educators of the new supervisory union under a new plan of operations from the effective date of the new supervisory union.
- 3) Members from the former LSBs will serve for at least a period of one year or the rest of their term (if they should so desire) for transition purposes and continuity.
- 4) Consolidating LSBs should meet in the year leading up to the effective date of the new supervisory union to ensure a smooth transition for all concerned.
- 5)

Adopted: 4/24/13; Reviewed 11/21/14

## Policy G3 - Endorsements

### Policy on Sunsetting Endorsements

The Vermont Standards Board for Professional Educators (VSBPE) occasionally determines that an existing endorsement is no longer relevant or needed and wishes to establish a policy that will not impact educators currently endorsed in that particular endorsement.

With any proposed rule change, the Vermont formal (ICAR) rule making process establishes a public comment period regarding the sunsetting of a current endorsement. Included in the rule revision is the VSBPE recommended date for sunsetting of the endorsement.

For any educator who holds the proposed sunsetting endorsement they may retain, renew, reinstate, and apply for a Retired Educator License pursuant to the Rules for those processes at the time (Rule 5430).

#### Additional Guidelines for Sunsetting Endorsements:

- Notification will be posted (AOE website, Weekly Field Memos, VSBPE Rules) of the date when an endorsement will sunset/end.
- Notification will be posted regarding when Initial, Transcript Review, and Peer Review applications for the sunsetting endorsement will no longer be accepted.
- Educators currently in the process of adding the sunsetting endorsement (prior to the announcement for no longer accepting applications to add the sunsetting endorsement) will be allowed to finish the application process according to the Rules and requirements specific to the process at the time of the acceptance of the application and timelines associated with each process.

Adopted: 3/29/17

## POLICY P1

### Policy Regarding Issuance of a Retired Educator License for:

#### Licensed Level II Vermont Educators for Service as Educators in Private School

The Vermont Standards Board for Professional Educators (VSBPE) wishes to establish equity for all licensed Level II educators for their service as educators regardless of the educational entity where they were employed. In keeping with this philosophy, the VSBPE wishes to formulate guidelines for Level II educators currently unable to apply for the Vermont Retired Educator License due to the fact that their employers never provided a retirement option during their service as an educator. These guidelines will mirror Rule 5424 - Retired Educator License from *Rules Governing the Licensing of Educators and the Preparation of Educational Professionals*.

#### Guidelines for Level II Educators Not Receiving a Retirement Allowance:

- Have a minimum of fifteen (15) years as a licensed educator
- Withdrawn from active service
- Completed 45 hours of professional learning hours within the three years preceding the application of the Retired Educator License
- Hold a valid Level II License at the time of the application and only those Level II endorsements may be moved to a Retired Educator License
- Provide statement/documentation that a retirement allowance was not offered by their employer/school

#### Guidelines for Renewal of a Retired Educator License for Level II Educators Not Receiving a Retirement Allowance:

- Provide statement/documentation that the educator has not exceeded the current earning cap set by the Vermont State Teachers Retirement System (VSTRS) for service as an educator
- Adhere to any other requirements in Rule 5424

Adopted: 4/24/13; Revised: 12/19/14; Revised: 10/23/19