

PLAN OF OPERATIONS

Local Standards Board

Date: _____

SECTION ONE

BOARD OPERATIONS

I. PURPOSE

A local standards board shall be established and maintained for the primary purpose of recommending teachers for relicensure. Such recommendations shall be based on LSB verified professional learning activities, these regulations, standards defined by the Standards Board, and procedures set forth in a local plan of operation that has been approved ~~locally and~~ by the Standards Board.

Current teachers who also hold administrator endorsements shall renew those endorsements through the local standards board. (Vermont Licensing Rule 5622)

Current administrators who also hold endorsements in fields other than administration shall renew those endorsements through the regional standards board. (Vermont Licensing Rules 5632)

The plan of operation shall address processes for board operation, operational procedures, and requirements of educators and shall contain an appendix that includes *links to* VSBPE approved **Rules**, materials, agreements, and relevant VSBPE policy.

II. ESTABLISHMENT AND MAINTENANCE

Supervisory Union Schools

*Each supervisory union/district, through its superintendent, shall be responsible for facilitating and supporting the local standards board development and operation. (Vermont Licensing Rule ~~5621.4~~ **5621.3**)*

The Superintendent or designee or head of an independent school shall be responsible for informing newly hired Vermont licensed teachers of the LSB's existence and contact information and providing the LSB with a list of licensed educators served by the Board (or copies of licenses) including: endorsement(s), level(s) of license(s), and expiration date(s).

The agreement of support between the Superintendent of the respective supervisory union/school district/independent schools and the Local Standards Board shall be developed and included in an appendix in this plan as **Appendix A**.

III. BOARD OPERATIONS

A. Statement of Board Responsibilities

1. Follow this Plan of Operation that has been approved by the VSBPE. (*Vermont Licensing Rule ~~5624.3~~ 5624.1*)
2. Amend the Plan of Operation as necessary and as requested by the VSBPE. All amendments are subject to approval of the VSBPE *or the Office* (*Vermont Licensing Rule 5624.4*)
3. ~~Seek local approval of the Plan of Operation, membership and terms of Office (*Vermont Licensing Rule 5622*)~~
4. Establish and communicate procedures to facilitate effective operation of the LSB, including procedures for prior approval and final verification of professional learning activities. (*Vermont Licensing Rule 5622 and 5624.1*)
5. File an annual report with the VSBPE *or the Office*. (*Vermont Licensing Rule 5624.2*)
6. ~~File an annual report of grant expenses. (*VSBPE policy SB/E1*)~~
7. Serve all Vermont licensed educators employed within their jurisdiction.
8. Based on criteria located in the *Vermont Relicensing Process for Vermont Educators*. (*as approved by the VSBPE and Vermont Licensing Rule 5622*) recommend qualified educators for relicensure/reinstatement including the following:
 - a. Renewal of Level I licenses/endorsements;
 - b. Movement from Level I to Level II licensure;
 - c. Renewal of Level II licenses/endorsements;
 - d. Reinstatement of lapsed licenses/endorsements; and
 - e. Recommend/renew Retired Educator Licenses.
9. Approve license renewal of educators who have met relicensure requirements.

B. Membership Composition

*Membership of the LSB shall be composed of not less than five licensed educators. At least a majority of the membership shall be licensed teachers selected by licensed teachers (*Vermont Licensing Rules 5623*). "Educator" means any person who provides administrative, instructional, or other educational services requiring licensure pursuant to these rules. (*Vermont Licensing Rule 5150*)*

It is recommended that the Board is broadly representative of all the schools in the supervisory union/school district/independent schools.

See Appendix B

C. Membership Selection

Elections will be held annually in May *or June*.

See Appendix B

D. Terms of Office

All terms will consist of three years with no more than two consecutive terms. Terms should be offsetting so that the composition of members is not comprised of all new members at any given time.

Every effort should be made to ensure that a member serves only two consecutive terms. However, if an elected representative does not come forward, then the existing member (if they so choose) may serve ~~on a yearly basis~~ until an elected replacement can be found for that member.

~~If after an absence of a term, a former member may choose to stand for election as a representative to the LSB and serve another two consecutive terms. This may only occur once.~~

E. Officers

Officers will assume office after the last LSB meeting of the school year and shall only hold one position at a time.

See **Appendix B**

F. Duties and Responsibilities of Officers and Members

The Chair and/or the Co-Chair shall:

1. Preside at meetings;
2. Prepare the agenda;
3. Represent the board on all matters of established standards board policy and review the LSB Plan of Operations and policies;
4. Prepare by approval of the LSB the annual report and submit it within the required timeframe to the VSBPE ~~through the Agency of Education~~ **the Licensing Office.**
- ~~5. Responsible for completing the Financial Report and reporting back to the Board.~~
6. Provide the Superintendent with a list of educators who have not been recommended for relicensure and those who have not completed the relicensure process by the deadline established by the board. Include the level(s) of licensure and the endorsement(s) of each of these individuals;
7. Approve license renewals after the board has make a recommendation (or assign a designee and inform the Licensing Office);
8. Ensure that all LSB members ~~have access to~~ **know how to access** current copies of documents and records;
9. Confer with the L/RSB consultant at the Agency of Education when questions arise;
10. Ensure there is representation at all trainings and conferences for LSB members sponsored by the VSBPE and the Agency of Education;
11. Provide training and orientation for new LSB members;

12. Represent the LSB in any appeal of the LSB action by an educator to the Licensing Office and/or Licensing Hearing Panel; and
13. Inform the L/RSB consultant when a change of LSB Chair or Co-chair or members occurs.

The Secretary or the Chair's designee shall:

1. Take accurate minutes/reports of board meetings according to Robert's Rules of Order;
2. Provide minutes for LSB approval and make available to educators who request them;
3. Maintain files; and
4. File and mail all board correspondence.

All members of the LSB shall:

1. Become knowledgeable about the LSB Plan of Operation, licensing regulations, endorsement competencies and VSBPE policies and become informed when changes to these are made;
2. Verify any requirement for renewal as required by the VSBPE;
3. Recommend renewal or non-renewal of educators' licensure to the Agency of Education;
4. Provide copies of and information about the Board operating procedures and requirements to all educators and administrators;
5. Provide information and assistance to educators as they go through the relicensing process;
6. Inform and communicate with educators at the beginning of each school year about procedures and requirements of the board and VSBPE regarding professional learning and relicensure;
7. Serve as a liaison between assigned educators and the board; and
8. Communicate decisions of the LSB to individual educators and educators whom they represent.

G. Documents and Records

For reasons of legal defensibility:

1. The LSB shall make available the following documents for ~~seven~~ **five** years:
(*VSBPE Rule 5624*)
 - a. Approved Board minutes;
 - b. The LSB Plan of Operation;
 - c. Access to all pertinent information for relicensure;
 - d. A list of licensed educators served by the Board as provided by the superintendent;
 - e. The Annual Report;
 - f. Grant ~~expenditures~~ **applications** and correspondence;
 - g. Individual educator files for a complete renewal cycle, plus one additional year *if in paper form.***
2. The contents of an educator's professional learning file shall be maintained for the duration of the relicensure cycle and for one additional year, ***if in paper form.***

3. The LSB may discard the contents of an educator's file one year after the end of the cycle if the educator is no longer associated with the school/school district served by the LSB, ***if in paper form.***
4. Transfer of Files: When educator files maintained by the LSB are released to, or at the request of, the transferring or retiring educator, a form shall be signed by both the ***educator and the chair, or designee, of the LSB, if in paper form. This form is located online may be obtain through the Licensing Office.***

H. Approval of the Plan of Operation – Appendix B

The LSB shall approve **Appendix B** of their Plan of Operation.

Date of approval shall be documented on a cover sheet with a final copy sent to the VSBPE through the Agency of Education.

I. Amendment of the Plan of Operation - Appendix B

*The plan of operation may be amended according by the LSB. All amendments shall be subject to approval by the VSBPE **or the Office.** (Vermont Licensing Rule 5624.4 and VSBPE Policy SB/D2)*

J. Volunteer Service

For the purposes of 1 V.S.A. §310(3), a local standards board is an administrative body and is not a board, council, or commission, nor a committee or subcommittee of a board, council or commission of a political subdivision of the state. Further, for the purposes of 3 V.S.A. §1101(b) (4), a member of a local standards board is a volunteer for and provides services at the request of and under the direction and control of the Standards Board. (Vermont Licensing Rule 5627)

SECTION TWO
**BOARD OPERATING PROCEDURES AND REQUIREMENTS OF
EDUCATORS SERVED BY THE LOCAL STANDARDS BOARD**

I. PURPOSE

A local standards board shall be established and maintained for the primary purpose of recommending teachers for relicensure. Such recommendations shall be based on an LSB verified professional learning activities, these regulations, standards defined by the Standards Board, and procedures set forth in a local plan of operation that has been approved ~~locally and~~ by the Standards Board. (Vermont Licensing Rules 5622)

II. MEETINGS

Meeting dates and times will be established by the LSB at the beginning of each school year and communicated to all educators and schools served by the LSB.

See Appendix B

III. PROCEDURES FOR DECISIONS

A. The LSB will use Roberts' Rules of Order for Small Boards for formal deliberations.

B. Timelines for Decisions

1. An educator shall submit materials to the board/board representative **at least a week** prior to a board meeting in order for action to be taken on those materials at the next scheduled meeting. This requirement may be waived by the board if capacity allows.
2. Board requests for revisions to submitted materials will be communicated in writing to the educator indicating reason(s) for the requested revision(s). Materials must be **resubmitted within 30 calendar days *or for a longer period of time at the Board's discretion.***
3. Documentation of professional learning activities for which relicensure credit/hours is sought is encouraged to be submitted to the LSB **as soon as possible following the completion** of the specific activity.
4. Licensed educators new to the supervisory union/district shall **~~submit documentation of their professional learning activities~~ *contact their LSB*** within six months of employment.

5. The LSB will verify the professional learning required to reinstate a lapsed endorsement, provided appropriate documentation is submitted. Such decisions will be handled during regularly scheduled meetings. ***Forms for reinstatement are available online.*** (*Vermont Licensing Rules 5435.2 and 5435.3*)

IV. PROFESSIONAL LEARNING ACTIVITIES

A. Prior Approval and Final Verification

1. The LSB cannot require prior approval as a condition for final verification of a professional learning activity.
2. The LSB shall make prior approval available to educators and shall encourage its use. If prior approval is not sought, the LSB may not verify relicensing credit/hours after the activity has been completed if the activity does not address the educator's endorsement(s) or *the Core Teaching Standards for Vermont Educators* or *Activities that Qualify for Professional Learning Credit.* (*Vermont Licensing Rules 5431, 5432, 5433 and Policy SB/H2*)
3. Each educator must be familiar with the process and conditions for obtaining verification of professional learning activities, as specified in this Plan of Operation and by procedures and policies set forth by the VSBPE.
4. **Requirements for submission of prior approval and final verification of professional learning activities for renewal can be found in Appendix B.**

(Educators will use approved VSBPE ***forms procedures and the AOE online licensing system*** when submitting requests for verification of professional learning activities for relicensure credit/hours.) ***These forms may be found online.***)

B. Number of Relicensure Credits/Hours Required

1. Relicensure credit is a unit of measure assigned by a local standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meets the standards for relicensure/reinstatement. Fifteen clock hours of professional development is equal to one relicensure credit. Relicensure credits and academic credits apply equally toward relicensure/reinstatement requirements. (*VSBPE Policy SB/H2*)
2. Clock hours submitted to the LSB shall be in increments of no less than one ***(30) minutes (1) hour.*** (*VSBPE Policy SB/H2*)
3. Level I to Level I (Rule 5431.2)
The educator shall show professional growth through completion of a minimum of three (3) relicensing credits/45 hours in the endorsement area. At least one (1) of these credits/15 hours shall address the specific knowledge and performance standards of the endorsement being renewed.

4. Level I to Level II (Rule ~~5421.b~~ **5431.1**)
The educator shall provide evidence of three (3) relicensing credits/45 hours in the endorsement area; at least one (1) credit/15 hours shall address the specific knowledge and performance standards of the endorsement(s) being moved to Level II.
5. Level II (Rule 5432 ~~C.2.e~~)

~~For seven (7) year licenses:~~

~~The educator shall document a minimum of nine (9) relicensing credits/135 hours per endorsement(s) recommended for renewal. Relicensure credits/hours should be related to the educator's endorsement(s) or the *Core Teaching/Leadership Standards for Vermont Educators*. Certain professional learning activities may apply to more than one endorsement. However, at least three (3) relicensing credits/45 hours must address the specific knowledge and performance standards of each endorsement recommended for renewal. In accordance with Standards Board policy, the local standards board or the Licensing Office will determine the applicability of professional learning activities and grant verification for relicensing credits/hours based upon a presentation of the license holder of the rationale for applying certain credit/hours and activities to particular endorsement areas and the *Core Teaching/Leadership Standards for Vermont Educators*.~~

For five (5) year licenses:

The educator shall document a minimum of six (6) relicensing credits/90 hours per endorsement(s) recommended for renewal. Relicensure credits/hours should be related to the educator's endorsement(s) or the *Core Teaching/Leadership Standards for Vermont Educators*. Certain professional learning activities may apply to more than one endorsement. However, at least three (2) relicensing credits/30 hours must address the specific knowledge and performance standards of each endorsement recommended for renewal. In accordance with Standards Board policy, the local standards board or the Licensing Office will determine the applicability of professional learning activities and grant verification for relicensing credits/hours based upon a presentation of the license holder of the rationale for applying certain credit/hours and activities to particular endorsement areas and the *Core Teaching/Leadership Standards for Vermont Educators*.

For Level II to Retired License:

The educator shall document a minimum of three (3) relicensing credits/45 hours of new learning per endorsement at least one (1) credit/15 hours shall address the specific knowledge and performance standards of the endorsement(s) being moved to Retired Educator License. All the professional learning must occur within the three years preceding the application for the Retired Educator License.

Retired Educator License Renewals:

The educator shall document a minimum of three (3) relicensing credits/45 hours of new learning per endorsement at least one (1) credit/15 hours shall address the specific knowledge and performance standards of the endorsement(s) being moved to Retired Educator License. All the professional learning must occur within the three years preceding the Retired Educator License renewal.

C. Appropriate Activities for Professional Learning and Relicensure Credit/Hours

Professional learning activities are those activities that are *specifically* related to endorsement competencies and the *Core Teaching/Leadership Standards for Vermont Educators*, and result in new learning and growth for the educator and greater student learning.

(See *VSBE policies SB /H1 and SB/H2* which can be found online.)

D. Paid Professional Learning Activities

The LSB shall approve professional learning that can be shown to provide new learning and growth for the educator even if the educator was compensated. The professional learning activity must also relate *specifically* to the educator's endorsement(s) competencies or the *Core Teaching/Leadership Standards for Vermont Educators*.

E. Criteria for Verification of Professional Learning Activities (*Vermont Licensing Rules 5432 and VSBE Policy SB/H2*)

Requests for relicensure/reinstatement credit/hours for professional learning activities shall be verified by the **LSB** when the activities align with the requirements and criteria as set forth in *VSBE Policy SB/H2* which can be found online.

VII. Reconsideration and Appeal Procedures

The process for reconsideration and appeal of a decision of the LSB is as follows:

A. Reconsideration:

1. During the process of verifying professional learning activities there may be disagreements between an educator and the Local Standards Board. For example, an activity proposed by an applicant to address an endorsement competency or the *Core Teaching/Leadership Standards for Vermont Educators* might be viewed as inappropriate or inadequate by a Standards Board. After receiving a written denial of credit/hours of a professional learning activity, dated and signed by the LSB chair or the designee of the chair, the educator may then initiate a reconsideration process.
2. When the LSB denies an educator's professional learning activity, the educator shall be given an opportunity to meet with the Board and discuss the educator's rationale as well as the reasons for the Board's denial.
3. It is important that the educator and the LSB have opportunities to informally discuss the rationale for their positions, so that ultimately an agreement can be reached. The reconsideration process shall follow these guidelines:
 - a. An educator shall be allowed 30 days from the date of denial or request for revision to file a written request for reconsideration with the Chair of the Local

Standards Board. A reconsideration discussion with the educator shall take place at the next regularly scheduled LSB meeting unless the educator and the Board agree in writing to a different date.

- b. The Local Standards Board shall give a written decision to the educator, explaining the rationale for its decision within one week of the reconsideration meeting, unless the educator and the Board agree in writing to a different date. The written notice shall be signed and dated by the Board Chair.
- c. If the Local Standards Board and the educator continue to disagree on a Board decision regarding an educator's professional learning activities the Board's decision shall be considered final.

B. Appeal Process following Recommendation for Denial of License Renewal

If the LSB recommends that an educator's application for license renewal be denied, the educator may appeal the LSB recommendation. The appeal process is as follows:

1. Notice

When a local standards board has made a final recommendation that denial of an educator's relicensure or renewal of endorsement is warranted on the basis of the failure to achieve sufficient professional learning credits/hours verified by the local board or the failure to fulfill other requirements set forth by the VSBPE for receiving a recommendation for license and/or endorsement renewal, the local board shall send written notice of its decision and specific reasons for the decision to the educator within 10 days of the decisions and send a copy of said notice to the Licensing Office of the Vermont Agency of Education.

2. Process for Appeal

An educator may appeal a recommendation by a local standards board to deny an application for renewal or reinstatement of a license by sending an application for renewal to the Licensing Office at the Agency of Education within thirty (30) days of the final notification of denial by a local standards board. The educator shall attach the written notice of the LSB recommendation for denial with the application. The application will provide an opportunity for the educator to demonstrate why he or she believes that the LSB should have recommended renewal of the educator's license.

3. Licensing Office Procedures

Upon receipt of an appeal of a recommendation by an LSB to deny an application for renewal, the Licensing Office will review the information to determine whether there are reasonable grounds to accept the recommendation for denial. The Licensing Office must then either renew the educator license or accept the recommendation of the LSB for denial and shall notify the applicant in writing.

4. Appeal of Licensing Office Decision

When the Licensing Office denies renewal based upon the recommendation of an LSB, an applicant aggrieved by the decision may appeal to the Secretary of Education within 30 days following the procedures set forth in 16 V.S.A. § 1696(f). (See Appendix A, Chapter 51 of Title 16)

5. Educator Status During Appeal

When a denial of renewal is under appeal, the educator may continue to be employed as licensed until a decision is rendered or right of appeal is waived.

DRAFT

PLAN OF OPERATIONS

Regional Standards Board

Date: _____

SECTION ONE

BOARD OPERATIONS

I. PURPOSE

A regional standards board shall be established and maintained for the primary purpose of recommending administrators for relicensure. Such recommendations shall be based on an RSB verified professional learning activities, these regulations, standards defined by the Standards Board, and procedures set forth in a regional plan of operation that has been approved ~~regionally and~~ by the Standards Board.

Current administrators who also hold endorsements in fields other than administration shall renew those endorsements through the regional standards board. (Vermont Licensing Regulations 5632)

Current teachers who also hold administrator endorsements shall renew those endorsements through the local standards board. (Vermont Licensing Regulation 5622)

The plan of operation shall address processes for board operation, operational procedures and requirements of educators and shall contain an appendix that includes **links to** VSBPE approved **Rules**, materials, agreements and relevant VSBPE policy.

II. ESTABLISHMENT AND MAINTENANCE

Regional Boards

A Regional Administrator Standards Board shall be established and maintained in each of five regions of the state. Unless otherwise determined by the VSBPE, the five regions shall be those that correspond to the existing Superintendent regions.

Supervisory unions/districts in each region, through their superintendents, shall be responsible for facilitating and supporting the regional standards board development and operation. (Vermont Licensing Regulation 5631)

Additional Regional Standards Boards may be formed upon approval of the VSBPE.

The Superintendent or designee or head of an independent school shall be responsible for informing newly hired Vermont licensed administrators of the RSB's existence and contact information.

The agreement of support is between the superintendents of the supervisory unions/school districts/ independent schools within the region and the Regional Standards Board and is included in this plan as Appendix A.

Determination of Administrator Status: For relicensing purposes an educator shall be considered an administrator and utilize the services of a Regional Standards Board when the majority of his or her employed time in a school, school district, or supervisory union is devoted to direct responsibility for the evaluation and discipline of personnel, the development and management of the curriculum of the school, or supervision or internal management of a school system or school program. When a question arises as to the appropriate standards board to handle an educator relicensing request, the superintendent of schools in the educator's district shall make the determination. (Vermont Licensing Regulation 5633)

III. BOARD OPERATIONS

A. Statement of Board Responsibilities

The Regional Standards Board shall:

1. Follow this Plan of Operation that has been approved by the VSBPE. (*Vermont Licensing Regulation 5635.3.1*)
2. Amend the Plan of Operation as necessary and as requested by the VSBPE. All amendments are subject to approval of the VSBPE *or the Office*. (*Vermont Licensing Regulation 5635.4*)
3. ~~Seek regional approval of the Plan of Operation, membership, and terms of office. (*Vermont Licensing Regulation 5632*)~~
4. Establish and communicate procedures to facilitate effective operation of the RSB, including procedures for prior approval and final verification of professional learning activities. (*Vermont Licensing Regulation 5632 and 5635.1*)
5. File an annual report with the VSBPE *or the Office*. (*Vermont Licensing Regulation 5635.2*)
6. ~~File an annual report of grant expenses. (*VSBPE policy SB/E1*)~~
7. Serve Vermont licensed educators employed within their jurisdiction.
8. Based on criteria located in the *Vermont Relicensing Process for Educators (as approved by the VSBPE and Vermont Licensing Regulation 5632)* recommend qualified educators for relicensure including the following:
 - a. Renewal of Level I licenses/endorsements;
 - b. Movement from Level I to Level II licensure;
 - c. Renewal of Level II licenses/endorsements;
 - d. Reinstatement of lapsed licenses/endorsements; and
 - e. Recommend/renew Retired Educator Licenses.
9. Approve license renewal of educators who have met relicensure requirements.

B. Membership Composition

The membership of a regional administrator standards board shall include a majority of licensed administrators. (Vermont Licensing Regulation 5634)

It is recommended that the Board is broadly representative of all the supervisory unions/school districts/independent schools.

See Appendix B

C. Membership Selection

Elections will be held annually in May *or June*.

See Appendix B

E. Terms of Office

All terms will consist of three years with no more than two consecutive terms. Terms should be offsetting so that the composition of members is not comprised of all new members at any given time.

Every effort should be made to ensure that a member serves only two consecutive terms. However, if an elected representative does not come forward, then the existing member (if they so choose) may serve on a yearly basis until an elected replacement can be found for that member.

~~**If after an absence of a term, a former member may choose to stand for election as a representative to the RSB and serve another two consecutive terms. This may only occur once.**~~

E. Officers

Officers will assume office after the last RSB meeting of the school year and shall only hold one position at a time.

See Appendix B

F. Duties and Responsibilities of Officers and Members

The Chair and/or the Co-Chair shall:

14. Preside at meetings;
15. Prepare the agenda;
16. Represent the board on all matters of established standards board policy and review the RSB Plan of Operations and policies;

17. Prepare, by approval of the RSB, the annual report and submit it within the required timeframe to the VSBPE through the Agency of Education **Licensing Office**;
- ~~18. Responsible for completing the Financial Statement (as part of the Annual Report) and reporting back to the Board.~~
19. Provide each Superintendent with a list of educators who have not been recommended for relicensure, and those who have not completed the relicensure process by the deadline established by the board. Include the level(s) of licensure and level(s) of endorsement(s) of each of these individuals;
20. Approve license renewal after the board has made a recommendation (or assign a designee and inform the Licensing Office);
21. Ensure that all RSB members **have know how to access** current copies of documents and records;
22. Confer with the L/RSB consultant in the Agency of Education when questions arise;
23. Ensure there is representation at all training and conferences for RSB members sponsored by the VSBPE and the Agency of Education;
24. Provide training and orientation for new RSB members;
25. Represent the RSB in any appeal of the RSB action by an educator to the Licensing Office and/or Hearing Panel; and
26. Inform the L/RSB consultant when a change of RSB Chair, Co-chair, or members occurs.

The Chair, the Secretary, or the Chair's designee shall:

5. Take accurate minutes/reports of board meetings according to Robert's Rules of Order;
6. Provide for minutes for RSB approval and make available to educators who request them;
7. Maintain files; and
8. File and mail all board correspondence.

All members of the RSB shall:

9. Become knowledgeable about the RSB Plan of Operation, licensing regulations, endorsement competencies, and VSBPE policies and become informed when changes to these are made;
10. Verify any requirement for renewal as required by the VSBPE;
11. Recommend renewal or non-renewal of educators' licensure to the Agency of Education;
12. Provide copies of and information about the Board operating procedures and requirements to all educators and administrators;
13. Provide information and assistance to educators as they go through the relicensing process;
14. Inform and communicate with educators at the beginning of each school year about procedures and requirements of the board and VSBPE regarding professional learning and relicensure;
15. Serve as a liaison between assigned educators and the board; and
16. Communicate decisions of the RSB to individual educators and educators whom they represent.

G. Documents and Records

For reasons of legal defensibility:

5. The RSB shall maintain the following documents for **seven five** years: (*VSBPE Rules, Regulation 5635*)
 - a. Approved Board minutes;
 - b. The RSB Plan of Operation;
 - c. Access to all pertinent information for relicensure;
 - d. A list of licensed educators served by the Board as provided by superintendents/head of schools;
 - e. The Annual Reports;
 - f. Grant applications and correspondence;
 - g. Individual educator files for a complete renewal cycle, plus one additional year **if in paper form.**
6. The contents of an educator's professional learning file shall be maintained for the duration of the relicensure cycle and for one additional year **if in paper form.**
7. The RSB may discard the contents of an educator's file one year after the end of the cycle if the educator is no longer associated with the school/school district served by the RSB **if in paper form.**
4. Transfer of Files:
When educator files maintained by the RSB are released to, or at the request of, the transferring or retiring educator, a form shall be signed by both the educator and the chair, or designee, of the RSB **if in paper form.** This form ~~is located online~~ **may be obtained through the Licensing Office.**

H. Approval of the Plan of Operation

The RSB shall approve **Appendix B** of their Plan of Operation.

Date of approval shall be documented on a cover sheet with a final copy sent to the VSBPE through the Agency of Education.

I. Amendment of the Plan of Operation

*The plan of operation may be amended according to procedures defined in said plan. All amendments shall be subject to approval by the VSBPE **or the Office.** (Vermont Licensing Regulation 5635.4 and VSBPE Policy SB/D2)*

J. Volunteer Service

For the purposes of 1 V.S.A. 310(3), a regional standards board is an administrative body and is not a board, council, or commission, nor a committee or subcommittee of a board,

council or commission of a political subdivision of the state. Further, for the purposes of 3 V.S.A. 1101(b)(4), a member of a regional standards board is a volunteer for the Standards Board and provides services at the request of and under the direction and control of the Standards Board. (Vermont Licensing Regulations 5638)

SECTION TWO

BOARD OPERATING PROCEDURES AND REQUIREMENTS OF EDUCATORS SERVED BY THE REGIONAL STANDARDS BOARD

I. PURPOSE

A regional standards board shall be established and maintained for the primary purpose of recommending administrators for relicensure. Such recommendations shall be based on an RSB verified professional learning activities, these regulations, standards defined by the Standards Board, and procedures set forth in a regional plan of operation that has been approved ~~regionally and~~ by the Standards Board. (Vermont Licensing Regulation 5632)

II. MEETINGS

Meeting dates and times will be established at the beginning of each school year and communicated to all administrators and schools served by the RSB.

See Appendix B

III. PROCEDURES FOR DECISIONS

- A. The RSB will use *Roberts' Rules of Order for Small Boards* for formal deliberations.
- B. Timelines for Decisions
 6. An educator shall submit materials to the board representative **at least a week** prior to a board meeting in order for action to be taken on those materials at the next scheduled meeting. This requirement may be waived by the board if capacity allows.
 7. Board requests for revisions to submitted materials will be communicated in writing to the educator indicating reason(s) for the requested revision(s). A dated copy of the signed form must be retained by the RSB. Materials must be **resubmitted within 30 calendar days *or for a longer period of time at the Board's discretion.***
 8. Documentation of professional learning activities for which relicensure credit/hours is sought is encouraged to be submitted to the RSB **as soon as possible after completion** of the specific activity.

9. Licensed administrators new to the supervisory union/school district/RSB shall **submit documentation of their professional learning activities** *contact their* RSB within six months of employment.
10. The RSB will verify the professional learning required to reinstate a lapsed endorsement, provided appropriate documentation is submitted. Such decisions will be handled during regularly scheduled meetings. Forms for reinstatement are available online. (*Vermont Licensing Regulation 5435.2 and 5435.3*)

VI. PROFESSIONAL LEARNING ACTIVITIES

A. Prior and Final Approval

1. The RSB cannot require prior approval as a condition for final verification of a professional learning activity.
2. The RSB shall make prior approval available to educators and shall encourage its use. If prior approval is not sought, the RSB may not verify relicensing credit after the activity has been completed if the activity does not address the educator's endorsement(s) or the *Core Teaching/Leadership Standards for Vermont Educators and Activities that Qualify for Professional Learning Credit*. (*Vermont Licensing Rules 5431, 5432, 5433 and Policy SB/H2*).
3. Each educator must be familiar with the process and conditions for obtaining verification of professional learning activities, as specified in this Plan of Operation and by procedures and policies set forth by the VSBPE.
4. **Requirements for submission of prior approval and final verification of professional development activities for renewal can be found in Appendix B.**

(Educators will use approved VSBPE **forms procedures and the AOE online system** when submitting professional learning activities for relicensure credit/hours. ~~These forms may be found online.~~)

B. Number of Relicensure Credits Required

6. Relicensure credit is a unit of measure assigned by a regional standards board, or the Licensing Office, to professional learning activities other than academic credit bearing courses that meets the standards for relicensure/reinstatement. Fifteen clock hours of professional learning is equal to one relicensure credit. Relicensure credits and academic credits apply equally toward relicensure/reinstatement requirements. (*VSBPE Policy SB/H2*)
7. Clock hours submitted to the RSB shall be in increments of no less than ~~thirty (30) minutes~~ **one (1) hour**. (*VSBPE Policy SB/H2*)
8. Level I to Level I (Regulation 5431:2)

The educator shall show professional growth through completion of a minimum of three (3) relicensing credits/45 hours in the endorsement area. At least one (1) of these credits/15 hours shall address the specific knowledge and performance standards to the endorsement being renewed.

9. Level I to Level II (Regulation 5431.1)

The educator shall provide evidence of three (3) relicensing credits/45 hours, at least one (1) credit/15 hours shall address the knowledge and performance standards of the endorsement being moved to a Level II.

10. Level II (Regulation 5432)

~~For seven (7) year licenses:~~

~~The educator shall document a minimum of nine (9) relicensing credits/135 hours per endorsement(s) recommended for renewal. Relicensure credits/hours should be related to the educator's endorsement(s) or the *Core Teaching/Leadership Standards for Vermont Educators*. Certain professional learning activities may apply to more than one endorsement. However, at least three (3) relicensing credits/45 hours must address the specific knowledge and performance standards of each endorsement recommended for renewal. In accordance with Standards Board policy, the local standards board or the Licensing Office will determine the applicability of professional learning activities and grant verification for relicensing credits/hours based upon a presentation of the license holder of the rationale for applying certain credit/hours and activities to particular endorsement areas and the *Core Teaching/Leadership Standards for Vermont Educators*.~~

For five (5) year licenses:

The educator shall document a minimum of six (6) relicensing credits/90 hours per endorsement(s) recommended for renewal. Relicensure credits/hours should be related to the educator's endorsement(s) or the *Core Teaching/Leadership Standards for Vermont Educators*. Certain professional learning activities may apply to more than one endorsement. However, at least three (2) relicensing credits/30 hours must address the specific knowledge and performance standards of each endorsement recommended for renewal. In accordance with Standards Board policy, the local standards board or the Licensing Office will determine the applicability of professional learning activities and grant verification for relicensing credits/hours based upon a presentation of the license holder of the rationale for applying certain credit/hours and activities to particular endorsement areas and the *Core Teaching/Leadership Standards for Vermont Educators*.

For Level II to Retired License:

The educator shall document a minimum of three (3) relicensing credits/45 hours of new learning per endorsement at least one (1) credit/15 hours shall address the specific knowledge and performance standards of the endorsement(s) being moved to Retired Educator License. All the professional learning must occur within the three years preceding the application for the Retired Educator License.

Retired Educator License Renewals:

The educator shall document a minimum of three (3) relicensing credits/45 hours of new learning per endorsement at least one (1) credit/15 hours shall address the specific knowledge and performance standards of the endorsement(s) being moved to Retired Educator License. All the professional learning must occur within the three years preceding the Retired Educator License renewal.

C. Appropriate Activities for Professional Learning and Relicensure Credit

Professional learning activities are those activities that are **specifically** related to endorsement competencies and the *Core Teaching/Leadership Standards for Vermont Educators*, and result in new learning and growth for the educator and greater student learning. (See *VSBPE policies SB /H1 and SB/H2* which can be found online.)

D. Paid Professional Learning Activities

The RSB shall approve professional learning that can be shown to provide new learning and growth for the educator even if the educator was compensated. The professional learning activity must also relate **specifically** to the educator's endorsement(s) competencies or the *Core Teaching/Leadership Standards for Vermont Educators*.

E. Criteria for Approval of Professional Learning Activities (*Vermont Licensing Rules and VSBPE Policy SB/H2*)

Requests for relicensure/reinstatement credit/hours for professional learning activities shall be verified by the **RSB** when the activities align with the requirements and criteria as set forth in *VSBPE Policy SB/H2* which can be found online.

V. Reconsideration and Appeal Procedures

The process for reconsideration and appeal of a decision of the RSB is as follows;

A. Reconsideration:

6. During the process of verifying professional learning activities there may be disagreements between an educator and the Regional Standards Board. For example, an activity proposed by an applicant to address an endorsement competency, or the *Core Teaching/Leadership Standards for Vermont Educators* might be viewed as inappropriate or inadequate by a Standards Board. After receiving a written denial of credit/hours of a professional learning activity, dated and signed by the RSB chair or the designee of the chair, the educator may then initiate a reconsideration process.
7. When the RSB denies an educator's professional learning activity, the educator shall be given an opportunity to meet with the Board and discuss the educator's rationale as well as the reasons for the Board's denial.

8. It is important that the educator and the RSB have opportunities to informally discuss the rationale for their positions, so that ultimately an agreement can be reached. The reconsideration process shall follow these guidelines:
 - a. An educator shall be allowed 30 days from the date of denial or request for revision to file a written request for reconsideration with the Chair of the Regional Standards Board. A reconsideration discussion with the educator shall take place at the next regularly scheduled RSB meeting unless the educator and the Board agree in writing to a different date.
 - b. The Regional Standards Board shall give a written decision to the educator, explaining the rationale for its decision within one week of the reconsideration meeting, unless the educator and the Board agree in writing to a different date. The written notice shall be signed and dated by the Board Chair.
 - c. If the Regional Standards Board and the educator continue to disagree on a Board decision regarding an educator's professional learning activities the Board's decision shall be considered final.

B. Appeal Process following Recommendation for Denial of License Renewal

If the **RSB** recommends that an educator's application for license renewal be denied, the educator may appeal the RSB recommendation. The appeal process is as follows:

4. Notice

When a regional standards board has made a final recommendation that denial of an educator's relicensure or renewal of endorsement is warranted on the basis of the failure to achieve sufficient professional learning credits/hours verified by the regional board, or the failure to fulfill other requirements set forth by the VSBPE for receiving a recommendation for license and/or endorsement renewal, the local board shall send written notice of its decision and specific reasons for the decision to the educator within 10 days of the decisions and send a copy of said notice to the Licensing Office of the Vermont Agency of Education.

5. Process for Appeal

An educator may appeal a recommendation by a regional standards board to deny an application for renewal or reinstatement of a license by sending an application for renewal to the Licensing Office at the Agency of Education within thirty (30) days of the final notification of denial by the regional standards board. The educator shall attach the written notice of the RSB recommendation for denial with the application. The application will provide an opportunity for the educator to demonstrate why he or she believes that the RSB should have recommended renewal of the educator's license.

6. Licensing Office Procedures

Upon receipt of an appeal of a recommendation by an RSB to deny an application for renewal, the Licensing Office will review the information to determine whether there are reasonable grounds to accept the recommendation for denial. The Licensing Office must

then either renew the educator license or accept the recommendation of the RSB for denial and shall notify the applicant in writing.

9. Appeal of Licensing Office Decision

When the Licensing office denies renewal based upon the recommendation of an RSB, an applicant aggrieved by the decision may appeal to the Secretary of Education within 30 days following the procedures set forth in 16 V.S.A. § 1696(f). (See Appendix A, Chapter 51 of Title 16)

10. Educator Status During Appeal

When a denial of renewal is under appeal, the educator may continue to be employed as licensed until a decision is rendered or right of appeal is waived.

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