

Appendix B

Specific Board Procedures and Policies

_____ Regional Standards Board

A. Membership Composition

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

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.~~ **the endorsement under which the educator practices for the majority of time shall determine the appropriate board.** (Vermont Licensing Regulation 5633)*

Describe your membership composition by position.

Membership Selection

- 1. Describe your procedure for selecting members. RSBs must specify the procedure for both licensed administrators and non-administrator members.**
- 2. Describe the procedure for filling vacancies including those caused by resignation.**

Officers

1. **Describe the offices associated with your RSB.**

B. MEETINGS

- A. Meeting dates and times will be established by the RSB at the beginning of each school year and communicated to all educators and schools served by the RSB.
 1. **Describe** location and frequency of meetings.
 2. **State** the month of the first meeting of the school year and the month of the last meeting of the school year and how all educators will be notified of meeting dates.
 3. **State** whether emergency meetings will be held in July or August and the location and describe procedures for accomplishing necessary tasks in summer.
 4. **Describe** the procedure for calling additional meetings.
 5. **Define** what constitutes a quorum (**specifically define numbers - needs to be a majority**). **A quorum of the entire board shall be present before taking action. The Board may delegate the Chair to take action if necessary.**

C. Professional Learning Activities

Describe your procedure for submission of prior approval of professional learning activities for the renewal process.

Appendix B

Specific Board Procedures and Policies

_____ Local Standards Board

A. 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 Rule 5623). "Educator" means any person who provides administrative, instructional, or other educational services requiring licensure pursuant to these rules. (Vermont Licensing Rule 5150)

Describe your membership composition by position.

Membership Selection

- 3. Describe your procedure for selecting members. LSBs must specify the procedure for both licensed teachers and non-teacher members.**
- 4. Describe the procedure for filling vacancies including those caused by resignation.**

Officers

- 2. Describe the offices associated with your LSB.**

B. MEETINGS

B. 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.

6. **Describe** location and frequency of meetings.

7. **State** the month of the first meeting of the school year and the month of the last meeting of the school year and how all educators will be notified of meeting dates.

8. **State** whether emergency meetings will be held in July or August and the location and describe procedures for accomplishing necessary tasks in summer.

9. **Describe** the procedure for calling additional meetings.

10. **Define** what constitutes a quorum (**specifically define numbers - needs to be a majority**). **A quorum of the entire board shall be present before taking action. The Board may delegate the Chair to take action if necessary.**

C. Professional Learning Activities

Describe your procedure for submission of prior approval of professional learning activities for the renewal process.