

# Local / Regional Standards Boards Newsletter

A U T U M N 2 0 0 9

NEWS FOR LOCAL  
AND REGIONAL  
STANDARDS BOARD  
MEMBERS

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## Happy Autumn!



I hope your transition back to a new school year has been a smooth one and your year continues in that manner. It is difficult to believe that November is already here. I know that this is a busy time of year at most schools with the first semester ending and conferences about to take place or taking place, but I hope you'll find some time to review the current news regarding relicensing.

## Summer Conferences

Again this year we had a 100% Board attendance at the summer and make-up conferences. This year only six (6) Boards needed to attend the make-up conference held in October which was a decrease from the eleven (11) Boards attending the make-up conference last year.

It was great seeing all of you this summer and we received much positive feedback on the content of this summer's conferences. Please let me know if there is a topic you feel all L/RSB members would benefit from hearing more information about or having a work session on a particular topic for next year's summer conferences. (This year's endorsement session stemmed from a comment from a Franklin Central member – thank you, Harry!!!)

I have compiled the information from the survey regarding district support that all the Boards completed and expect to be passing this information onto the Commissioner very shortly.

Congratulations to those Boards who sent several members to this year's summer conferences:

### Gold Medal:

- **North Country LSB** with nine (9) members attending!!!

### Silver Medal:

- **Barre LSB** with eight (8) members attending!!
- **Franklin West LSB** with seven (7) members attending!!

### Bronze Medal:

- **Chittenden South LSB**
- **Community High School LSB**
- **Rutland Windsor LSB**
- **Washington South LSB**

All of these Boards had six (6) members attend!

There were eleven (11) other Boards who sent four (4) or five (5) members each.

We continue to strive to increase Board participation at these conferences as all Board members hear the same information on these important/recent topics at the same time, network with other L/RSB Board members, and the conferences appear to stimulate dialogue/conversation within Boards regarding relicensure issues/procedures.

## Local / Regional Standards Board Consultant Position

As per my e-mail in September, the L/RSB Consultant position has not been eliminated, but retained. I am still here and scheduling visits to Boards and doing workshops regarding relicensing. I do want to take this opportunity to express my gratitude to both Marta and Bob for all their support over the summer months and to all of you for your very valued support during that time. It is deeply appreciated and made a difference. Your voices/concerns were heard! Thank you.

### It's That Time Again!!!

3,500 renewal packets were mailed the first week of November. Educators should have received them by the time this newsletter reaches you. Please remind your educators (if you haven't already) who have moved/changed names since their initial licensing or last renewal to complete a name/address change form and return it to the licensing office. This form can be found on our website at:

[http://education.vermont.gov/new/pdffdoc/licensing/forms/name\\_address\\_change.pdf](http://education.vermont.gov/new/pdffdoc/licensing/forms/name_address_change.pdf)

Or, send an e-mail with the last four digits of the educator's social security number, old name/address and current name/address. Those requests can be e-mailed to the DOE – Licensing Office: [doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us) or an educator can e-mail me and I will pass the information on to our Licensing Clerk to enter the current information into the database.

If one of your educators, who is up for renewal this year, does not receive a renewal packet in the mail by mid November, **the educator should contact** the Office at 828-2445 or by e-mail (address listed above) and ask if the renewal packet has been returned to the Office.

**Many** renewal packets are returned to the Office each year due to incorrect names/addresses. Thank you for your help in this matter. It is especially important that educators don't wait until late Spring to request their renewal packets, especially if an educator will be required to complete a Criminal Record Check.

We will be sending all Chairs a sample renewal packet. The one you will receive will contain the Criminal Record Check forms and instructions that **SOME (approximately 1200)** educators will receive in their renewal packets this year. Also, attached to this newsletter is a copy of the National Criminal Record Check Program which gives information on this process and lists the Vermont sites for Livescan.

You should also be receiving the finalized list of educators your Board renewed for last year (June 2009). Please let me know if anyone is missing from your list or appears on your list who shouldn't be there.

### Questions to Date on Criminal Record Checks:

**Q:** Who needs to have a Criminal Record Check (CRC)?

**A:** For the DOE only, any educator who is up for renewal this year who has not previously had a CRC to date (most likely those educators who received their initial license prior to July 1998). **ONLY** these educators will receive the CRC forms and instructions in their renewal packets.

A list of educators up for renewal in 2010, who have undergone a CRC, has been supplied to the Office from the Vermont Criminal Information Center (VCIC). Educators whose names appear on the VCIC list as having had a CRC **WILL NOT BE RECEIVING** any CRC forms or instructions in their renewal packets.

**Q:** Who will pay for the CRC?

**A:** Most likely it will be the educator, unless there is some other contractual component in place per individual districts.

The total approximate cost for a CRC is \$35.00. This cost is comprised of two separate fees:

- **\$19.25** (payable to the Vermont Department of Public Safety) is required to be sent to the Licensing Office at the same time as the CRC forms.
- An additional fee of approximately **\$15.00** will be charged by the law enforcement agency at the time the fingerprinting is done.

**Q:** When should an educator, who needs to do this for renewal, have the CRC?

**A:** An educator who receives a CRC packet in the renewal packet should read the information and instructions carefully and follow those instructions.

The CRC packet should contain:

- Statement Regarding Fingerprint Supported Record Check Form (cherry)
- Request for CRC and information (white)
- Vermont Criminal Information Center Fingerprint Authorization Certificate (white)
- Consent for Release of Registry Information Form (canary)

Any educator who receives a CRC packet **MUST** complete the Statement Regarding Fingerprint Supported Criminal Record Check (cherry form).

If the educator checks **“Yes”**, then that is the only form from the CRC packet that will need to be returned besides the regular renewal forms and this cherry form should be sent to the Office along with the completed renewal materials.

If an educator checks **“NO”**, then the educator will need to complete and follow the instructions for the other two (2) white forms (Request for Criminal Record Check and Vermont Criminal Information Center Fingerprint Authorization Certificate) and the canary form (Consent for Release of Registry Information). These forms **DO NOT NEED** to wait to accompany the completed renewal materials, but may be sent in advance.

It is probably a good idea, if an educator has checked **“NO”** on the cherry form to complete the white and canary CRC forms and send these along with a check made out to “Vermont Department of Public Safety” for \$19.25 **as soon as possible** to the Licensing Office, so that the educator can receive back the validated Fingerprint Authorization Certificate from the Licensing Office.

## Please note:

**Traditional Route for Fingerprinting:** (This is when an ink print of someone’s prints is taken.) **ONLY** an “FD-258” Federal Applicant Fingerprint Card will be accepted when undergoing this type of fingerprinting process. Check with the law enforcement agency to make sure they have/use this particular form. If not, the educator should contact the local FBI Office or the Vermont Department of Public Safety to obtain this specific form/card.

**Livescan:** There are fifteen (15) sites across Vermont where Livescan is done.

Educators, upon receiving their validated Fingerprint Authorization Certificates from the Licensing Office, should check with the agency where they choose to be fingerprinted to verify if an appointment is necessary. (I needed an appointment two years ago when I had my fingerprints done via Livescan.) **The educator will need to have the Fingerprint Authorization Certificate that has been validated by the Licensing Office with them when being fingerprinted.**

An educator may call an agency in advance to see if an appointment is necessary, but **shouldn’t schedule the appointment until the educator receives the validated Fingerprint Authorization Certificate back from the Licensing Office.**

**Q:** Will a license be held up if someone who receives a CRC packet does not send back to the Licensing Office any of the CRC forms?

**A:** Yes, if an educator does not return the cherry form (Statement Regarding Fingerprint Supported Criminal Record Check) and **IF NEEDED** the other three forms then the educator’s license will not be issued.

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**Q:** What if an educator can't remember having a CRC done?

**A:** If an educator can't remember having a CRC done in the past and the educator received a CRC packet in with their renewal materials that probably means that the educator has not had a CRC done. The educator should then follow the instructions and have a CRC done now.

**Q:** Why is the Vermont Department of Education (DOE) mandating that renewing educators who have not previously been required to have a CRC complete this process now?

**A:** It is not the DOE or the Vermont Standards Board for Professional Educators (VSBPE) who are initiating this requirement, but the Vermont Legislature. This requirement was passed into Vermont Law in April 2009. (Please see Act I sec 6c c of the Vermont Statutes.)

## Level I Renewals and Professional Development

**Q:** In regards to professional development, what does a Level I educator need to have to renew for 2010?

**A: ALL** Level I educators whether remaining on a Level I or moving to a Level II (beginning with the 2010 renewals) will need to document 45 hours of professional development per endorsement. Fifteen of those hours need to align with the knowledge and performance standards of the endorsement(s) being renewed.

Level I educators planning on moving to a Level II will also need to complete all the other relicensing requirements needed to move to a Level II:

- Transition Form signed by the current administrator
- Approved IPDP or amended IPDP

## Retired Educator License Application

If an educator would like an application for the Retired Educator License, then the educator should contact the Licensing Office (828-2445) and request that a Retired Educator application packet be sent to them directly.

## Renewal Forms

If a renewal form has the signature of an L/RSB Chair or Co Chair or designee and the educator has **NOT** completed the professional development section the renewal will be processed. The signature of an L/RSB indicates to the Office that the necessary requirements to renew have been verified by the Board. However, should an educator complete this section, then that is acceptable as well.

Please do make sure that the educator **DOES** thoroughly **complete** the **employment** section.

## Grants

My work on the grant awards has been completed and passed onto Finance except for those Boards that have been specifically contacted by me via e-mail regarding any missing/required information.

## Plans of Operations

Unfortunately, I am still behind on reviewing the Plans, but hope to return to reviewing them in the very near future.

## Meet the VSBPE Members

As mentioned in the 2009 L/RSB Winter Newsletter, I am continuing to introduce you to the members of the VSBPE. This newsletter features: Russell Agne, Ron Stahley, and Bruce Richardson, all members of the Teacher/Administrator Relicensing Committee.

### Russell Agne

**Russell** is a Professor Emeritus at The University of Vermont and is one of two higher education representatives on the VSBPE. A former secondary school biology, physics and earth science teacher he is currently an adjunct faculty member at Saint Michael's College with responsibility in field supervision of interns. His research explores the relationships between state/district curriculum standards and K-12 achievement, the learning outcomes achieved through classroom technology, and strategies for enhancing continuing professional development of teachers. Russell serves on the Board of Directors of the Vermont Science Teachers Association (VSTA), is a member of the South Burlington Natural Resources Committee, and a volunteer in several Vermont organizations.

### Ron Stahley

**Ron** serves as Superintendent of Schools of the Windham Southeast Supervisory Union. His administrative experience includes over twenty years of experience in the areas of policy development, action research, curriculum and professional development, and youth leadership development at the school and district levels. He started his career teaching social studies and English as well as serving as a student council advisor and athletic coach. He earned a Bachelor of Arts degree from Bridgewater State College and a Masters in Educational Administration from the University of Massachusetts at Boston. He earned a Doctorate in Educational Policy, Research and Administration at the University of Massachusetts at Amherst. He lives in Brattleboro with his wife Gale. They have four children and one granddaughter. As a family, they are actively involved in the schools and community through co-curricular activities, youth recreational programs, and area service organizations.

### Bruce A. Richardson

**Bruce** was appointed to the VSBPE Board in 2007 as the Public Representative. He received his undergraduate degree from Johnson State, his Masters from Keene State and his Ed.D from the University of Vermont (UVM). He began teaching in Chester, later serving as principal of Chester-Andover Elementary School. He has served as Superintendent of Schools in Orleans Southwest SU and in 1988 was appointed Deputy Commissioner of Education. He became Associate Dean of Education at UVM in 1995. In 2000, he became Director of the Northeast Kingdom School Development Center at Lyndon State College. Although Bruce retired in 2006, he continues to serve as a member of UVM's Graduate College working with Ed.D students. He also served as a member of the Hazen Union School Board in Hardwick. Bruce currently lives in East Montpelier with his wife Joan where they continue to enjoy working in their gardens and watching their seven grandchildren grow.

## Sad Farewell

It is with great sadness that I, all of the Educator Quality Team, and the entire DOE will be saying goodbye to Bob Gross, Assistant Director of Educator Quality at the end of this year. Bob decided to pursue the wonderful world of retirement. I know many of you have worked with Bob over the last five years. His knowledge, expertise, spirit, and presence will be sorely missed. I would publicly like to thank Bob for all his support and mentoring over the two years that I have been with the Educator Quality Division. We, here (and I'm sure all of you), wish Bob the very best in his new life outside of State government.

## Thank You!

Again, thank you for all you do on behalf of the educators and ultimately the children of your district. You know how to reach me with me with any questions or concerns. I tend to respond to phone calls sooner than e-mails, but do eventually get to all.

***Happy Holidays (in advance) to all!***

## Contact Information

The licensing office accepts requests for information via e-mail to [doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us). E-mails must include a full name, complete mailing address, and telephone number with area code. The Licensing Office can also be reached at (802) 828-2445.

Please contact Deb Giles at [deborah.giles@state.vt.us](mailto:deborah.giles@state.vt.us) or via phone at (802)828-1370 for information.



**Deb Giles**  
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