



VSBPE

Policy Manual

Vermont Standards Board for Professional Educators

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**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

**POLICY ON STANDARDS FOR VERMONT EDUCATORS:
A VISION FOR SCHOOLING**

The document Standards for Vermont Educators: A Vision for Schooling has been approved by the Professional Standards Board and is considered to be a policy of this Board.

DATE ADOPTED: 10/30/92

DATE REVISED:

LEGAL REF: Lic. Regs: 5610

CROSS REF: D1; D2

ANNOTATIONS/BRIEF HISTORY: Noted in minutes of 7/30-31/9

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

VSBPE MEETINGS

A. Frequency

1. The Standards Board shall meet at least ten (10) times each year.

B. Robert's Rules of Order

1. Robert's Rules of Order shall govern the conduct of Standards Board meetings.
2. A parliamentarian may be appointed by the chair.

C. Quorum

1. A quorum will consist of seven members and shall be necessary for any official action of the board.
2. A quorum for standing committees shall also consist of four members.
3. Concurrence of seven Board members present at a Standards Board meeting shall be necessary and sufficient for Board action.

D. Attendance

1. There will be an attempt to vary meeting times, days, and locations so as to minimize teacher and administrator time away from school.
2. The chair will review the standing of members who miss three meetings per year, and take action where warranted.

E. Board Meeting Attendees

1. The chairperson of the Board may recognize visitors, guests, and other interested parties to speak and to assist the Board and its standing committees.
2. The public shall be given a reasonable opportunity to express its opinion on matters considered by the Standards Board during the meeting as long as order is maintained. Public comment shall be subject to reasonable rules established by the chair.
3. A qualified representative of the Department of Education will be available at board meetings and committee meetings.
4. Legal counsel will be present at all meetings of the Standards Board to the extent necessary and possible.

DATE ADOPTED: 10/30/92

DATE REVISED: 02/08/93, 3/12/08, 1/27/10

LEGAL REF: 1 VSA 310-320; Lic. Regs: 5610

CROSS REF: C4

ANNOTATIONS/BRIEF HISTORY: Noted in minutes of 12/89, 5/90, 8/90, 11/07, 12/07, 1/08, 12/09

- F. Orientation of New Members
 - 1. Orientation of new members will be by the chairperson or designee.
- G. Board Agendas
 - 1. Board meeting agenda items may be placed on the agenda at the request of:
 - a) Board members
 - b) representatives of the Department of Education
 - c) individuals with recommendations from a duly constituted organization
 - d) a duly constituted organization
 - 2. Agendas will be determined by the chair in consultation with the Executive Committee and the Director of Educator Quality.
 - 3. All agenda item requests must be submitted to the chairperson through the Department of Education.
 - 4. An item must be placed on the agenda if so requested by a vote of the Board.
- H. Minutes
 - 1. Meetings will be recorded electronically to aid in the writing of minutes.
 - 2. Motions and recommendations will be indented, single-spaced, and printed in boldface to distinguish them.
 - 3. In addition to the requirements of the open meeting law for the recording of minutes, the minutes shall highlight the substance of the discussion of important issues.
- I. Submission of Information to the Board
 - 1. Until final approval by the Standards Board, all documents identified as representing the work of the Board shall be dated, marked draft, and, if appropriate, note the author.
 - 2. All documents submitted to the Standards Board by its committees or staff shall indicate date and authorship.
- J. Board Packets
 - 1. Agendas, minutes and all other appropriate materials should be sent to the members of the Standards Board at least one week prior to board meetings and posted to the VSBPE web page
- K. Individual Board member(s) or committees of the Board may be permitted to act on behalf of the Standards Board only if so authorized by vote of the Board and such vote is duly recorded in the minutes of the meeting.

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

VSBPE COMMITTEES

A. Permanent Standing Committees

1. Teacher and Administrator Relicensing Committee
 - a) The majority of this Committee will be teachers
 - b) The principal duties of this Committee are to:
 - (1) Oversee the operation of the Local and Regional Standards Boards and the relicensing process.
 - (2) Ensure that all those holding an Educator license have a mechanism to seek approval for an Individual Professional Development Plan and a recommendation for relicensure.
2. Higher Education Committee
 - a) The principal duties of this Committee are to:
 - (1) Oversee the Program Approval Process for educator preparation programs. The process shall include assigning appropriate members to review teams, training members of review teams and assisting the Standards Board in reviewing of the findings of the review teams.
3. Annually, after consultation with board members, the chair will make appointments to the standing committees.
4. The chairs of the standing committees will be elected annually by the members of each standing committee.

B. Ad-hoc Committees

1. The chairperson may appoint ad-hoc committees to address any related issues not assigned to the standing committees.

DATE ADOPTED: 10/30/92

DATE REVISED: 02/08/93, 3/12/08, 12/18/08

LEGAL REF: 16 VSA 1697; 1 VSA 310-320; Lic. Regs: 5610; 5620

CROSS REF: D1; D2; N1; N

ANNOTATIONS/BRIEF HISTORY: Noted in minutes 9/89, 5/90, 3/92, 11/07, 12/07, 1/08

C. Executive Committee

1. The Executive Committee will be composed of chair, vice chair, secretary, past chair, and chairs of standing committees.
2. The Executive Committee will assist the Chair in the formation of meeting agendas.
3. The Committee will review the annual report presented by the commissioner prior to presenting it to the full board.
4. The Executive Committee may address issues that need attention before the next Standards Board meeting.

D. Nominating Committee

1. A Nominating Committee shall be established annually to recommend candidates for chair, vice chair and secretary.
2. The Nominating Committee shall be composed of the chair or designee of each standing committee. If a standing committee chair is a potential candidate, then the standing committee should designate another member to serve on the nominating committee.

E. Strategic Planning Committee

1. A Strategic Planning Committee will be established to work in conjunction with staff to develop a long range plan.
2. The Strategic Planning Committee will be appointed by the chair of the Board and will consist of the chair, vice chair, secretary and no less than one member from each standing committee.

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

PROPOSALS TO THE VSBPE

Proposals to the Vermont Standards Board for Professional Educators will be considered in the following manner.

A. Initiation of Proposal

A proposal on any issue pertinent to the charge of the Standards Board may be brought by any member or committee of the VSBPE, the Commissioner of Education or designees, the State Board of Education or a duly constituted organization concerned with educational matters.

Proposals shall be in writing and submitted to the Board Chair either directly or through the Licensing Office. The proposal shall specify the issue, the desired action, and the rationale for the proposed action.

B. Referral of Proposals

The Board Chair will receive all proposals and, in consultation with the Executive Committee, determine whether the proposal is within the scope of the Board's responsibilities and to which committee, if any, it will be referred. An effort shall be made to ascertain what other groups may be working on the same issue.

The chair may refer a proposal to the appropriate standing committee, establish an ad-hoc committee to research the proposal, or refer it to the full board.

Proposals shall be referred in as timely a manner as possible.

At a regular meeting, the chair will inform the VSBPE of all proposals received and to which committee, if any, they have been referred.

C. Committee Action

A committee to which a proposal has been referred will research the issue and recommend an action to the Standards Board. The committee shall adhere to all pertinent requirements of the "open meeting law".

The Department of Education shall be consulted for clarification and information regarding legal, educational and administrative ramifications of the proposal.

DATE ADOPTED: 10/30/92

DATE REVISED: 9/17/93, 3/12/08

LEGAL REF: 1 VSA 310-320; Lic. Regs: 5610

CROSS REF: C2, C3; G1

ANNOTATIONS/BRIEF HISTORY: Noted in minutes 9/89, 11/07, 12/07, 1/08

Efforts will be made to seek various points of view regarding the proposal including the view of those most affected by the proposal. These efforts may include public meetings.

As a result of its efforts, the committee will make a recommendation to the Standards Board regarding action on the proposal. The recommendation should be consistent with current regulations and adopted policies or specify any necessary changes to current regulations or policy.

The committee will also make a recommendation to the Standards Board as to whether the recommendation merits a public hearing. In the event a public hearing is held, the committee shall reconsider its recommendation in light of testimony received and report its recommendation to the Standards Board.

D. Standards Board Action

The Standards Board will act on committee recommendations at the next or later meeting. The Board may accept, reject for stated reasons, or revise the recommendations.

In the event a proposal is referred to the Standards Board as a whole, the Board will follow the same procedures indicated in paragraph C when addressing a proposal.

A proposal adopted by the Standards Board should be consistent with current regulations and adopted policies or specify any necessary changes to current regulation or policy.

E. Public Hearing

If a public hearing is deemed necessary by the Standards Board, a hearing will be scheduled by the Chair and public notice shall be given in accordance with law. In addition, organizations determined to have an interest in the proposal will be notified. A public hearing may, but need not be, scheduled in conjunction with a regular VSPBE meeting. The public meeting may be conducted with the full Board or a portion of the Board present or by the Chair or designee acting alone. The public hearing will be conducted according to the following procedures:

- ❖ all hearings shall be open to the public
- ❖ those wishing to testify must sign in
- ❖ witnesses may testify orally and/or submit testimony in writing
- ❖ unless otherwise permitted by the Chair or designee, each witness shall be permitted up to five minutes to testify
- ❖ testimony shall be recorded
- ❖ a summary of the testimony shall be prepared for the Standards Board

F. Rule Change

If the adopted proposal requires an amendment to the Standard Board Rules, the proposal will be forwarded in writing to the Department of Education. The Department will follow the procedures of Chapter 25 Title 3 in regards to rule making and to Title 16 VSA sec. 1695

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

ACTION PLAN AND RELATIONSHIP TO THE STATE BOARD OF EDUCATION

The Chair of the Standards Board or designees will represent the Standards Board at appropriate State Board of Education meetings.

The Standards Board shall develop an annual Action Plan. The Action Plan will include new issues for study and ongoing work to be completed by the Professional Standards Board. The annual Action Plan will be set by October 1 of each year.

DATE ADOPTED: 10/30/92

DATE REVISED: 1/15/04, 3/12/08, 12/18/08

LEGAL REF: 16 VSA 164; Lic. Regs: 5610

CROSS REF:

ANNOTATIONS/BRIEF HISTORY: Noted in PSB Minutes 9/89, 1/04, 11/07, 12/07, 1/08

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

**HIRING POLICY FOR LICENSING AND
PROFESSIONAL STANDARDS UNIT**

Position descriptions for staff to be hired, which include the major responsibilities and required qualifications, will be presented to the Standards Board for review and recommendations for revision prior to advertising.

Classified state employment positions will be advertised within the Department of Education, within the state agency network and in state newspapers according to state personnel procedures. Classified state employment positions will be subject to state personnel hiring and employment procedures.

Non-state employment positions may be filled through alternate procedures which will be discussed with the Standards Board prior to advertising.

Written applications will be screened according to the stated position qualifications. Highest rated applicants will be invited to interview.

The Chair of the Standards Board for Professional Educators, or designee, will join Department staff to interview finalists and participate in the final decision to select the successful candidates. Additional Standards Board members may be designated to join the process with mutual agreement between the Standards Board and Department staff. The Chair, in consultation with the Executive Committee, may waive the participation of the Standards Board in the interview and selection process.

DATE ADOPTED: 10/30/92

DATE REVISED: 12/3/93

LEGAL REF:

CROSS REF:

ANNOTATIONS/BRIEF HISTORY: Noted in minutes 10/29/90

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

ADOPTION OF POLICIES

The Vermont Standards Board for Professional Educators (VSBPE) shall adopt policies in the following manner:

1. A policy may be proposed by any member or committee of VSBPE, the Commissioner of Education or his or her designee, the State Board of Education, or a duly constituted organization concerned with educational matters. Such proposals shall be accepted and referred by the Chair of the VSBPE to an appropriate committee for review and recommendation. A policy proposed by any other individual or organization may be accepted and referred by the Chair of the VSBPE as set forth above.
2. Upon recommendation of the appropriate committee, discussion of the proposed policy by the VSBPE shall take place at least one meeting prior to adoption of said policy. The committee recommendation and VSBPE discussion may occur at the same meeting. Notice of said discussion and adoption will be included on the VSBPE meeting agenda. The notice will include the title, the file code and a brief statement of the substance of the proposed policy and will indicate that public discussion of the proposed policy will be permitted.
3. In extraordinary circumstances that require the immediate adopting of a proposed policy, said proposed policy may be adopted without following the procedures set forth above. The said policy will remain in effect only if it is ratified at the next meeting of the VSBPE following its adoption.

DATE ADOPTED: 01/18/93

DATE REVISED:

LEGAL REF:

CROSS REF:

ANNOTATIONS/BRIEF HISTORY:

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

**APPROVAL OF PLANS OF OPERATION FOR
LOCAL AND REGIONAL STANDARDS BOARDS**

A plan of operation for a local standards board in each supervisory union/district will be developed within the supervisory union/district. A plan of operation for a regional standards board to serve administrators will be developed within a region. Regions will usually be formed along the lines of the established superintendent regions.

- 1) Plans will be submitted to the standards board specialists at the Department of Education for review.
- 2) Those plans meeting the standards will be granted conditional approval pending final approval by the full Standards Board.
- 3) Those plans not meeting the standards will be returned for revision to local districts or regions and will be re-submitted to the standards board specialists for review.
- 4) The plans will then be forwarded to the Professional Standards Board for action.

The recommended plans of operation will be approved for a period of 7 years. Each local/regional standards board will monitor the implementation process during the first 2 years of its 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 and how it has modified the original plan.

Amendments to plans of operation are subject to approval by the VSBPE. Amendments shall be ratified by the staff served by the local or regional board according to its amendment or ratification procedures.

DATE ADOPTED: 10/30/92

DATE REVISED: 9/17/93, 12/18/08

LEGAL REF: Lic. Regs. 5620, 5630

CROSS REF:

ANNOTATIONS/BRIEF HISTORY: Noted in PSB minutes 9/17/90, 7/11-12/91

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

**LICENSE RENEWAL 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 renewing 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.

DATE ADOPTED: 5/4/96

DATE REVISED:

LEGAL REF: Lic. Regs: 5421; 5430; 5435; 5620; 5630

CROSS REF: D1

ANNOTATIONS/BRIEF HISTORY:

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

**POLICY ON FINANCIAL GRANTS TO
LOCAL AND REGIONAL STANDARDS BOARDS**

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

Grants of a sum to be set annually will be available according to a method determined by the VSBPE and subject to the following conditions:

- 1) Financial resources are adequate
- 2) LSBs/RSBs have an approved plan of operation
- 3) LSBs/RSBs apply for the grant
- 4) LSBs/RSBs indicate how they plan to spend the money
- 5) LSBs/RSBs have submitted an accounting of the previous grant expenditures
- 6) LSBs/RSBs have completed the annual report required by the VSBPE
- 7) LSBs/RSBs meet any other conditions that may be established.

DATE ADOPTED: 10/30/92

DATE REVISED: 9/17/93, 1/15/04

LEGAL REF: 16 V.S.A. 1697, Lic.Regis: 5620; 5630

CROSS REF:

ANNOTATIONS/BRIEF HISTORY: Noted in PSB minutes 5/3-4/91; 8/22-23/91, 1/15/04

**VERMONT
STANDARDS BOARD FOR PROFESSIONAL EDUCATORS**

**POLICY ON LICENSURE OF INDIVIDUALS WHO HAVE COMPLETED THEIR
ACADEMIC PREPARATION OUTSIDE OF THE UNITED STATES**

Individuals, who have completed their academic preparation outside of the United States, must have their academic background equated into American educational terms.

In order to determine eligibility for Vermont licensure the Licensing and Professional Standards Office will:

1. Require a minimum of a bachelors degree *where* specified in the regulations.
2. Require the applicant, if determined by the licensing office, to use a recognized credential service to translate his or her transcripts and determine that the applicant possesses a minimum of *the equivalent of a U.S.* bachelor's degree.
3. Require coursework in education of the exceptional *student* if it was not included in the applicant's preparation.
4. Require the applicant to demonstrate general knowledge of American history and culture.

There is no citizenship requirement.

DATE ADOPTED: 10/30/92

DATE REVISED: 5/22/06

LEGAL REF: Lic. Regs: 5230, 5231, 5330, 5610, 5820

CROSS REF:

ANNOTATIONS/BRIEF HISTORY: Noted in PSB minutes 12/9/90, 2/13/06, 3/22/06

