

PLAN OF OPERATION OF THE WINDHAM CENTRAL SUPERVISORY UNION LOCAL
STANDARDS BOARD (WCSULSB)

September 2006

Serving the schools of: Townshend, Newfane, Jamaica, Wardsboro, Brookline, Marlboro,
Dover, and Windham, the Windham Central Supervisory Union, and Leland and Gray
Union High School

Newfane Elementary School
14 School Road
Newfane, Vermont 05345

1991 – Original Plan / Approved
1995 – Amendment / Approved
2002 – Amendment / Approved
2003 – Amended Plan / Approved
2008 – Amended Plan / Approved

INTRODUCTION

The State Board of Education has initiated a new era of standards for Vermont educators. After more than two years of dialogue and debate, the regulations governing the Licensing of Educators and the Preparation of Educational Professionals, which took effect on July 1, 1989, established the Standards Board for Professional Educators. It is the responsibility of the Professional Standards Board to ensure the quality of the professional educator force in the state of Vermont. To accomplish this, local standards boards will be established to manage the relicensing of teachers.

The concept of local standards boards is based on the belief that teachers are ready and willing to accept this responsibility, that supervisory unions will be able to provide administrative support, and that the costs of operating these boards will be minimal. These assumptions are grounded in the history of a few local recertification agencies, which have operated successfully since the early 1970's. The idea has been proven to work in Vermont.

This requirement begins a statewide venture in which school districts, the teaching profession, and the Professional Standards Board all have a large stake.

Teacher relicensing has historically been the responsibility of district superintendents. These supervisory leaders have developed their own systems for monitoring teacher relicensing. Transferring the lessons from that experience to the new local standards boards will be vital to their success. A cooperative relationship between each superintendent and the new local standards board is an investment in the successful outcome of this venture.

In addition, school boards have a great interest in the quality of Vermont's educators. The school board can have an impact on the success of professional growth in a district and should be encouraged to collaborate with and support the local boards.

For teachers, the opportunity for self-management is obvious. It will require from the members of a local standards board: time to establish a new governance system; a commitment to make the system work; and a willingness to determine what is appropriate professional development. Professional development is every educator's responsibility.

In addition to the improvement of classroom practice, teachers have professional obligations to their school, the teaching profession itself, and the greater learning community in which they work.

The Professional Standards Board has the task of setting a common structure for local boards that will still allow for local flexibility. It is important that local standards boards are designed to make a positive difference in the professional lives of the teachers whom they serve and the communities in which they work. Yet, all the boards must have a common understanding of appropriate professional development so that teachers might transfer Individual Professional Development Plans as they move among school districts in Vermont.

- Vermont's Education Goal #3 states that "Vermont will attract, support and develop the most effective teachers and school leaders in the nation." In order that our state has the most professional teaching force possible, the Professional Standards Board, with input from practitioners, has developed five (5) standards of quality elaborated in Standards for Vermont Educators: A Vision For Schooling.
- **Learning:** Each Vermont educator will continue to acquire fresh knowledge in the chosen area(s) of professional endorsement.
 - **Professional Knowledge:** Each Vermont educator will acquire the body of knowledge unique to the education profession: learning, teaching, curriculum, and the nature of schools.
 - **Collegueship:** Each Vermont educator will work collaboratively with colleagues toward a common set of goals for school improvement.
 - **Advocacy:** Each Vermont educator will advance the welfare of the state's student population in the greater learning community
 - **Accountability:** Each Vermont educator will assume the responsibility for documenting professional competence.

The work of the local standards board is to ensure that relicensing activities support the continued growth of every professional toward each of these standards.

WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD PHILOSOPHY STATEMENT

Teaching is a vastly complicated enterprise, both exciting and challenging to maintain. The ability to educate children in our ever-changing society requires broadening of perspective and life long professional development in the context of self, community and world.

High quality professional development provides a connection to; school/district initiatives, improving practice, assessing student needs and student learning, and implements The Vermont's Framework of Standards and Learning Opportunities.

Professional development assists teachers, expands current knowledge, develops skills and expertise, promotes collegial collaboration, and reflects current best practices. Professional development is unique to each individual and can occur in a variety of ways.

Professional development takes place when teachers are responsible for their growth within a framework of self -evaluation, a commitment to improvement, and is responsiveness to research, technology, and a global sense of awareness.

PURPOSE

The purpose of the WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD is to recommend relicensure of teachers and to assist them in developing Individual Professional Development Plans (IPDP). The responsibilities of the Board will be:

- Approving Individual Professional Development Plans (IPDP).
- Granting prior approval and final approval for professional development activities for relicensing credit.
- Recommending teachers for license renewal to the state Professional Standards Board, (PSB) including those educators holding a Level I license who are not currently practicing under that endorsement(s).
- Collecting data for the annual report.
- Planning future professional development.
- Undertaking other tasks defined in the plan of operations.

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-approved Individual Professional Development Plan (IPDP) and corresponding LSB-approved professional development activities; an LSB-approved professional portfolio; 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 Regulation 5622)

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

The plan of operation shall address processes for board operation, operational procedures, and requirements of educators and shall contain an appendix that includes LSB generated forms and materials, agreements and relevant VSBPE policy.

RELATIONSHIP OF STANDARDS OUTLINED IN STANDARDS FOR VERMONT EDUCATORS: A VISION FOR SCHOOLING TO PROFESSIONAL DEVELOPMENT

The work of the WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD is to ensure that relicensing activities support the continued growth of every professional toward each of these standards:

- **LEARNING:** Each Vermont educator will continue to acquire fresh knowledge in the chosen area(s) of professional endorsement.
- **PROFESSIONAL KNOWLEDGE:** Each Vermont educator will acquire the body of knowledge unique to the education profession: learning, teaching, curriculum, and the nature of schools.
- **COLLEAGUESHIP:** Each Vermont educator will work collaboratively with colleagues toward a common set of goals for school improvement.
- **ADVOCACY:** Each Vermont educator will advance the welfare of the state's student population in the greater learning community.
- **ACCOUNTABILITY:** Each Vermont educator will assume the responsibility for documenting professional competence.

COMPOSITION AND SELECTION PROCEDURE

- 1 Board Member - appointed by the Windham Central Supervisory Union Board
- 1 Central Office Administrator - appointed by the Superintendent
- 2 Elementary Teachers (K-6) - elected by teachers at that grade level
- 1 Secondary Teacher - elected by teachers at that grade level
- 1 Middle school Teacher - elected by teachers at that grade level
- 1 Special Education Teacher - elected by special education teachers
- 1 Special Subjects Teacher - elected by special subjects teachers
- 1 Principal - appointed by building principals
- 1 Professional Development Committee member appointed by that committee

ELECTIONS

All elections and appointments shall be made prior to the September meeting of the WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD. Officers will assume office after the last LSB meeting of the school year.

VACANCIES

Vacancies shall be filled in accordance with the selection process as outlined above, with the following exception. In the event of a teacher representative mid-term vacancy, the co-chairs of the WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD shall appoint a teacher from the appropriate grade or endorsement level to fill

the vacancy for the remainder of the year. If any other vacancy is not filled in a timely manner, the co-chairs, after discussion with the WCSULSB, will offer an appointment to a teacher, administrator or school board member at-large to serve for one year or until such time as a replacement is appointed or elected.

TERMS OF OFFICE

DUTIES AND RESPONSIBILITIES OF THE WCSU LOCAL STANDARDS BOARD

The WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD terms of office shall be three (3) years, and shall be staggered for Board continuity. There shall be no limits on Board membership. The WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD shall elect a chairperson, and/or co-chairpersons, and secretary for each three (3) year term.

Duties and Responsibilities of Officers and Committees

The Chair or the Co-Chair's designee **must**:

- Preside at meetings;
- Prepare the agenda;
- Represent the board on all matters of established standards board policy;
- Prepare and submit the annual report to the VSBPE by July 1 which includes informing the LSB consultant of any chair and/or co-chair changes;
- Apply for the yearly operational grant, if needed;
- Provide the superintendent with a list of educators who have been recommended for relicensure, not recommended for relicensure, and those who have not completed the process, including levels of license and endorsements;
- Notify the superintendent in writing of any unlicensed educators and/or educators practicing out of their endorsement area and send a copy to the Licensing Office
- Sign license renewal forms after the board has made a recommendation, (inform the Professional Standards and Licensing Office);
- Return signed license renewal forms to each educator for their review and forwarding to the Licensing Office;
- Act as a liaison between teachers and the VSBPE regarding relicensure and professional development;
- Determine a process for seeking nominations for vacant seats on the board (see procedures under vacancies);
- Oversee the election process;
- Attend and/or designate a representative to all training and conferences for LSB members sponsored by the VSBPE and the Department of Education;
- Provide training and orientation for new WCSULSB members;
- Act as a liaison to appropriate committees and administrative meetings; and
- Delegate tasks to other members of the board.

The Secretary or designee **must**:

- take accurate minutes/reports of board meetings;
- provide for minutes to be posted or available to educators who request them;
- maintain files; and
- file and mail all board correspondence.

Approval of the Plan of Operation

1. The Windham Central Supervisory LSB shall seek approval of their Plan of Operation from the educators in the supervisory union/district/school that the board serves.
2. Approval is indicated by a majority of those voting at the ratification meeting. This meeting shall be warned and called by the board two weeks prior to the voting. Voting may be done by ballot or by show of hands.
3. Date of approval shall be documented on a cover sheet with a final copy sent to the VSBPE through the Department of Education.

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. (Vermont Licensing Regulations 5624.4 and VSBPE Policy SB/D2)

The LSB shall review and update the plan of operation at least every seven years or when requested by the VSBPE. A revised plan shall be submitted to the VSPBE for approval and will not be in effect until such approval is given.

Board members **must**:

- Develop and follow a Plan of Operation;
- Have Plan of Operation ratified by educators served and approved by VSBPE;
- Amend Plan of Operation as necessary (plans of operation are approved for seven (7) years; amendments must be reviewed and approved by the VSBPE and ratified by the educators served);
- Recommend educators for relicensure:
 1. recommend renewal of Level I licenses/endorsements
 2. establish procedure for supervisor documentation to evidence two years of successful practice for movement from Level I to Level II
 3. recommend movement from Level I to Level II
 4. recommend renewal of Level II licenses/endorsements;
- Serve educators on leaves of absence and sabbaticals;
- Serve educators who are on a limited contract and employed in the supervisory union (e.g., long term substitutes);
- Review and approve IPDPs ;
- Establish a procedure for prior and final approval of professional development activities;
- Review and approve professional development activities related to an educator's IPDP;
- Review and approve relicensure portfolios;
- Communicate standards for high quality professional development;
- Establish and communicate procedures to facilitate effective operation of WCSULSB
- File annual report with the VSBPE;
- Return signed license renewal forms to each educator for their review and forwarding to the Licensing Office;
- Provide superintendent with list of educators who have been recommended for relicensure, those who have not been recommended, and those who have not completed the process;
- Notify the superintendent in writing of unlicensed educators or educators practicing outside their area of endorsement and send a copy to the Licensing Office; and
- Represent the WCSULSB in any appeal of the LSB action by an educator to the licensing Office and/or Hearing Panel

RECALL OF WCSU LOCAL STANDARDS BOARD MEMBERS

The WCSU Local Standards Board may request the resignation of any member who misses more than three (3) meetings without notifying the chairperson.

OPERATIONAL PROCEDURES

Open Meetings:

Vermont State Law requires that all meetings of *public bodies* be open to the public. By regulation LSBs and RSBs are not public bodies within the meaning of 1 V.S.A. 310(3).

However, since these boards perform the important administrative function of recommending educators for relicensure and since the relicensure of educators is also an important public function, it is the policy of the VSBPE that all meetings of LSBs and RSBs **shall** be open to the general public.

LSBs and RSBs do not need to comply with other provisions of the open meeting law, such as warning meetings, etc., but should allow for public access to all meetings. ([VSBPE Policy SB/D6](#))

For the purposes of 1 V.S.A. 310(3), a local/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. 110(b)(4), a member of a local/regional standards board is a volunteer for the Vermont State Board of Education and provides services at the request of the State Board and under the direction and control of the State Board and the Vermont Standards Board for Professional Educators. (Vermont Licensing Regulation 5627)

Procedures for Decisions:

Robert's Rules of Order Newly Revised shall govern WCSU Local Standards Board meetings (see appendix D).

1. An educator shall submit materials to the board representative by the first of the month 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. Summer action will take place as deemed necessary by co-chairs.
2. All educators requiring re-licensure by June 30th will submit materials to the WCSULSB by April 1st.
Educators who do not complete their license renewal process within the timeline established by the LSB, the LSB chair will notify the educator Superintendent of the non-compliance within 30 days after the date of the required submission. This requirement may be waived by the board if capacity allows.
3. Educators new to the district will be informed of their responsibilities at the first in-service of the school year. (*Vermont Licensing Regulation 5621.4*)
4. 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 LSB. Materials must be re-submitted by the first of the next month.
5. The LSB will evaluate the professional development required to reinstate a lapsed endorsement, provided appropriate documentation is submitted. Such decisions will be handled during regularly scheduled meetings. Forms for reinstatement will be sent by the Licensing Office to the educator at the educator's request. (*Vermont Licensing Regulation 5435.2*)

MEETINGS

The WINDHAM CENTRAL SUPERVISORY UNION LOCAL STANDARDS BOARD will meet at least one-half day per month, unless there is no business to consider.

- Meetings will be held at the Newfane Elementary School or at another site designated by the co-chairs and will take place during the school day. Meetings will occur during the school months. The WCSULSB will not meet during July and August;
- Meeting schedule (including dates and times) for the year will be posted in all faculty rooms in the Fall;
- Minutes will be posted monthly in the faculty rooms; and
- Other meetings, as needed, may be called at the discretion of the co-chairs, all schools will be notified in writing, and minutes will be posted.

QUORUM

A majority of the voting members (six) of the WCSU Local Standards Board shall constitute a quorum. A decision made by that quorum shall be the act of the WCSU Local Standards Board.

DOCUMENTS AND RECORDS

Board Files:

- Minutes will be filed and archived on a yearly basis;
- The Board Plan of Operation, including a complete copy of the *Five Standards for Vermont Educators* as an appendix;
- *The Guide For The Operation Of Local and Regional Standards Boards (LSB/RSB)*;
- *The Regulations Governing the Licensing of Educators and the Preparation of Education Professionals*;
- A list of licensed educators served by the Board, including endorsement(s), level of license, and expiration date;
- Most recent annual report;
- Past and current expenditures and correspondence;
- Any other documents, correspondence, or communications from the DOE and VSBPE; including paper copies of electronic newsletters, and e-mails relevant to board operations and procedures; and
- Copy of the educator license renewal form, before being returned to the educator for forwarding to the Licensing Office.

In addition, **individual Board members** will have a file that contains:

- The Board Plan of Operation;
- *Five Standards for Vermont Educators*;
- *The Guide for the Operation of Local and Regional Standards Boards*
- *The Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*; and
- a list of licensed educators served by the Board, (or copies of licenses), including endorsement(s), level of license, and expiration date.

Note: The Chair and members must pass on their files and materials to their replacements.

Individual educator files will contain:

- A copy of the educator's license and other required credentials;
- Approved IPDPs and amendments;
- Documentation of approved professional development activities;
- Indicator of portfolio approval;
- Copy of the educator license renewal form, after it has been processed by the Professional Standards and Licensing Office (the state returns these forms to the WCSULSB); and
- Correspondence between the board and educator.

The contents of an educator's file will be maintained for the duration of the relicensure cycle, except when the educator has moved. A cycle is complete when the educator provides the WCSULSB with a copy of the new license or the WCSULSB receives a current list of educator renewal (including the educator's name) from the Department of Education. A copy of the educator's IPDP shall be kept. The WCSULSB will discard the contents of an educator's file at the end of the cycle without prior notice to the educator.

THE DUTIES AND RESPONSIBILITIES OF WCSU TEACHERS

It is the responsibility of the individual to obtain a license, an endorsement(s), any other license or credential required by these rules or by the applicable endorsement, to attend to all renewal requirements, and to seek renewal in a timely manner. (Vermont Licensing Regulation 5220.6)

Other responsibilities of educators include:

- to submit a copy of their license to the WSCUSB;
- to know when their educator license expires;
- to maintain their own relicensure records;

- to have an approved IPDP on file at the appropriate time;
- to receive approval and relicensure credit for professional development activities;
- to maintain a relicensure portfolio documenting activities that are connected to their IPDP; and
- to submit a relicensure portfolio to the LSB for a recommendation for relicensure.

Reciprocity - *Approved Individual Professional Development Plans and corresponding approved professional development activities have reciprocity with local and regional standards boards throughout the state and with the VSBPE when the educator is not under the jurisdiction of a local or regional standards board. (Vermont Licensing Regulation 5625)*

Transfers - *Educators transferring from one Vermont supervisory union/district, or other educational entity with a local standards board, to another shall be responsible for transferring their IPDPs and corresponding professional development records to the new local or regional standards board within six months of employment. (Vermont Licensing Regulation 5626.1).*

Educators transferring from out-of-state shall develop and file an approved IPDP with the appropriate local or regional standards board within six months of employment. (Vermont Licensing Regulation 5626.2)

Educators reentering the profession shall file an approved IPDP with the appropriate local or regional standards board within six months of employment. (Vermont Licensing Regulation 5626.3)

Note: It is each educator's responsibility to meet these professional licensing requirements in a timely fashion. Failure to comply, as noted in this plan, will result in reporting of same to the Superintendent and the State Licensing Office.

Level I License to Level I License

A Level I License is valid for three years and may be renewed subject to the provisions of Section 5430 of these rules. (Vermont Licensing Regulation 5412)

Level I to Level I (Regulation 5431.2.2)

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

An endorsement may not revert back to a Level I License after it has been moved to a Level II Professional Educator License. (Vermont Licensing Regulation 5413)

Level I License holders who have practiced in an endorsement area for the equivalent of three years must apply to their local or regional standards board for a Level II License for that endorsement area. Three credits/45 hours of professional development are required for the educator to move from Level I to Level II. If the educator does not receive a recommendation for a Level II License/endorsement, the educator shall apply at least every 3 years thereafter until the endorsement is issued on a Level II License. (Vermont Licensing Regulation 5431.2)

Trades and Industry endorsements that require a Technical Development Plan shall be issued on a Level I License valid for three years. The approved Technical Development Plan shall be completed within those three years. A Trades and Industry endorsement may not be renewed on a Level I License if the Technical Development Plan is not satisfactorily completed unless the Commissioner determines extenuating circumstances exist.

Upon satisfactory completion of the Technical Development Plan that is indicated on a form signed by the Director of the Technical Education Mentor Program and the Commissioner, the educator shall apply to the local standards board for a Level II License and provide the board with a copy of the signed form. If the educator is not employed by an educational entity served by an approved local standards board, the educator may apply to the Licensing Office for a license in accordance with sections 5411 and 5412. (Vermont Licensing Regulation 5414)

Educator Checklist: Level I License to Level I License

- Submit the completed State Department of Education License Renewal Form to the LSB/RSB Chairperson for approval according to the timelines in the Plan of Operation.
- Submit a copy of other credential(s) if required e.g., valid Vermont RN License, valid Vermont Driver's License.
- After the Board returns the renewal form, check to see if it accurately reflects expectations about the Board's action.
- Mail the approved license renewal form, appropriate fee(s), and other required state forms to the Licensing Office for processing.
- Check the new license for accuracy and submit copies to the LSB/RSB and the superintendent.

Level I License to Level II License

Level I License holders who have practiced in an endorsement area for the equivalent of three years shall apply to their local or regional standards board for a Level II License for that endorsement area. If the educator does not receive a recommendation for a Level II License/endorsement, the educator shall apply at least every three years thereafter until the endorsement is issued on a Level II License (Vermont Licensing Regulation 5431.2).

Level I to Level II (Regulation 5421.b)

The educator shall provide evidence of three (3) relicensing credits; at least one(1) shall address the specific knowledge and performance standards of the endorsement being moved to Level II.

A Level II License shall be issued, upon recommendation of a local or regional standards board, to educators who have:

- Successfully practiced in an endorsement area for three years, or the equivalent as determined by VSBPE policy, under a Level I License;
- An approved Individual Professional Development Plan (IPDP) for the ensuing licensure period;
- Signed transition form (attached to index)

Educators who currently hold both a current Level I License and a current Level II License, and have Level I endorsement(s) being recommended for a Level II License, shall have the endorsement(s) issued on their current Level II License. The expiration date of the additional endorsement(s) shall be the expiration date of the current Level II License (Vermont Licensing Regulation 5422).

Educator Checklist: Level I License to Level II License

- Have the principal or supervisor document three years of successful practice under the endorsement ([Appendix C](#)).
- Submit the completed State Department of Education License Renewal Form to the LSB Co-Chairs for approval according to the timelines in the Plan of Operation.
- Submit a copy of other credential(s) if required e.g., valid Vermont RN License, valid Vermont Driver's License, etc. (*Vermont Licensing Regulation 5432 Ad.*)
- For Trades and Industry educators, if applicable, submit form verifying satisfactory completion of the Technical Development Plan.
- Develop and submit a new IPDP for the next Level II renewal cycle (IPDP Form [Appendix A](#)). **New IPDPs must be approved before the Board makes a recommendation for license renewal.**
- After the Board returns the renewal form, check to see if it accurately reflects expectations about the Board's action.
- Mail the approved license renewal form, appropriate fee(s), and other required state forms to the Licensing Office for processing.
- Check the new license for accuracy and submit copies to the LSB and the superintendent.

Level II License to Level II License

By June 2000, all Vermont educators practicing in a public school must present a relicensure portfolio to their local or regional standards board in order to be recommended for relicensure.

Level II License holders employed as educators in Vermont public schools, or other Vermont educational entities that are served by a local or regional standards board, shall seek a recommendation for renewal of their Level II License and endorsement(s) through their local or regional standards board. Such recommendation shall be made by the local standards board if the applicant has:

- 1. presented a professional relicensure portfolio approved by the local or regional board (Licensing Regulation 5432 A. 1 and Section IV.H.)*
- 2. met locally designed standards set forth in a local standards board plan of operation that has been approved by the VSBPE (Vermont Licensing Regulation 5432 A 2).*

Educator Checklist: Level II License to Level II License

The *Licensing Regulations* **require** that an IPDP for the ensuing licensing period be in place at the time the LSB approves an applicant's request for license renewal. Submit Relicensure Portfolio by April 1, which includes:

- Personal information – using Cover Sheet;
- Completed State Department of Education License Renewal Form;
- Table of contents;
- Copy of current license and, if applicable, copies of any valid licenses or credential required by the endorsement;
- Completed IPDP and amendments;
- Evidence of a minimum of 9 relicensing credits in subject areas related to each endorsement and to the IPDP goals;
- Supportive documentation or evidence of new educator learning that shows how each of the *Five Standards for Vermont Educators*; Learning, Professional Knowledge, Collegueship, Advocacy, and Accountability – has been addressed;
- A narrative on each piece of supporting documentation which:
 1. describes the documentation (What is it?);
 2. connects the documentation or evidence both to one's IPDP goals and to the *Five Standards* (Which goal(s) and standard(s) does it meet?); and
 3. reflects on the impact the documented experiences had on one's practice and/or student learning (How did the activity change your practice and impact student learning? What meaning did it have for the educator or students?).
- New IPDP for the next relicensure cycle;
- After the Board returns the renewal form, check to see if it accurately reflects expectations about the Board's action;
- Mail the approved license renewal form, appropriate fee(s), and other required state forms to the Licensing Office for processing; and
- Check the new license for accuracy and submit copies to the LSB and the superintendent.

IPDP Development and Approval

A Level II License shall be issued, upon recommendation of a local or regional standards board, to educators who have...an approved Individual Professional Development Plan (IPDP) for the ensuing licensure period. (Vermont Licensing Regulation 5421 a)

What is an Individual Professional Development Plan (IPDP)?

An IPDP is an outline of professional development goals that are directly related to the *Five Standards for Vermont Educators*. The intent of an IPDP is to improve practice and student learning and to guide each educator's professional development for the ensuing relicensure period. The goals and corresponding professional development activities **must** be designed to result in new learning and growth for the educator. A portion of the IPDP **must** be connected to the school's initiatives for improving student learning. An IPDP must be well planned and thoughtfully implemented. ([Appendix A](#))

When does an educator develop an IPDP?

Each Level II Vermont educator and those educators moving from Level I to Level II who are practicing in a school that is served by a local standards board **must** develop and file an IPDP by April 1 of the year they are up for relicensure. A recommendation for license renewal is contingent on a new IPDP having been approved.

Do approved IPDPs have reciprocity with Local and Regional Standards Boards?

Approved Individual Professional Development Plans and corresponding approved professional development activities have reciprocity with local and regional standards boards throughout the state and with the VSBPE when the educator is not under the jurisdiction of a local or regional standards board. (Vermont Licensing Regulation 5625 or 5432 F)

Educators transferring from one Vermont supervisory union/district, or other educational entity with a local standards board, to another shall be responsible for transferring their IPDPs and corresponding professional development records to the new local or regional standards board within six months of employment. (Vermont Licensing Regulation 5626.1)

No professional development activity or credit proposal shall be approved by the LSB until the applicant has complied with the above regulation.

When do new educators in a district file their IPDP?

Educators transferring from out-of-state shall file an approved IPDP with the appropriate local or regional standards board within six months of employment. (Vermont Licensing Regulation 5626.2)

Educators reentering the profession shall file an approved IPDP with the appropriate local or regional standards board within six months of employment. (Vermont Licensing Regulation 5626.3)

An educator who does not have an approved IPDP, has a Level II License and is hired by the school district, must submit an IPDP to the appropriate LSB within six months of employment. (Vermont Licensing Regulation 5626.3)

No professional development activity or credit proposal shall be approved by the LSB until the applicant has complied with the above regulation.

IPDP REQUIREMENTS

1. The WCSULSB will adhere to the IPDP requirements found in *Vermont Licensing Regulation 5421* and use, as a resource, the procedures for the development of the IPDP approved and adopted in policy by the VSBPE in the *Vermont Re-licensing Process: A Reflection of Ongoing Professional Growth, A Handbook for Educators* (January, 2004).
2. The WCSULSB will require each Level II educator and those educators moving from a Level I to a Level II to develop and file an IPDP at time of license renewal before any professional development activities may be approved for relicensure credit.
3. The WCSULSB will not recommend an educator for license renewal unless a new IPDP has been approved by the board.

CRITERIA FOR IPDP APPROVAL (see page 19 of this document or Rubric for IPDP Evaluation on page 32 of the *Vermont Re-licensing Process: A Reflection of Ongoing Professional Growth, A Handbook for Educators*).

How does an educator develop an IPDP?

The following are some suggestions and resources for educators to use when developing an IPDP:

- Attend workshop offered in early Fall by the WCSULSB
- Develop appropriate professional development goals using the 1999 *Five Standards for Vermont Educator*,

- Consider how IPDP goals will improve individual practice as well as implementation of *Vermont's Framework of Standards and Learning Opportunities*;
- Consider how IPDP goals connect to the school's initiatives for improving student learning;
- Consult with colleagues, especially those in like disciplines or who teach the same grade level(s) and those who have similar expertise and knowledge, teaching style, educational background, and professional history;
- Review formal evaluations and annual goals and discuss your educational needs and aspirations with other colleagues and supervisors (goals developed for another purpose such as supervision or evaluation may also be incorporated into an IPDP);
- Continue implementing and researching knowledge and skills acquired at meaningful conferences and workshops (consult the LSB Plan of Operation for the list of non-traditional professional development activities available for professional development);
- Draw inspiration from professional journals and other educational publications;
- Ask students to complete course evaluations or surveys and review them for insights on teaching and needed expertise; and
- Discuss Individual Professional Development Plans with colleagues and get their ideas for implementing them.

What criteria does the LSB use to approve IPDPs?

An IPDP must include focused goals that:

- Lead to improved practice and student learning;
- Connect to each of the *Five Standards for Vermont Educators*;
- Reflect each endorsement held;
- Connect to the school's/district's initiatives for improving student learning; and
- Lead to professional development activities that will promote new learning and growth for the educator, rather than focus merely on time and effort spent.

What is the process for amending an IPDP?

Amendments to the IPDP

- Must be submitted to the WCSU Local Standards Board for approval prior to taking professional development that does not fit your current IPDP and that you want credit for towards your relicensure;
- Should explain the rationale for amendment, such as change of assignment, level, or subject or change of district focus;
- Submit the IPDP amendment with your original IPDP to the

- board (11 copies);
- In the event of denial of a plan or an amendment, applicant may seek reconsideration; and/or appeal the decision (See: Reconsideration/Appeal Procedures).

LEVEL II TEACHERS RESPONSIBILITIES

The duties of the Level II teachers within the WCSU district regarding professional development and relicensure include:

- To have an Individual Professional Development Plan (IPDP) approved by, and on file with, the WCSU Local Standards Board (It is the professional responsibility of teachers to review and/or revise their Individual Professional Development Plans annually); and
- Teachers who wish to revise their Plans should follow the appropriate provisions under "Process for Individual Professional Development Plan Approval" (If no revisions are received the Individual Professional Development Plan on file will be assumed current).

To acquire a minimum of nine (9) credit hours of professional development activities during each seven (7) year relicensing period. Certain professional development activities may apply to more than one (1) endorsement area (Regulation 5430).

- To receive final approval and accompanying credit for professional development activities;
- To maintain a portfolio documenting all activities for which they have received relicensing credit and/or that meet the Five Standards for Vermont Educators.
- To transfer their Individual Professional Development Plans within six months to another local standards board when moving to other school districts within Vermont; (Regulation 5620)
- Approved IPDP's have reciprocity with Local Standards Boards throughout the state; and
- To notify the Licensing Office, 120 State St., Montpelier, VT 05620, (802) 828-2445, 828-2446 of any and all address changes

STIPULATIONS GOVERNING THE AWARDING OF CREDIT

To acquire a minimum of nine (9) credit hours of professional development activities during each seven (7) year relicensure period. Certain professional development activities may apply to more than one (1) endorsement area (Regulation 5430).

- Credit may be requested for any professional development activity, which relates to the goals of the IPDP (Teachers are encouraged to consult the WCSULSB for approval of any activity, which enhances student learning);
- Credit will be awarded in fractional increments starting at 1/5 (see appendix E);
- Academic course work will receive credit based on college transcript;
- Workshop participation will receive credit based on fifteen (15) hours of work equaling one credit;
- Credit may be extended for service on district committees such as: Curriculum

Development committees, the WCSULSB, and School Approval Visiting Teams. One (1) credit will be granted for each documented fifteen (15) hours of service accumulated. Up to three (3) credits may be granted during one seven (7) year relicensing period; and

- Up to three (3) credits may be granted in any one seven (7) year relicensing period for educational travel, for educational work experience, for teacher initiated projects, or for independent study projects.
- A teacher is required to earn 3 re-licensure credits in each of their endorsement/content area (s) – credits may overlap for more than one endorsement. Other credits may be a combination of Colleagueship and Advocacy credits as long as the activity can be related to or linked to new Learning and Professional Knowledge as outlined in the IPDP.

PROCESS FOR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN APPROVAL (IPDP)

- WCSU Local Standards Board will offer annual workshops to include recommendations and guides for creating an IPDP.
- Applicant must complete the WCSU Local Standards Board "Individual Professional Development Plan Cover Sheet Form " (see appendix A) along with their proposed IPDP and submit it to the WCSU Local Standards Board for approval.
- Applicants are requested to send eleven (11) copies to the WCSULSB.
- The WCSU Local Standards Board co-chair will sign approved IPDP's. One copy will be maintained on file and one returned to the applicant.
- IPDP's requiring clarification or modification will be returned to the applicant to be resubmitted by the next scheduled meeting. Applicants and/or WCSU Local Standards Board may request a meeting.

APPROPRIATE ACTIVITIES FOR PROFESSIONAL GROWTH AND RELICENSURE CREDIT

1. Professional development activities are those activities/experiences that help educators to fulfill the goals of their IPDP, are related to their endorsement competencies, and result in new learning and growth for the educator and greater student achievement. Use page 23 and Appendix E in the *Vermont Relicensing Process: A Reflection of Ongoing Professional Growth, A Handbook for Educators* and *VSBPE policies SB /H1 and SB/H2* **in Appendix B** of this plan to determine types of credit and credit limitations.
2. In-service professional development sponsored by the district, aligned with the school's action plan, and related to the educator's IPDP, should be awarded relicensing credit
3. Educators may also choose professional development that is on-line. There is no official policy, at the time of this writing, regarding on-line professional development. However,

if the professional development includes college credits, it must be from an accredited institution and an official transcript provided. To verify accreditation, the LSB chair may contact the Department of Education. Prior approval of online professional development from the LSB is recommended.

4. Other professional development may be obtained through the websites of recognized organizations (such as Association of Supervision and Curriculum Development (ASCD), National Middle School Association (NMSA), National Science Teachers Association (NSTA), and must include a certificate of on-line participation. Prior approval of on-line professional development from the Local Standard Board is recommended.

- Graduate courses and/or appropriate undergraduate courses, and workshop participation;
- Workshop preparation and presentation;
- Conferences;
- Curriculum projects;
- Inquiry, action research, research;
- Building, district, state, or national committee work;
- Mentor / protégé activity;
- Peer coaching;
- Educational travel;
- Educational work experience;
- Professional writing;
- School-community partnership initiatives;
- Independent study;
- Teacher initiated projects
- School based planning projects.

PAID PROFESSIONAL DEVELOPMENT ACTIVITIES

The WCSULSB shall approve professional development that can be shown to provide new learning and growth for the educator even if the educator was compensated. The professional development activity must also relate to the educator's IPDP and/or endorsement knowledge and performance standards.

PROCESS FOR FINAL APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES

The granting of final approval for all professional development activities is subject to the discretion of the WCSULSB. The WCSULSB strongly recommends that teachers submit activity requests for re-licensure credit to the WCSULSB **no later than 2 years after completion of activity**. Activity request forms should be completed and receive final approval prior to the submission of your portfolio that is due **April 1st** the year of your license expiration. It is WCSULSB policy to table all activity requests during April and May as the focus of the board during this time is portfolio review and recommendation of teachers for re-licensure. These requests will be dated and

reviewed prior to summer break.

- The prior approval requirement is optional however;
- Applicant may complete Activity Request/Approval Form (see appendix B) and submit to the WCSU Local Standards Board for prior approval;
- Activities receiving prior approval will be signed by the WCSULSB co-chair. The application will be returned to the applicant indicating approval. Activities requiring clarification or modification will be returned to the applicant to be resubmitted at the next scheduled meeting;
- Applicant must complete Activity Request/Approval Form and submit to the WCSULSB for final approval with documentation attached; (Documentation should clearly indicate hours involved in activity) and
- In the event of denial of credit, the applicant may seek reconsideration and/or appeal the decision (See: Reconsideration/Appeal Process).

PROCESS FOR LICENSE RENEWAL

The applicant must submit a portfolio to the WCSULSB by April 1 of the year of license expiration in order to gain action by June 30.

A portfolio **must** contain the following:

- Completed License Renewal Form.
- Documentation of credits received or approved.
- A narrative describing how the activities have resulted in professional growth in the areas of the Five Standards for Vermont Educators.
- -A new IPDP for the next renewal period. Eleven (11) copies should be submitted.
- The WCSULSB can then recommend relicensure to the Licensing Office of the Professional Standards Board.

What is a Relicensure Portfolio?

A relicensure portfolio documents and validates the educator's growth as a professional. It provides a vehicle for accountability as a learning professional and the formal opportunity for the educator to reflect on his or her work and demonstrate accountability for professional growth and improved student learning.

The portfolio is an organized selection of evidence that indicates how an educator has met his or her IPDP goals, *The Five Standards for Vermont Educators*, and his or her school's initiatives for improved student learning. It is reflective and highly individualized.

The portfolio provides each professional educator the opportunity to reflect upon his or her goals and to assess his or her success in having met them during the relicensure period just completed. This evaluation process should create a basis from which to identify new IPDP goals for educator and student growth.

PROCEDURE FOR DOCUMENTATION FOR THE STATE

Once the WCSULSB has approved the relicensure application, it will return the forms to the applicant, and the applicant will send the forms and the fees to the State Licensing Office.

RECONSIDERATION/APPEAL PROCEDURES

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

A. Reconsideration:

1. During the process of approving an IPDP, professional development activities, or a professional portfolio, there may be disagreements between an educator and the **WCSULSB**. For example, an activity proposed by an applicant to meet one of his or her IPDP goals might be viewed as inappropriate or inadequate by a Standards Board. After receiving a written denial of credit of a professional development activity, an IPDP or a portfolio, dated and signed by the **WCSULSB** chair or the designee of the chair, the educator may then initiate a reconsideration process.
2. When the LSB denies an educator's IPDP, professional development activity, or relicensure portfolio, 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 WCSULSB** 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 **WCSULSB**. 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 **WCSULSB** 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 **WCSULSB** and the educator continue to disagree on a Board decision regarding an educator's IPDP, professional development activities, and/or relicensure portfolio, the Board's decision shall be considered final.

B. Appeal Process following Recommendation for Denial of License Renewal

If the **WCSULSB** 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 or 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 meet the requirements of, or develop, an Individual Professional Development Plan (IPDP) approved by the local or regional board, the failure to achieve sufficient professional development credits approved by the local or regional board, or the failure to meet each of the standards set forth in the Five Standards for Vermont Educators: A Vision for Schooling, or the failure to meet the requirements of, or develop, a professional portfolio, or the failure to fulfill other requirements set forth in the approved Plan of Operation for receiving a recommendation for license and/or endorsement renewal, the local or regional 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 Department of Education.

2. Process for Appeal

An educator may appeal a recommendation by a local or 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 Department of Education within thirty (30) days of the final notification of denial by a local or regional 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 Commission 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.