

LOCAL CONTINUING EDUCATION RELICENSURE COMMITTEE BYLAWS

Lake Superior School District, 381

Bylaws adopted on Oct. 19, 2022

PURPOSE

The local continuing education relicensure committee (“relicensure committee”) in *Lake Superior School District, #381* is established for the purpose of evaluating continuing education activities, granting appropriate clock hours for those activities, and recommending renewal of Tier 3 and Tier 4 licenses, including related service licenses, and is governed by the rules set forth in [Minnesota Rules, chapter 8710](#).

COMMITTEE MEMBERSHIP

Members

The local committee must consist of eight (8) members. Membership must reflect the following:

- A. Six individuals, who hold at least a baccalaureate degree and are licensed by the Professional Educator Licensing and Standards Board (elected by licensed teachers and related services providers of the district). 2 members shall be from each school building, Minnehaha Elementary, Two Harbors High School and William Kelley Schools.
- B. One individual who holds a Minnesota administrator's license (elected by the licensed administrators of the district).
- C. One individual who is a resident of the district and is not an employee of the school district[i] (designated by the local school board).[ii]

Chairperson

Each year, the relicensure committee must elect a chairperson by the end of September and establish the chair person’s duties.[iii]

Duties of the chairperson shall be: calls and conducts meetings, prepares agendas, records approved clock hours into the Continuing Education Clock Hour Reporting System for those seeking the districts’ committee who is not an employee of the district, provides leadership in orienting new committee members, serves as liaison and contact person in the committee’s relationship with outside agencies and individuals, coordinates revision of local guidelines when needed, and maintains relicensure records.

Secretary

Each year, the relicensure committee must elect a secretary by the end of September and establish the chair person's duties.[iv]

The duties of the secretary shall be: records the minutes of each meeting and distributes them to the committee members and administration, at least five days before the next meeting of the committee seeks and creates an agenda, handles committee correspondence and announcements/posting, records approved clock hours into the Continuing Education Clock Hour Reporting System, and chairs the committee when the chairperson is absent.

Reporting

The relicensure committee must report its current membership roster to the Professional Educator Licensing and Standards Board by November 1 of each year.[v] Failure to submit the roster by November 1 will result in deactivation of the committee's access to the Continuing Education Clock Hour Reporting System.

Election Procedures

Elections for the relicensure committee must be held in May of each year, for terms beginning no later than September 1.[vi] The term of office is two years.[vii] Reelection is subject to no limitations. Election results of committee members will be made publicly available following the election.

The relicensure committee must ensure that the members of each voting group are notified at least five (5) days prior to the election. The election must be conducted using secret ballots[viii] or such that a vote can be submitted anonymously.

Advertisement of positions of the committee shall be made available by April of each election year to the voting members. Interested members shall inform the committee chair of their interest in said position of the committee to be placed on the voting ballot. The interested members for committee positions shall be posted to the membership 2 weeks prior to the secret ballot vote.

COMMITTEE MEETINGS

The relicensure committee must hold an "organizational meeting" by the end of September of each year to elect a chairperson and secretary.[ix] During said organizational meeting, orientation of new members shall take place as well as setting the current years subsequent meetings for reviewing and approving clock hour requests.

The relicensure committee must establish the schedule for upcoming meetings, including the time and place.[x] The relicensure committee must provide at least five (5) days' notice to all members and those subject to committee action.[xi] There shall be three approval meetings throughout the year, with the final meeting being conducted in the month of May. Additional meetings may be called by the chairperson or by written request of three or more of the members.[xii]

For the purpose of transacting business, a quorum is more than 50 percent of the total voting membership of the committee. A majority vote of committee members present and voting is sufficient to take action.[xiii]

Annual Hearing

The relicensure committee shall hold an annual open hearing in conjunction with the first membership meeting of the year to allow licensed teachers and related services providers in the district to review committee procedures. The committee procedures must be made available in advance of the hearing. If possible, all committee members will be present at the hearing. The hearing must continue until everyone who wishes to speak has had an opportunity to do so. Although input received at the hearing is not binding, the relicensure committee will consider modifications consistent with licensure rules, if the information received during the hearing indicates that changes are necessary or desirable. [xiv]

COMMITTEE PROCEDURES

The relicensure committee must make all procedures publicly available.[xv]

Meeting Procedures

The relicensure committee is responsible for establishing a meeting schedule, as well as meeting procedures.[xvi]

At regular meetings of the relicensure committee, the chairperson and/or secretary apprises the members of any correspondence. The committee receives clock hour applications and assigns the numbers of clock hours earned for each licensed teacher and related services provider. In order to ensure consistent and equitable interpretation, any applications that do not readily conform to established guidelines are discussed by the committee and clock hours assigned based upon a file of past decisions and practices that is maintained for each category. The committee Chair's signature is affixed to each approved clock hour application.

Emergency Approval Procedures

The relicensure committee is responsible for establishing a procedure for emergency approval during periods when the committee is not regularly meeting.[xvii]

Approval for emergency requests during periods when the committee does not meet (for example, summers) may be obtained by contacting the chairperson or secretary, who are authorized to consult with one or two other committee members and take action on the emergency request. This procedure is limited to actual hardship situations and is not to be employed simply as a convenience measure or as a substitute for proper committee action.

Recommendations for the renewal of teaching licenses

The relicensure committee is responsible for providing timely recommendations to the Professional Educator Licensing and Standards Board regarding the renewal of teaching licenses by assessing whether an individual has met all the renewal requirements.[xviii] The relicensure committee is also responsible for entering approved clock hours into the individual's record in the Continuing Education Clock Hour Reporting System.

The relicensing committee is responsible for making decisions concerning whether to grant clock hours and the number of hours to be granted.

For example, the relicensure committee may determine that hours should not be granted a second time for activities that are not essentially different. On the other hand, it may determine that additional hours are applicable if new dimensions can be validated for a second experience, according to the description of the activity and the professional development objectives provided on the clock hour request form.

Jurisdiction

All licensed teachers and related services providers are subject to the continuing education rules set forth in Minnesota Rules, chapter 8710.[xix] The relicensure committee is responsible for reviewing and assessing relicensure requirements for individuals employed in the district. If an individual is not employed by the district, the relicensure committee in the school district where that particular individual lives has jurisdiction.

Appeal Procedures

The relicensure committee's appeal procedures include:

When an individual has not been granted the requested number of clock hours by the relicensure committee, an appeal may be made to the committee within 20 working days after notification of the decision of the committee. Failure to file a written request with the local committee for an appeal within 20 working days constitutes a waiver of the individual's right to appeal to the Professional Educator Licensing and Standards Board.

Final decisions by the relicensure committee for continuing education/relicensure may be appealed to the Professional Educator Licensing and Standards Board by the applicant within 30 calendar days after the date the denial is reaffirmed. [xx]

In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform the Professional Educator Licensing and Standards Board. The Board shall extend the previous license until all avenues of appeal have been exhausted.

Other Procedures

Enter additional procedures here, if applicable.

RESPONSIBILITIES OF LICENSED TEACHERS & RELATED SERVICES PROVIDERS

It is the responsibility of each licensed teacher and related services provider to be informed of the relicensure requirements and to submit the application, appropriate verification, and other materials to the relicensure committee.[xxi] It is also the responsibility of the individual to submit the online renewal application and pay the processing fee after the committee has verified that all renewal requirements have been met. Although recordkeeping is one of the committee's functions, licensure is a personal responsibility, and each applicant is URGED to keep a duplicate set of records as a safeguard against accidental mishap during the relicensure process.

APPENDIX

Clock Hour Application Form updated dates 9/19 and or 10/22

LAKE SUPERIOR SCHOOLS CLOCK HOUR APPROVAL APPLICATION FORM

This form is to be submitted with each request for clock hours to the local continuing education committee according to rules established by the local committee. View the Minnesota Administrative Rules 8710.7200 Clock Hours; Requirements for Renewal of Professional Licenses (<https://www.revisor.mn.gov/rules/?id=8710.7200>).

Name:	
License Number:	
License Expiration Date:	
Email:	
Date & Signature of Presenter when no certificate is provided:	

CHECK ONE REQUEST FOR:

- Pre-approval of clock hours subject to actual completion. **(Mostly used for Travel request)**
- Final approval of clock hours for professional activity completed.

CHECK ONE ACTIVITY CATEGORY AND ENTER NUMBER OF HOURS:	CHECK ACTIVITY/ACTIVITIES ADDRESSED <i>IF APPLICABLE</i>:
Number or Clock Hours Requested: _____ Category (MUST CHOOSE ONE) <ul style="list-style-type: none"> <input type="checkbox"/> A. Relevant Course Work <input type="checkbox"/> B. Educational Workshops, Conferences, Institutes, or Lecture <input type="checkbox"/> C. Staff Development Activities, In-service Meetings, and Courses <input type="checkbox"/> D. Site, District, Regional, State, National, or International Curriculum Development <input type="checkbox"/> E. Engagement in Formal Peer Coaching or Mentorship Relationships With Colleagues <input type="checkbox"/> F. Professional Service <input type="checkbox"/> G. Leadership Experiences <input type="checkbox"/> H. Opportunities to Enhance Knowledge and Understanding of Diverse Educational Settings <input type="checkbox"/> I. Preapproved Travel or Work Experiences 	(These requirements must have a minimum of one hour seminar/workshop/training to fulfill the requirement) This Activity Addresses: <ul style="list-style-type: none"> <input type="checkbox"/> Positive Behavior Intervention Strategies. <input type="checkbox"/> Further Reading Preparation (as defined in Minnesota Statute 122A.06, Subd. 4 (https://www.revisor.mn.gov/statutes/?id=122A.06#stat.122A.06.2)). This requirement applies to all professional licenses issued by the Minnesota Professional Educator Licensing and Standards Board, except school counselors, school psychologists, school nurses, school social workers, audiovisual directors and coordinators, and recreation personnel.) <input type="checkbox"/> Cultural Competency Training (promotes self- reflection/discussion in racial, cultural, and socioeconomic groups) <input type="checkbox"/> Key Warning Signs of Early-Onset Mental Illness in Children and Adolescents. <input type="checkbox"/> Suicide Prevention Best Practices <input type="checkbox"/> English Language Learners Training <input type="checkbox"/> Accommodation/Modification

DESCRIPTION OF THIS EXPERIENCE:

Name of Experience:	
Date of Experience:	
Description of the Experience:	

LOCAL COMMITTEE ACTION:

_____ Approved for _____ Clock Hours _____ Not Approved. Reason: _____	
Committee Chair Signature: _____	Date: _____

- [i] Note, school board members are not considered “employees of the district.”
- [ii] Minn. R. 8710.7300, subp. 1.
- [iii] Minn. R. 8710.7300, subp. 4.
- [iv] Minn. R. 8710.7300, subp. 4.
- [v] Minn. R. 8710.7300, subp. 7 C (1).
- [vi] Minn. R. 8710.7300, subp. 2.
- [vii] Minn. R. 8710.7300, subp. 2.
- [viii] Minn. R. 8710.7300, subp. 2.
- [ix] Minn. R. 8710.7300, subp. 4.
- [x] Minn. R. 8710.7300, subp. 7 A (1).
- [xi] Minn. R. 8710.7300, subp. 6.
- [xii] Minn. R. 8710.7300, subp. 6.
- [xiii] Minn. R. 8710.7300, subp. 6.
- [xiv] Minn. R. 8710.7300, subp. 7 A (3).
- [xv] Minn. R. 8710.7300, subp. 7 A (2).
- [xvi] Minn. R. 8710.7300, subp. 7 A (1).
- [xvii] Minn. R. 8710.7300, subp. 7 A (1).
- [xviii] Minn. R. 8710.7300, subp. 7 B (1).
- [xix] Note, individuals holding lifetime licenses are not subject to committee action (so long as they hold no other licenses).
- [xx] Minn. R. 8710.0900.
- [xxi] Minn. R. 8710.7000.