

MACS RELICENSURE COMMITTEE BY-LAWS

Purpose and Philosophy

The Minnesota Association of Charter Schools (MACS) Continuing Education & Relicensure Committee is a consortium of Minnesota public charter schools established in accordance with MN Rule 8710.7300.sub.14.

The purpose of the committee is to evaluate continuing education activities and recommend renewal of Administrative licenses and Tier 3 and 4 teaching and support service licenses for those educators employed, formerly employed, retired or under contract with Minnesota public charter schools and charter authorizers (the consortium). The Committee does not review Tier 1 or 2 licenses.

I. Eligible Licensed Personnel

Eligible licensed personnel who may utilize the MACS Continuing Education & Relicensure Committee are:

- All professionals holding Tier 3 and 4 or Administrative licenses currently employed by any Minnesota public charter school;
- All professionals holding Tier 3 or 4 or Administrative licenses whose most recent employment was in any Minnesota public charter school
- All professionals holding Tier 3 or 4 or Administrative licenses who are working as independent contractors in any Minnesota public charter schools; and
- All professionals holding Tier 3 or 4 or Administrative licenses from any Minnesota charter authorizing institutions.

II. Responsibilities of Licensee

The licensee seeking approval of continuing education and relicensure is responsible for submitting the application, appropriate verification, and documentation according to the specifications and timelines established by the policy and procedures adopted by the Committee and the MACS Board of Directors.

Individuals holding both an Administrative and Tier 3 or 4 License will submit clock hours for the Tier 3 or 4 component of licensure to the Committee and submit clock hours verified by the MN BOARD OF SCHOOL ADMINISTRATORS for the administrative component to the committee.

III. Committee Duties

The duties of the MN Association of Charter Schools Continuing Education and Relicensure Committee are:

- 1) Establish procedures for the operations of the Committee and recommend policy changes to the MACS Board of Directors;
- 2) Provide licensees in the consortium with an opportunity to provide feedback on guidelines and procedures established by the Committee;
- 3) Provide recommendations to the PROFESSIONAL EDUCATORS LICENSING AND STANDARDS BOARD on the renewal of individual licenses according to MN Rule 8710.7300.sub.7b;
- 4) Forward to the PROFESSIONAL EDUCATORS LICENSING AND STANDARDS BOARD information as required under MN Rule 8710.7300.sub.7c;
- 5) Provide assistance to licensees in interpreting state rules and guidelines in order to provide equitable implementation in public charter schools across the state; and
- 6) Disseminate Committee information (by-laws, procedures, policies, etc.) annually to eligible licensed personnel in the consortium.

IV. Committee Membership

The Continuing Education & Relicensure Committee is composed of seven (7) individuals:

- Five (5) persons licensed by the PROFESSIONAL EDUCATORS LICENSING AND STANDARDS BOARD who hold at least a baccalaureate degree, a Tier 3 or 4 license, and are employed in a MACS member school.
- No more than one licensed representative may serve from an individual school at one time.
- One person from a MACS member school who holds an administrator's license, representing the practicing elementary and secondary administrators of Minnesota public charter schools.
- One individual (Community Member) who is not an employee of a Minnesota public charter school and holds a valid Tier 3 or 4 and/or Administrator's license.

V. Responsibilities of Committee Members

The Continuing Education & Relicensure Committee member responsibilities are:

- To attend all meetings of the Committee;
- To participate in the work of the Committee; to adhere to established policies; and, as appropriate
- To serve as an officer of the Committee.

VI. Officer Duties

Chairperson:

The Chairperson shall have the following duties:

- 1) Call and conduct meetings;
- 2) Prepare agendas in consultation with MACS staff;
- 3) Provide leadership and orient new committee members; and
- 4) Serve as liaison with the staff of MACS, Minnesota public charter schools and other organizations and agencies.

VII. Terms of Committee Membership

Committee members shall be elected to staggered two-year terms. In the even numbered years, the following positions shall be elected:

- Two licensed Tier 3 or 4 employees employed in MACS-member schools.
- One licensed administrator employed in a MACS-member school
- One licensed Tier 3 or 4 and/or admin Community Member who is not an employee of a Minnesota public charter school

In odd numbered years, the following positions shall be elected:

- Three licensed Tier 3 or 4 employees employed in MACS-member schools.

The terms of committee members shall begin on September 1st and go through August 31st. Tier 3 and 4 licensed members may serve three consecutive terms without a break in service. The administrator and Community member may serve three consecutive terms.

VIII. Election Procedures

The election of licensed committee members shall be held annually in May. The Community Member shall be appointed by the Committee at the meeting following the election. .

Licensed Tier 3 and 4 Representatives:

- MACS will issue a solicitation for nominations for the appropriate seats on the Committee by April 1.
- Nominations shall be by self-nomination, although the Committee has the responsibility to encourage and recruit individuals for nomination.

- All nominees who meet the legal requirements for election and fulfill the requirements for nomination shall appear on the ballot.
- The election shall be by secret ballot and may be conducted by electronic ballot.
- The MACS staff will send ballots and voting instructions to each member school relicensure representative and/or Executive Director.
- All licensed Tier 3 and 4 personnel employed at MACS-member schools are eligible to vote.
- All licensed Tier 3 and 4 personnel that have already processed their renewal through the Committee that school year, regardless of MACS-membership, will also be eligible to vote.
- The election process shall be no less than five business days.

Administrative Representative:

- In the year that the Administrative Representative is elected, MACS will issue a solicitation for licensed administrative nominees by April 1st.
- Nominations shall be by self-nomination, although the Committee has the responsibility to encourage and recruit individuals for nomination.
- All nominees who meet the legal requirements for election and fulfill the requirements for nomination shall appear on the ballot.
- The election shall be by secret ballot and may be conducted by electronic ballot.
- MACS staff will send ballots and voting instructions to each consortium member school relicensure representative or directly to each Executive Director.
- All licensed administrators employed at MACS-member schools are eligible to vote.
- All licensed administrators that have already processed their renewal through the Committee that school year, regardless of MACS-membership, will also be eligible to vote.
- The election process shall be no less than five business days.

Community Member:

- In the year that the Community Member is appointed, the MACS office will issue a solicitation for community members on or before April 1st. The Committee Members will share responsibility for recruiting the Community Member.
- The Community Member shall be appointed by the Committee during the committee meeting following the election.

Documentation and Reporting of Election:

- Hard copies of electronic ballots shall be kept on file at the MACS office for three years.
- The MACS staff shall count the ballots and submit the results to the committee. The Committee shall certify the election results at the first meeting after the official voting period.
- In the event of a tie vote for any of the open positions being elected, the winner will be decided through a coin toss.
- The election results shall be published within five business days of the certification of the election.

IX. Attendance

If a member misses two or more meetings per year, the Committee has the right to declare, upon written notification to the individual, that the seat is vacant and proceed to fill the vacancy.

X. Vacancies

When a vacancy occurs partway through a term, the Committee will appoint an eligible replacement after official notification of the vacancy has been posted on the MACS' website and after there has been a ten (10) business day period for self-nomination.

If there are no nominations through the process, the Committee shall recruit and elect an individual to fill the balance of the term.

Any individual appointed to fill a vacancy may serve two full consecutive terms for a Tier 3 or 4 license seat and three full consecutive terms for a community member or administrator seat after the end of the term to which they were appointed.

XI. Committee Meetings

Annual Organization Meeting:

- The organizational meeting must be held no later than September 30th.
- The agenda for the annual organizational meeting shall include:
 - An orientation of the By-laws, Policies, and Procedures
 - The election of a Chair
 - Establishment of meeting dates for the academic year

Regular Meetings:

- The Committee shall meet as often as needed to conduct its duties. The dates of these meetings shall be communicated to Minnesota public charter schools and be published on MACS' website.

Quorum:

- For the committee to transact any changes to policy or procedure or to appoint members, a quorum must be present. A quorum shall be four members. A simple majority of members present is sufficient to take action.

XII. Appeal Procedures

If the Committee does not grant the requested number of clock hours, the applicant may appeal by written request to the Committee within 20 business days after notification of the decision of the Committee. Appeals will be reviewed by the committee at the next scheduled meeting. Failure to file a written request with the Committee within 20 business days constitutes a waiver of the individual's right to appeal. The Committee's denial of an appeal may be appealed to PROFESSIONAL EDUCATORS LICENSING AND STANDARDS BOARD within 30 days after the date that a denial is reaffirmed. For local appeal no special form is required.

In cases where the applicant has not been granted the required number of clock hours for relicensure, the Committee shall not endorse the application for renewal of the continuing license.

Note: In the event that the clock hours under appeal result in loss of licensure, it shall be the responsibility of the appellant to inform PROFESSIONAL EDUCATORS LICENSING AND STANDARDS BOARD of their situation so that the Board can extend the previous license pending resolution of the appeal. The PROFESSIONAL EDUCATORS LICENSING AND STANDARDS BOARD shall extend the previous continuing license until all avenues of administrative appeal have been exhausted.

XIII. Amendments to By-laws

The Committee shall annually review the By-laws and make recommendations for changes to the MACS Board of Directors. The MACS Board of Directors shall consider any By-law changes submitted by the Committee at the next meeting after submission of recommendations.

Adoption Date: October 6th, 2006
Adopted By: MN Association of Charter Schools

Amended: November 17, 2010

Amended: February 26, 2014
Amended: August 9, 2019
Amended: November 15, 2021
Amended: June 12, 2023
Amended: September 21, 2023