

## Personnel

### License Status

#### I. Purpose

This policy ensures that the school district employs qualified teachers and fulfills its duty to ascertain the licensure status of its teachers. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

#### II. General Statement of Policy

- A. Teachers will hold a valid teaching license from the Professional Educator Licensing and Standards Board ("PELSB") to perform the particular teaching service for which the teacher is employed by the school district.
- B. The district verifies, through the Minnesota education licensing system available on the PELSB website, that the person is a qualified teacher consistent with state law.
- C. The district has the duty to ascertain the teacher's licensure status and ensure that the district's teacher license files are current. The district annually reviews its teacher license files to verify that each teacher's license is current and appropriate to the particular service for which the teacher is employed by the district.

#### III. Procedure

- A. The school district uses an established schedule for the annual review of teacher licenses.
- B. If the district discovers that a teacher's license has expired or that the teacher is not appropriately licensed, the district will investigate the circumstances surrounding the lack of license and will take appropriate action, as determined by the superintendent/designee based on recommendations from PELSB.
- C. A teacher's failure to have an appropriate license reinstated constitutes gross insubordination, inefficiency, and willful neglect of duty, which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy remains with the teacher.

- E. The district will annually report to PELSB: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report will not include data that would personally identify individuals.

Legal References:

Minn. Stat. § 122A.16 (Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)

*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)

*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, affirmed, 1993 WL 129639 (Minn. App. 1993)

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INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota