

Maine School Administrative District 59

Professional Learning Communities Support System Plan (PLCSS Plan)

<http://www.virtualmentoring.net/role-project-mentor-3/>



Certification & Mentoring Guidelines

It is the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by MSAD 59, as well as provide necessary documentation as directed in this document.

Chapter 115

REQUIREMENTS FOR SPECIFIC CERTIFICATES AND ENDORSEMENTS

Chapter 180

PERFORMANCE EVALUATION AND PROFESSIONAL GROWTH SYSTEMS (PEPG)

Section (11) Effective June 3, 2018

1. Retain a level of peer support and feedback for all teachers and principals.
2. Establish a mentor/coach component for all newly hired and conditionally certified teachers.
3. Differentiate peer support requirements to provide greater support for new and conditionally certified teachers.
4. Provide greater, more structured support for conditionally certified special education teachers.
5. Provide the SAU with flexibility in establishing mentor and coach qualifications as well as assigning mentors and coaches to better target educator needs.
6. Sharpen the line between peer support components and evaluation components

Chapter 508

SUMMARY: This rule establishes standards and procedures for implementation of performance evaluation and professional growth systems (PEPG systems) for educators, as required in Chapter 508 of Title 20-A of the Maine Revised Statutes. It defines terms, identifies professional practice standards for use in PEPG systems, establishes criteria that must be met by student learning and growth measures used in a PEPG system and requires involvement of educators in implementation of systems. The rule sets forth the process for obtaining Department approval of locally-developed plans, and describes technical assistance to be provided by the Department.

Developed: 2010

Revised: June 2018

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ABBREVIATIONS

CC	Certification Committee
CCC	Certification Committee Chairperson
CCBR	Certification Committee Building Representative
MDOE	Maine Department of Education
PCAP	Professional Certification Action Plan / 5 Year Plan
PLCSS	Professional Learning Community Support System

A. Scope

The Professional Learning Community Support System (PLCSS) will be overseen by the MSAD 59 Certification Committee. The Certification Committee will operate independently but may consult with the Superintendent of Schools and/or the Board of Directors as appropriate, as well as utilize the services of the Department of Education Certification Office. Chapter 180 establishes the requirements for local support systems required by 20-A MRSA §13011 *et seq.* to operate as part of the certification process.

B. Certification Committee Membership

Appointment to the Certification Team shall be made from a pool of qualified staff. (See Chapter 180, 11, 6).

Members of the Certification Committee must have at least three years of experience as educators and a majority must have completed at least one five year renewal cycle. Membership will be composed of the following:

- one administrator
- Special Education Director (oversees Education Technician certification)
- one teacher representing Madison Elementary School
- one teacher representing Madison Junior High School
- one teacher representing Madison Area Memorial High School
- Mentor Coordinator

Members of the Certification Committee will hold a three-year term. Previous to the end of the term, a member can opt to continue in the position or resign. When multiple staff members from the same building are interested in a vacancy, the staff of the school will vote for the individual who they wish to represent their building. A written notice, detailing the vote and its outcome, will be sent to the PLCSS chairperson.

The chairperson must be a professionally certified teacher/educational specialist and will be elected by the Certification Committee at the last meeting of each year to act as chairperson for the following year.

C. Responsibilities of the Certification Committee Chairperson

The chairperson will be responsible for certification procedures throughout the district. Duties of the chairperson will be as follows:

1. At the beginning of each school year, the names of the PLCSS members shall be recommended to the Superintendent of Schools for approval by the School Board.
2. Coordinate the setting of Certification Committee meetings
3. Set meeting agendas
4. Facilitate meetings
5. Notify members of meetings and other necessary information
6. Communicate with MDOE and other necessary parties
7. Officially respond to PCAPs, Prior Approval requests, etc. as well as applications for certification action, with the advisement of the Certification Committee
8. Ensure staff access (electronically and in hard copy) to this PLCSS plan and associated documents/forms
9. Act as the contact person for all Certification Committee members
10. Act as the official spokesperson for the district in regard to certification issues
11. Delegate responsibilities to Certification Committee
12. Collaborate on new teacher induction day to explain the certification process

13. Provide new teachers with basic steps to the certification process
14. Present at Teacher Workshop Day to
 - 1) introduce CCBR
 - 2) provide MDOE updates related to certification and mentoring
 - 3) review PLCSS highlights and updates
 - 4) review MSAD 59 website for certification information and forms
15. Meet with non-teaching professional staff to develop a plan for mentoring and certification
16. Coordinate the orientation of new Certification Committee members as needed
17. Coordinate annual program evaluation to assure quality, effectiveness, and efficient management. Present results to CC for review and development of PLCSS changes as needed
18. Develop, implement, and evaluate a questionnaire for teachers completing five year cycle. Submit results to CC for review and recommendations
19. Prepare a year-end report of the committee activities for submission to the Superintendent of Schools and/or Board of Directors annually

D. Responsibilities of the Certification Committee

1. The Certification Committee will meet a minimum of three times per year
2. The PLCSS members in each building will make a general presentation to all staff in their buildings by the end of October, each school year.
3. New staff supported by this plan may also meet separately with their building PLCSS members for a second orientation to review:
 - a. Responsibilities
 - b. Roles
 - c. Procedures
 - d. Available services
 - e. Training and professional development
 - f. Process for achieving a professional certificate
4. Assist all staff supported by this plan in the certification process
5. CCBR will hand deliver, in September, the Professional Certification Renewal Checklist to all staff in the building due for renewal during that academic year.
6. Review and approve Professional Certification Action Plans (PCAP).
7. Respond to (approve/disapprove) all staff requests for professional development leading toward certification credit (Prior Approval forms).
8. Provide maintenance of a cumulative, confidential file containing required documentation. (See related MSAD #59 Policy GBJ – Personnel Records and Files.)
 - a. CCBR will maintain a copy of each teacher’s current certification and prior approval forms related to the current certification cycle.
 - b. CCC will maintain a copy of each teacher’s certification documentation until employment with MSDA 59 ends.
 - c. When employment ends with MSAD 59, documentation will remain in the Certification Committee Chairperson files through current certification cycle.
 - d. After employment ends and the most recent certification cycle ends, documentation will be stored at MSAD 59 district office for 10 years (up to 2 cycles).
9. CC members will attend Maine Department of Education certification conferences, workshops, and trainings when available and appropriate

10. Conduct yearly self-evaluation to assure quality and effectiveness, including results of evaluations completed by mentors, mentees, and teachers completing five year cycle.
11. If necessary, the Certification Committee may meet during the summer to review teacher documentation for certification or to discuss changes in the PLCSS plan/documents that will be implemented for the next school year.
12. Work closely with the district's leadership to determine areas of need for professional growth.
13. Perform any other duties required to ensure the orderly operation of the certification process

All decisions made by the PLCSS will be made in a professional, fair, and equitable manner. In the event that staff members do not follow procedures for certification, the issue will be brought to the Certification Committee for consideration. A staff member who feels that a PLCSS members decision does not meet MSAD #9 and MDOE requirements should address this concern to his/her CCBR or the administrative representative for the district. The concern will then be presented to the Certification Committee as a whole, for reconsideration. If the staff member still does not deem the decision satisfactory, he or she may address the CC in person. For each CC decision, consensus will be utilized.

All materials gathered during the course of the certification process are to be considered legally confidential, including, but not limited to: self-assessments, observations, PCAPs, and recommendations. No materials, either written or verbal, may be divulged to any outside sources, including building principals, other administrators, other teachers, and any other staff, unless the individual expressly gives permission in writing. It is the responsibility of each PLCSS member to respect the individual's rights of confidentiality.

E. Professional Certification Requirements

In order for a teacher or other staff person (guidance, nurse, etc.) supported by this plan to renew certification he/she must complete a combination of:

- 6 credits from an accredited college or university
- 9 C.E.U.'s
- 90 Contact Hours
- Equivalent combination
 - 15 Contact Hours = 1 Credit Hour
 - 1.5 C.E.U.'s = 1 Credit Hour
 - 45 Contact Hours = 3 Credit Hours
 - .1 C.E.U.'s = 1 Contact Hour
- A pre-approved alternative plan
- When submitting documents for certification renewal to the CCBR, it is not necessary to submit all accumulated hours, C.E.U.s, or credits. It is recommended to submit the minimum amount required plus extra hours in the event hours are denied.

All credits, C.E.U.'s and contact hours must be pre-approved. It is the responsibility of the person seeking to attend professional development to submit a Prior Approval form. Prior Approval for contact hours required of all MSAD 59 staff (ie. bloodborne pathogens, suicide prevention) or district wide offerings (ie. Wellness Day) is not required.

Refer to Appendix B "MSAD 59 PLCSS RENEWAL CHECKLIST" for instructions regarding certification renewal procedures.

F. Non-teaching Professional Certification

All non-teaching professional staff (including but not limited to guidance, school nurse, and librarian) will meet with the CCC to develop a plan for mentoring and certification.

G. Educational Technician Certification Requirements

In order for an Educational Technician to renew an authorization, he/she must complete the equivalent of 3 credits of work-related study within the five-year authorization period.

- 3 Credits
- 4.5 C.E.U.'s
- 45 Contact Hours
- Equivalent combination
 - 15 Contact Hours = 1 Credit Hour
 - 1.5 C.E.U.'s = 1 Credit Hour
 - 45 Contact Hours = 3 Credit Hours
 - .1 C.E.U.'s = 1 Contact Hour

H. Mentor Program

Qualifications of mentors: (see Chp. 180, 11, 6):

1. Working under a professional certificate
2. Completed a mentor training program approved by the State of Maine Department of Education

Confidentiality Requirement:

All observations, documentation, conversations, judgments, opinions, etc. will remain STRICTLY CONFIDENTIAL between the:

1. Mentor/Mentee
2. District Mentor Coordinator/Mentee
3. District Mentor Coordinator/Mentor
4. District Mentor Coordinator/ Certification Committee/ Mentee

If deemed advisable or necessary by the Mentor/District Mentor Coordinator, information may be shared with the Administration or other designated parties, only with the WRITTEN CONSENT of the Mentee. Such instances may include, but not be limited to, the occurrence of a “reportable event”, required by policy/law to be brought to the attention of the Administration, or when it is determined that a Mentee would benefit from additional support from other staff/Administration.

In Addition:

1. Participation in the Mentorship/Induction Program will have no bearing on, or be part of, the formal Administrative Evaluation of a Mentee.
2. Participation in the Mentorship/Induction Program will have no bearing on the Recommendation to Rehire a Mentee.
3. Should the Mentor/Mentee require realignment in the partnership and implementation of the “Exit Strategy” necessitated, it will have no bearing on the Administrative Evaluation or the Recommendation to Rehire a Mentee.
4. The Superintendent of Schools, in conjunction with the State of Maine, Department of Education, has access to all records/information pertaining directly to an individual’s State Certification Status.

The responsibilities of each mentor are as follows:

1. Mentors will recommend resources for services and technical assistance available to fulfill the goals and objectives of their mentee's directed growth plan. Areas of support include but are not limited to:
 - a. Planning and Presentation
 - b. Classroom Management
 - c. Delivery of Instruction
 - d. Monitoring, Assessment and Follow-up
 - e. Family & Community
 - f. Professional Responsibilities
2. Mentors will provide guidance and support based on a professional learning community model.
3. Mentors will assist their mentees in developing collegial professional partnerships as the primary means of professional development.
4. Schedule at least three classroom visits and collect data to inform instruction, classroom management, etc.. Additional, informal classroom visits are recommended.
 - a. Conduct pre and post-data collection conferences
5. Meet on regular basis with the mentee to collaborate and determine the progress of the new educator
6. Mentor attends post observation conference with principal at invitation of mentee
 - a. mentor attendance solely to provide additional support to mentee with addressing recommendations of principal
 - b. mentor does not provide input/feedback to principal without the express written consent of the mentee following consultation with the Mentor Coordinator
7. Provide documentation to the Mentor Coordinator to assist in the determination of whether or not the mentee has met the requirements for a higher level of certification.

Each teacher working toward professional certification (identified by MDOE as provisional, conditional, transitional, or targeted need) will be assigned a mentor whose main task will be to coach his /her mentee in reaching a higher level of certification. The mentor and mentee will work together for two years, with a third to be determined as needed.

Conditionally certified Special Education teachers will participate in an alternative certification and mentoring program designed by the Department of Education.

Professionally Certified Teachers

- Professionally certified teachers new to the district will be assigned a mentor for one year.
- Professionally certified teachers who transfer to a new grade level and/or subject area may be assigned a mentor for one year. This will be determined by the building principal, Mentor Coordinator, and Superintendent.

Non-teaching staff (including but not limited to guidance, school nurse, and librarian)

- Follow licensing rules of the profession
- Submit a Certification and Mentoring Plan to Mentor Coordinator
- Complete Prior Approval Forms and submit to CCBR
- Submit a Certification and Mentoring Plan reflection with evidence to Mentor Coordinator

The Mentor Coordinator will make every effort to match qualified mentors with teachers requiring a mentor using the following prioritizing guidelines:

- 1) Location – School, building
- 2) Impact areas – Content area, grade level, specialization

In the event of a match that does not proceed successfully, a change can be made. The staff member seeking a change shall submit a written request to the Mentor Coordinator. Mentors may be replaced upon consideration of this written request from the certification candidate or the mentor.

I. Contact Hours for Mentoring

Contact hours for serving as a mentor: maximum of 50 total hours per 5 year certification cycle

- Mentor: MSAD 59 Staff
 - Complete prior approval form (see above)
 - Complete all duties and tasks of a Mentor
 - Award 25 contact hours
- Mentee: MSAD 59 staff
 - Complete all tasks required of a Mentee
 - professionally certified award 15 hours
 - not professionally certified award Certificate of Completion
- Mentor: student teacher
 - Complete prior approval form (see above)
 - Submit copy of UMF completion letter & certificate to Certification Committee Chair
 - Award 45 contact hours
- Mentor: advanced practicum and practicum students
 - Complete prior approval form (see above)
 - Submit copy of UMF completion letter & certificate to Certification Committee Chair
 - Award 15 contact hours

J. Responsibilities of Mentor Coordinator

1. Consult with building principals and Superintendent to determine mentoring needs
 - a. Assign a mentor from eligible mentor list for each new hire
 - b. Assign a mentor from eligible mentor list for MSAD 59 staff transferring to a new grade level or subject area
2. Compile a list of qualified mentors identified for assignment and submit it with the year-end report (as well as additional times during the school year as needed) to the Superintendent for nomination and approval by the Board of Directors Attend the teacher induction day to introduce mentors and mentees and answer questions
3. Collaborate on new teacher induction day to explain the mentoring process
4. Schedule and implement Mentor Orientation for mentors and mentees
 - a. provide overview of Mentor Program
 - b. provide calendar of documentation due dates
 - c. provide necessary documentation
5. Guide mentoring and certification process for non-teaching staff (including but not limited to guidance, school nurse, librarian)
6. Communicate with mentors and mentees, answer questions, and contact the MDOE as needed
7. Develop, implement, and evaluate a questionnaire at the end of the mentor/mentee cycle, completed by both the mentors and mentees. Submit results to CC for review and recommendations.
8. Coordinate a Maine Department of Education approved training program for mentor eligibility as needed

MSAD 59 PLCSS KEY POINTS

- ★ MSAD 59 professional development
 - Staff Development Approval form to Floyd Wood to include agenda & evaluation
 - Attendance: Google form for small groups, sign-in sheets for large groups
 - Evaluation
 - Certificate to include: unique title, date, hours awarded, signature

- ★ Staff responsible for maintaining documentation for renewal
 - Official transcripts shown to CCBR: copy made and signed by CCBR
 - Documents submitted to CCBR by **April 30th**
 - CC will review documents and CC Chairperson will submit approval on MDOE NEO system.

- ★ Copy of certificate
 - Joan Corson at SAD Office
 - 2 copies to building representative; 1 of which will be sent to CC Chairperson

- ★ Professional Certification Action Plan (PCAP) / 5 year plan
 - **By September 15th** of the first year of your new cycle, you must complete PCAP/Teacher Action Plan
 - Submit to CCBR; a copy will be sent to CC Chairperson

- ★ Prior approval

IN ADDITION TO “CERTIFICATE AND REQUEST FOR COURSE PAYMENT”

 - Form to be completed for all workshops, conferences, courses, etc.
 - Prior Approval for contact hours required of all MSAD 59 staff (ie. bloodborne pathogens, suicide prevention) or district wide offerings (ie. Wellness Day) is not required.
 - CCBR will approve and send original copy to CC Chairperson

- ★ Contact hours for serving as a mentor: maximum of 50 total hours per 5 year certification cycle
 - All must complete prior approval form (see above)
 - Mentor: SAD 59 Staff
 - Complete all duties and tasks of a Mentor
 - Award 25 contact hours
 - Mentor: student teacher
 - Submit copy of UMF completion letter & certificate to Certification Committee Chair
 - Award 45 contact hours
 - Mentor: advanced practicum and practicum students
 - Submit copy of UMF completion letter & certificate to Certification Committee Chair
 - Award 15 contact hours

- ★ Storage of certification files
 - When employment ends with MSAD 59, documentation will remain in the Certification Committee Chair files through current certification cycle.
 - After employment ends and the most recent certification cycle ends, documentation will be stored at MSAD 59 district office for 10 years (up to 2 cycles).

MSAD 59 PLCSS PROFESSIONAL CERTIFICATION RENEWAL CHECKLIST

1. Prior to your certification expiration date
 - log in to the MDOE NEO system to verify your information is accurate
 - complete the MDOE NEO application
 - pay your renewal fee
 - complete all required sections of the MDOE NEO system

2. **By April 30th** of the year your certification expires, provide your Certification Committee Building Representative (CCBR) with all documentation as follows:
 - All coursework, workshops, conferences, etc. must have been attended during the current certification cycle and have been pre-approved by the Certification Committee in accordance with your 5-year plan.
 - You must provide your CCBR with **original** transcripts and one copy for college courses. Official electronic transcripts are acceptable. After viewing your original transcript, the official copy will be returned to you.
 - You must provide your CCBR with photocopies of CEU credits and contact hour certificates. These will ***not*** be returned to you so be sure to keep the originals for your records.
 - all certificates must have your name, be dated and signed
 - certificates from multiple years with same title *may not* be accepted
 - When submitting documents for certification renewal to the CCBR, it is not necessary to submit all accumulated hours, C.E.U.s, or credits. It is recommended to submit the minimum amount required plus extra hours in the event hours are denied.
 - Notify your CCBR if you are in the process of obtaining additional hours when submitting your documentation.

You will need: 6 credit hours, or 9 C.E.U.s, or 90 contact hours, or any combination of these.

15 Contact Hours = 1 Credit Hour

1.5 C.E.U. = 1 Credit Hour

45 Contact Hours = 3 Credit Hours

.1 C.E.U. = 1 Contact Hour

3. Your documentation will be reviewed by the Certification Committee; two signatures are required in MSAD 59.

4. After review and approval of your certification renewal documentation, the Certification Committee Chairperson will submit approval with the MDOE NEO system.

5. When your application is complete, you have paid your renewal fee, and approval has been submitted by the CCC, you will be able to access and print your new certification.
 - Send one copy to Joan Corson at the MSD 59 district office.
 - Provide two copies to your CCBR; one will be sent to the Certification Committee Chairperson.
 - ***It is a state law that we have a copy of your current certification on file at all times.**

6. **By September 15st** of the first year of your new cycle, you must provide your CCBR with a new Professional Certification Action Plan (PCAP) aka 5 Year Plan.

Please do not hesitate to contact your CCBR if you have any questions:

Certification Chairperson: Karyn Bussell

MES Representative: Alison Willing

MAMHS Representative: Karyn Bussell

MJHS Representative: Kelly Whalen

MSAD 59 PLCSS CERTIFICATION RENEWAL TABULATION

NAME _____

MAMHS MJHS MES OTHER _____

POSITION _____ **YEAR** _____ **TO** _____

6 Credit Hours 9 C.E.U.s 90 Contact Hours or any combination of these
 15 Contact Hours = 1 Credit Hour 1.5 C.E.U. = 1 Credit Hour
 45 Contact Hours = 3 Credit Hours .1 C.E.U. = 1 Contact Hour

CREDIT HOURS			C.E.U.s			CONTACT HOURS										MENTOR HOURS (max 50 per renewal cycle)	
1	2	3	1	2	3	1	2	3	4	5	6	7	8	9	10	Professional Cert. Mentee	15
4	5	6	4	5	6	11	12	13	14	15	16	17	18	19	20	SAD Staff Mentor	25
			7	8	9	21	22	23	24	25	26	27	28	29	30	SAD Staff Mentor	25
			~~~~~	~~~~~	~~~~~	31	32	33	34	35	36	37	38	39	40	Student Teacher	45
						41	42	43	44	45	46	47	48	49	50	Practicum Student	15
						51	52	53	54	55	56	57	58	59	60	Practicum Student	15
<b>.25 HOURS</b>			<b>.75 HOURS</b>			61	62	63	64	65	66	67	68	69	70	Practicum Student	15
						71	72	73	74	75	76	77	78	79	80	~~~~~	<b>.5 HOURS</b>
						81	82	83	84	85	86	87	88	89	90		

NOTE: Those receiving a waiver in 2017 may use hours obtained 7/1/17 - 6/30/18 for **either** 2018 **or** 2023 renewal.

**QUESTIONS FOR CERTIFICATION TEAM ON BACK**

RECOMMENDED FOR RENEWAL

_____  
 Certification Committee Building Representative      Date

RECOMMENDED FOR RENEWAL

_____  
 Certification Committee Chairperson      Date

DATE APPROVAL SUBMITTED ON MDOE ONLINE SYSTEM: _____



IN ADDITION TO: "CERTIFICATE AND REQUEST FOR COURSE PAYMENT"

1. Complete this Prior Approval form for any professional development opportunity you would like to attend including, but not limited to, workshops, conferences, courses.
2. Prior Approval for contact hours required of all MSAD 59 staff (ie. bloodborne pathogens, suicide prevention) or district wide offerings (ie. Wellness Day) is not required.
3. The Certification Committee Building Representative will send the original to the Certification Committee Chairperson, keep a copy for the building file, and give you a copy.

**Name:**

**School:** MAMHS MJHS MES **Position / Subject Area / Grade Level:** _____

**Professional Development Title:**

**Date(s):** **Location:**

**What is the purpose of this P.D. opportunity? Check most relevant and explain (on back if needed).**

- |                                                   |                                                |                                |
|---------------------------------------------------|------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Student benefit          | <input type="checkbox"/> Benefit the district  | <input type="checkbox"/> Other |
| <input type="checkbox"/> Inform teaching practice | <input type="checkbox"/> Connects to goals     |                                |
| <input type="checkbox"/> Connects to standards    | <input type="checkbox"/> Administrator request |                                |

**Teacher Signature:** _____

**Date Submitted:** _____

Certification Committee  
Building Representative Signature: _____

Date approved: _____ Date denied: _____ Reason denied:

Received by CCC: _____  
Signature Date