

Regional School Unit No. 67 Certification Team Handbook

2021-22



Approved by the R.S.U. No. 67 Board of Directors, September 16, 2009

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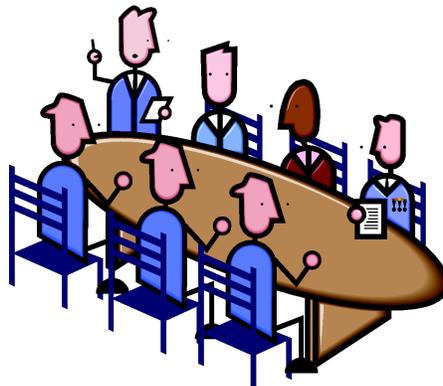
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RSU No. 67 Certification Team Handbook

Rationale

The repeal of Chapter 118: "Purposes, Standards and Procedures for Educational Personnel Support Systems" with the revision of Chapter 115: "Credentialing of Educational Personnel" and the revision of Chapter 180: "Performance Evaluation and Professional Growth Systems" requires RSU's to provide peer support and mentoring to all teachers with varying degrees based on years of experience in the district and certification held.

The Certification Team continues to play a role in the certification process by lending support to both the mentors and the certification candidates, monitoring the progress of each mentor/candidate team in the growth process. Additionally, the Certification Team is responsible for recommendations for educational personnel seeking professional Certification or reauthorization.



Your Guide to Serving on the RSU No. 67 Certification Team

Thank you for expressing an interest in and agreeing to serve on the RSU No. 67 Certification Team. The profession of teaching can be both challenging and rewarding and places high demands on your time and energy. The giving of your time and professional expertise to the Certification Team contributes to a positive, high-quality work environment for both staff and students.

This handbook provides an overview of RSU No. 67's Certification Support System and particularly the role played by the Certification Team.

Cassie Sherman,
RSU No. 67 Certification Support System Chairperson

Your Certification Support System Chairperson

The Certification Support System (CSS) Chairperson appointed by the Superintendent and approved by the Board must be a certified teacher or educational specialist and serves as the official representative of the Certification Support System. You can expect your CSS Chairperson to perform the following duties:

- Coordinate monthly meeting dates and times;
- Provide orientation for CSS team members.
- Set meeting agendas;
- Facilitate meetings;
- Notify members of meetings and disseminate any necessary information;
- Communicate with the State of Maine Department of Education and other necessary parties as needed;
- Officially respond applications for certification, with the advisement of the Certification Team;
- Ensure staff access (electronically or hard copy) to the CSS Plan and associated documents/forms;
- Act as the contact person for all Certification Team members, as well as Teacher Induction Advisory Council members;
- Delegate responsibilities to the Certification Team and Peer Support and Mentoring Program Advisory Council as appropriate;
- Maintain necessary records related to Certification of educational personnel;
- Submit Certification Team members' approved work hours for payment;
- Act as the official spokesman for the district in regards to certification issues; and
- Report to the Superintendent of Schools periodically.

Certification Team Overview

RSU No. 67 schools are dedicated to the success of all members of the school community—students, teachers, and educational technicians. Each year we welcome new personnel into our school system. They come with many talents, skills, and dreams of positively impacting the lives of students. Certification Team members encourage them to grow professionally so that they can use those talents, skills, and dreams to fulfill the district’s mission of “empowering learners for today and tomorrow.”

What is the Mission of the Certification Team?

The purpose of the RSU No. 67 Certification Team is to provide support for all staff supported by the Certification Support System Plan. As a result of this committee’s efforts, we will enhance the collegial environment in our schools, facilitate ongoing professional growth for new and veteran personnel, and ensure students are taught by highly-qualified educators.

What Are the Goals of the Certification Team?

- To make a general presentation regarding the certification process to all teachers and educational technicians in their building by the end of September each school year;
- To provide support to mentors and certification candidates;
- To approve or disapprove all staff requests for work-related study leading to a certificate advancement or renewal, authorization, or reauthorization;
- To serve as a liaison to respective staff in all matters of professional growth related to certification;
- To work closely with RSU No. 67’s leadership to determine areas of need for professional growth; and
- To report to the Superintendent periodically.

How Does One Become a Certification Team Member?

Appointment to the Certification Team shall be made from a pool of qualified staff. Non-teaching staff must have three years of experience in education. Qualified staff members interested in a vacancy shall submit a written letter of interest (p. 20) to the CSS Chairperson (or designee). The majority of members should be mentor-trained or willing to be trained.

Certification Team members serve a three-year term. Near the end of the term, a member can opt to continue in the position or resign. When multiple staff members from the same building express an interest in the same available position, the staff of that school will vote for the individual whom they wish to represent them. A written notice, detailing the vote and its outcome, will be sent to the CSS Chairperson.

How Will Certification Team Members Be Compensated?

The Certification Team will meet monthly on a schedule determined at the first meeting arranged by the CSS Chairperson. With the exception of the first and last meetings, meetings are anticipated to last for approximately one (1) hour. Members are expected to attend at least 80% of those meetings. In the case of poor attendance, a replacement will be selected from the pool of qualified staff (special circumstances will be considered by the Certification Team, in consultation with the Superintendent of Schools).

Certification Team members will be compensated the contractual rate for after-school meetings. In addition to receiving this compensation, members will be granted 15 clock hours for recertification purposes. The Certification Team Member Time Record found in the appendix must be completed and submitted to the CSS Chairperson by the last meeting of the year.

Certification Team monetary compensation and clock hours are separate from any compensation or CEUs received for service on the Peer Support and Mentoring Program Advisory Council or as a Mentor.

Confidentiality

The relationship between the new teacher and the mentor is characterized by support and trust and is formative in nature. The mentor should remember the role does not involve evaluation. Consequently, information shared between the mentee and the mentor is considered strictly confidential. Information shared during the mentoring relationship is not to be shared with anyone except the members of the Peer Support and Mentoring Advisory Council without the explicit knowledge and consent of the mentee.

The information to be presented in the Certification Team meeting via the mentor or the building representative is not to be shared with the Certification Team without the explicit knowledge and consent of the mentee. Information shared with Certification Team members is considered strictly confidential.

Any administrator serving on the Certification Team will leave the room if one of his/her teachers is being discussed.

In the event that a mentor or Certification Team member believes that the mentee would benefit from certain resources or increased support from administration, the mentor must have the consent of the mentee to share information or include this individual in their discussion. The only exception to the confidentiality agreement occurs when the mentor is given information that he/she is legally obligated to report to his/her supervisor because Maine law has been violated.

Certification Team Timeline

August/September

CSS Chairperson

- Check Maine Department of Education's appropriate site for a list of expired certifications and notify teachers, educational technicians, principals, and superintendent of staff who have expired certificates or hold inappropriate certification.
- Attend mentor refresher training.
- Verify mentor/beginning teacher and mentor/master teacher partnerships.
- Prepare any necessary handbook changes.
- Arrange to meet with Certification Team during August workshop days or as soon as possible in September.
- Establish system for gathering and organizing certification documents from teachers/educational technicians.
- After the meeting, send minutes and meeting reminders to Certification Team members.
- Share with all staff a copy of *RSU No. 67 Certification Support System Plan*.
- Send notifications to all teachers/ed techs about sending information for filing system ASAP.
- Send October reminder notices out.

Certification Team Members

- Before the meeting, complete *Letter of Interest*.
- During the meeting, participate in mandated orientation.
- Following the meeting, review the *Certification Team Handbook*.
- Following the meeting, review *Certification Support System Plan* and note areas of concern and questions in preparation for discussion in October.
- Following the meeting, personally contact any teachers/ed techs with expiring certification/authorization or other compliance issues.
- Review *Team Meeting Tips* before the October meeting.

Anticipated Business

- Establish meeting schedule.
- Collect/complete Certification Team *Letter of Interest*.
- Complete mandated Certification Support System orientation.

- Review information in new handbooks and the Certification Support System Plan.
- Review list of mentor/new teacher and mentor/master teacher partnerships.
- Distribute lists of teachers/ed techs with expiring certification/authorization or other compliance issues.
- Present plan for gathering and organizing certification documents.
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).

October

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Continue to build CSS filing system.
- Prepare agenda and prepare for the review of the *CSS Plan*.
- Send out reminders of November meeting.

Certification Team Members

- Before the meeting, check in with any mentors that are not on the Certification Team for progress reports on mentor/candidates.
- During the meeting, present mentor/candidate progress updates.

Anticipated Business

- Hear Mentor/Candidate progress updates.
- Respond to any questions about the *Certification Team Handbook* and highlight key points.
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Discuss *Certification Support System Plan*.

November

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.
- Prepare agenda and plan for the final review of the *CSS Plan*.

- Forward notes regarding the *CSS Plan* to the Director of Curriculum and Academic Achievement.
- Send out reminders for December meeting.

Certification Team Members

- During the meeting, approve/disapprove staff requests for work-related study leading toward Certification credit (if any).

Anticipated Business

- Confirm that 1st-round observations have been completed.
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).

December

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.
- Prepare agenda.
- Send out reminders for January meeting.
- Send out reminders to ed techs of the February authorization deadline.

Certification Team Members

- During the meeting, present mentor/candidate progress updates.
- During the meeting, approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- After the meeting, contact with any ed techs who haven't provided all the materials necessary for completing the application process.

Anticipated Business

- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Review ed tech renewal information to start approving.

January

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.

- Prepare agenda.
- Send out reminders for February meeting.

Certification Team Members

- During the meeting, present mentor/candidate progress updates.

Anticipated Business*

- Hear mentor/candidate progress updates
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Review progress on completion of ed tech reauthorization paperwork.

February

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.
- Prepare agenda.
- Send out reminders for March meeting.
- Confirm that all necessary work associated with the February deadline for ed tech reauthorizations has been completed.

Certification Team Members

- During the meeting, approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- After the meeting, if necessary, personally see any ed tech who hasn't completed reauthorization paperwork,

Anticipated Business

- Hear mentor/candidate progress updates
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Review progress on completion of ed tech reauthorization paperwork.

March

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.
- Prepare agenda.
- Send out reminders for April meeting.

Certification Team Members

- During the meeting, present mentor/candidate progress updates.
- During the meeting, approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- During the meeting, review progress on completion of professional/master-teacher certification renewals.
- During the meeting, check progress in terms of completing observations.

Anticipated Business

- Hear mentor/candidate progress updates.
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Review progress on completion of professional certification renewals.

April

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.
- Prepare agenda.
- Send out reminders for May meeting.

Certification Team members

- During the meeting, present mentor/candidate progress updates.
- During the meeting, approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- During the meeting, review progress on completion of professional certification renewals.

- After the meeting, personally see any professional or master-teacher level candidates who missed the April 1 deadline regarding submission of documentation of credits, CEUs, and/or clock hours.
- After the meeting, recruit other staff members interested in/needed for becoming mentors or serving on the Certification Team for the coming year. If more parties are interested in serving than are needed, an election should be conducted (using ballots) and the outcome should be reported to the CSS Chairperson at the May meeting.
- After the meeting, complete and return the *End-of-Year Certification Support System Survey* .
- Provide guidance to teachers interested in mentor training.

Anticipated Business

- Hear mentor/candidate progress updates.
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Review progress on completion of professional certification renewals.
- Review process for filling vacancies on the Certification Team, if necessary.

May

CSS Chairperson

- Recheck teacher certification and ed tech authorization and compliance.
- Update filing system.
- Prepare agenda.

Director of Curriculum

- Issue appropriate Certificate of participation/contact hours to Certification Team members.

Certification Team Members

- Before the meeting, complete *Certification Team Member Time Record*.
- Before the meeting, if an election was necessary for filling mentor or Certification Team needs, report outcome(s) to the CSS Chairperson.
- During the meeting, approve/disapprove staff requests for work-related study leading toward Certification credit (if any)
- During the meeting, suggest recommendations for mentor/Certification Team vacancies.
- During the meeting complete any paperwork necessary for any known mentor/Certification Team training/positions.

- After the meeting, personally see any professional or master-teacher level candidates regarding submission of MDOE Application for Certification Renewal form for CSS Chairperson signature before June 1.

Anticipated Business

- Confirm completion of observations.
- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Discuss any vacancies that may need to be filled (mentors, Certification Team).
- Review *End-of-Year Certification Support System Survey* outcomes (program evaluation).
- Review process for consideration for mentor/Certification Team training.
- Discuss Certification Committee Chairperson position for the coming school year and remind members that the Superintendent appoints. Team members uncomfortable with the current Chairperson continuing should voice their concerns to the Superintendent directly.
- Collect *Certification Team Member Time Records*.

June

CSS Chairperson

- Approve/disapprove staff requests for work-related study leading toward Certification credit (if any).
- Complete MDOE Application for Certification Renewal with professional and master-teacher level teachers by June 1 (preferably) or no later than the last student day.
- Advise the Director of Curriculum and Academic Achievement of the number of new mentors needed, mentored teacher/mentor teams continuing the process, and recommendations for individuals for mentor training and/or appointment to the Certification Team.

APPENDICES

Certification Team Meeting Tips

- Meet every month and begin/end on time.
- Arrive with personal needs met and cell phones off.
- Upon arrival, deposit any certification-related materials being delivered in the appropriate school folder.
- Use the minutes to review where the team has been and think about where it needs to go next.
- Begin the meeting with a brief check-in (e.g., How are things going? Anything we need to know before we begin the agenda?).
- Use communication/listening/questioning skills.
- Listen to and help problem solve complaints for a short period of time, but don't encourage "venting" at each meeting.
- Take responsibility to move the meeting to a higher level.
- Share professional readings and professional-development information pertaining to certification, mentoring, etc.
- Try to avoid personal stories and personal biases.
- Provide hope, perspective, and encouragement.
- End meetings with a review of progress and a reminder about the date, time and purpose of the next meeting.
- Document meeting.

Regular, punctual attendance is expected and contributes to the efficiency of each meeting. If you really must be late or absent, 24 hour notice is appreciated.

Certification Team – Letter of Interest

Date: ___/___/___

Name: _____

School: EPB MJHS MA (Circle one.)

Current Position: _____

Number of Years in Education: _____

Check all that apply:

- I have completed at least one five-year renewal cycle.
- I have completed mentor training.
- I would like to continue my position on the certification team.

Teacher/Ed Technician Signature

___/___/___
Date

NOTE: The majority of members must have completed at least one five-year renewal cycle.

Certification Team Member Time Record

August ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:	January ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:
September ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:	February ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:
October ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:	March ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:
November ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:	April ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:
December ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:	May ____, 20____ Meeting start time: Meeting end time: Time spent outside regular meeting: (BRIEF description of outside activity): Total time spent this month:

 Certification Team Member's Signature

____/____/____ Total hours____
 Date

(Be prepared to submit to the Certification System Chairperson at the final meeting or by June 15 to receive payment for hours completed. Compensation is made up to 20 hours.)

Individual Personnel Credit/CEU/Clock Hour Summary

Candidate: _____ SS#: _____

Certification/Authorization sought (circle one):

Teachers: Conditional Provisional Professional Master Teacher

Educational Technicians: Ed Tech I Ed Tech II Ed Tech III

Teachers: Need 6 credits or 9 CEUs or 90 clock hours * *limit of 45 clock hours of any one type of non-coursework activities or projects for certificate renewal (Teachers will need to have the CSS Chair approval before renewing.) Ed Techs: Need 3 credits or 4.5 CEUs or 45 clock hours (Ed Techs will need to have the CSS Chair approval before renewing.) Reminders: 1 credit = 1 semester hour = 1.5 CEUs = 15 clock hours 6 credits = 6 semester hours = 9 CEUs = 90 clock hours 10 clock hours = 1 CEU			
Period of course work/professional development activities accepted for this renewal:			
Documentation provided for consideration but not applicable:			
Date and Activity	Clock Hours	CEUs	Credits
TOTAL: _____	TOTAL: _____	TOTAL: _____	

Teachers: required 6 credits/9 CEUS/90 clock hours completed within renewal period.

Ed Techs: required 3 credits/4.5 CEUs/45 clock hours completed within renewal period.

_____/_____/_____
 Cassie Sherman, Certification Support System, Chairperson Date

Questions should be directed to Cassie Sherman at csherman@rsu67.org
 23 Ella Burr St. • Lincoln, Maine 04457
 Telephone (207) 794-3014

End-of-Year Certification Support System Survey

Certification Team Member: _____

School: EPB MJHS MA
(Circle one.)

Date: ___/___/___

Do you wish to be reappointed as a Certification Team member? Yes No

Were the Certification Team meetings convenient in terms of

Location? YES NO

Time? YES NO

If no, please recommend an alternative: _____

How helpful were each of the following in supporting your work on the Certification Team and/or your work as a mentor?

(1 = not at all, 2 = somewhat, 3 = quite a bit, 4 = very helpful, NA = not applicable)

____ *RSU No. 67 Certification Team Handbook*

____ September orientation for the Certification Team

____ Monthly meetings

____ *RSU No. 67 Peer Support and Mentoring Handbook*

____ Mentor training

What changes, if any, in materials or procedures would you like to see made before we restart the process in next year? Please be sure that your suggestions are consistent with Chapter 115 and Chapter 180.

Please return to the Certification Support System Chairperson no later than June 1st.