
Regional School Unit 57 Local Credentialing Committee (LCC) Plan



Developed 2008 Revised 2019-2020
MSAD #57 Board Approved: May 28, 2008
Revised Adoption: June 2020

Scope of Local Credentialing Committee (LCC) Plan Support System:

RSU 57 includes the towns of Alfred, Limerick, Lyman, Newfield, Shapleigh, and Waterboro, and is composed of five elementary schools, a middle school, and a high school. The student population is approximately 3000, and is served by approximately 275 professional staff. This Local Credentialing Committee (LCC) Plan is designed to provide support for all who hold certification, endorsement, or authorization issued by the Maine Department of Education which includes, among others, teachers, educational technicians, school counselors and others.

The LCC will provide strong and appropriate support services in order to develop effective educational practice for all certified staff supported by this plan. The LCC will provide the Commissioner of Education with recommendations for educational personnel seeking professional certification, professional renewal, certification advancement, or educational technician authorization.

Recertification Team Roles & Responsibilities

The Local Credentialing Committee will have the following responsibilities:

1. The induction/introduction session for new staff supported by this plan
2. Inform all new staff supported by this plan of their certification responsibilities and provide each with a copy of this LCC plan and associated documents/forms
3. Provide a process for approving authorization renewal plans for all educators
4. Provide a process for approving authorization renewal plans for educational technicians
5. Determines if all renewal requirements by State of Maine have been met by educators

The responsibilities of the *LCC Members* are as follows:

1. Assist all staff supported by this plan in the recertification process. This could include providing information regarding staff development and training opportunities to the staff. This learning may include, but is not limited to; University coursework, professional reading, workshops and conferences, consultation with content area experts, and/or district supported online opportunities
2. Serve as a liaison to respective staff in all matters of professional growth related to certification
3. Maintain necessary records related to recertification of staff
4. Report to the Superintendent of Schools and School Board if needed

All decisions made by the LCC will be made in a professional, fair, and equitable manner. In the event that staff members do not follow procedures for recertification, the issue will be brought to the LCC Committee for consideration. A staff member who feels that a LCC member's decision is not correct should address this concern to the building's LCC Committee representative, or the administrative representative for the district. The concern will then be presented to the LCC Committee, as a whole, for reconsideration. If the staff member still does not deem the decision satisfactory, he or she may address the committee in person. For each committee 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, 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 LCC member to respect the individual's rights of confidentiality.

LCC Composition

The LCC of RSU 57 will be composed of the following: one (1) administrator, three (3) teachers, one (1) educational technician, and one (1) LCC chairperson. Members of the LCC must have at least three (3) years of experience as educators and a majority must have completed at least one five year renewal cycle. The district administrator cannot participate in discussions concerning educators under their supervision.

The *chairperson* (also known as the LCC chairperson) must be a professionally certified teacher/educational specialist, and will be elected by the LCC at the last (or first if circumstances require) meeting of each year to act as chairperson for the following year. The LCC chairperson will be responsible for certification procedures throughout the district including those endorsed by the LCC. Duties of the chairperson will be as follows:

1. Coordinate the setting of LCC meeting dates and times
2. Set meeting agendas
3. Facilitate meetings
4. Notify members of meetings and other necessary information
5. Communicate with the State of Maine Department of Education and other necessary parties
6. Ensure staff access (electronically and in hard copy) to this LCC plan and associated documents/forms
7. Act as the contact person for all LCC Committee members
8. Act as the official spokesperson for the district in regard to certification issues
9. Assist with oversight of educator caseload to allow for equal distribution
10. Delegate responsibilities to LCC Committee members
11. As applicable, will support Teacher Evaluation team (PEPG) with Mentor Chair responsibilities (as defined by the Mentor Chair job description)

The administrative team representative will also be able to electronically sign certification documentation for the state in the event that the LCC Chair is unable or unavailable to sign. In the situation where the recommendation is that of an educator under direct supervision of the administrator, the administrator will follow the recommendation of the team.

Local Credentialing Committee Plan Guidance

The LCC meetings will be held on a monthly basis. The monthly meeting dates will be determined for the entire year during the first meeting. Members must attend eighty percent (80%) of the meetings. In the case of poor attendance or not fulfilling the responsibilities of the position (outlined above), a replacement will be selected from a pool of qualified staff, and the annual stipend for both individuals will be adjusted accordingly. (The LCC, in consultation with the Superintendent of Schools will consider special circumstances.)

The LCC members will make a general presentation to all staff by the end of September, each school year. New staff supported by this plan will also meet separately with LCC for a formal orientation to discuss:

- Roles & Responsibilities
 - Procedures
 - Available services
 - Training and professional development
 - Process for certification
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Before the end of September, each school year, all educational technicians will be provided with an opportunity to meet with members of the LCC to review procedures. This plan and associated documents/forms will be distributed to these staff members so that they are aware of the procedures required to achieve and maintain certification or authorization.

Appointment to the LCC Committee shall be made from a pool of qualified staff. Non-teaching staff must have three (3) years of experience in education. Qualified staff members interested in a vacancy shall submit a written letter of interest to the LCC chairperson (or designee).

Yearly, members of the LCC will opt to continue in the position or resign. When an opening occurs on the committee the administrative representative will ensure the vacancy is posted equitably across the district. All inquiries will be submitted to the administrative representative. District educators supported by the plan will vote for the individuals who they wish to represent them on the committee. A written notice, detailing the vote and its outcome, will be sent to the LCC chairperson. At the beginning of each school year, the names of the LCC members shall be recommended to the Superintendent of Schools for approval by the School Board.

Recertification Recommendations

In order for a staff member supported by this plan to renew a professional certificate he/she must:

- Complete six (6) credits, ninety (90) hours, or a combination equivalent to that of work-related study within the five-year certification period
 - Credits must be from an accredited college or university
 - Hours may be composed of contact hours, CEU's or an alternative plan
- Document correlation between the study and Maine's InTASC Standards (for professional)

In order for an Educational Technician to renew an authorization, he/she must:

- Complete the equivalent of three (3) credits, forty-five (45) contact hours, three (3) semester hours, of work-related study, or a combination of the two, within the five-year authorization period

Recertification Process:

- Once hours have been compiled all educators will share their documentation with their representative.
- The District LCC Chairperson will then recommend teachers, educational specialists, on the MEIS system. If an educator has not met these requirements the District LCC Chairperson will select "Not Recommend" in the MEIS system.
- The Educational Technician representative will recommend educational technicians on the MEIS system. If an educator has not met these requirements the Educational Technician representative will select "Not Recommend" in the MEIS system.
- The educator will log into the MEIS system to complete the process and pay the certification fee.

It will be the responsibility of all certified and authorized staff supported by this plan to maintain a current certificate/authorization while employed by RSU 57.