

**RSU No. 5**  
**Local Credentialing Committee**  
**Handbook**

**Approved by the RSU No. 5 Board of Directors:**

April 10, 2019

## RSU No. 5: Local Credentialing Plan

- I. This plan will be in effect beginning July 1, 2019.
- II. **Scope of the Local Credentialing Committee (LCC) Support System:** The support system will be for the schools that comprise RSU No. 5: Durham Community School, Morse Street School, Mast Landing School, Freeport Middle School, Freeport High School and Pownal Elementary School.
- III. **Efficient Management, Structure and Responsibilities:** The RSU No. 5 LCC will function as the governance body of the support system. The LCC will be composed of the following teacher representative(s) from each building in the RSU. These representatives will serve for a period of one year. The term of office will be from the second Friday in May of the year of the election to the second Friday in May of the following year.
  - A. Durham Community School 1 Representative
  - B. Morse Street School 1 Representative
  - C. Mast Landing School 1 Representative
  - D. Freeport Middle School 1 Representative
  - E. Freeport High School 2 Representatives
  - F. Pownal Elementary School .5 Representative

In future years, any adjustments to the number of representatives above would need to be requested through the Stipend Committee first and then approved through the budget process.

The educator representatives of the LCC will be elected yearly by the teaching staffs at each of the schools. In order to be considered for membership on the LCC, a person must have completed at least one professional certificate renewal cycle and have at least three years of experience in RSU No. 5. People interested in serving on the committee will submit their names to their building administrator by the 15th of April. All names submitted at each school will be placed on the school's ballot. A vote will be taken by the second Friday in May. Votes will be tallied by the Principal and the top name from each school in the RSU will be submitted to the Superintendent. In the event of a tie vote, a runoff election will be held. If a vacancy occurs during the school year, an election will be held to fill the vacancy. Committee members finishing their terms will remain as non-voting members of the committee through the month of June in order to provide a smooth transition.

The Superintendent will appoint one administrator from the RSU to the LCC.

The LCC may not include school board members from RSU No. 5.

**Election of Officers-** At the June meeting, the newly elected members of the committee will elect the Chairperson of the LCC and a Communication/Recording Secretary.

**Chairperson of the LCC-** prepares the agenda, conducts the meeting, signs all necessary documents and acts as the liaison between the Local Credentialing Committee, Mentor Chair, Maine Department of Education (MDOE) Certification Office, and the Superintendent/designee of RSU No. 5.

**Communication/Recording Secretary-** keeps minutes of all meetings; sends out communications as directed by the Chairperson.

**Building Representative-** maintains and secures staff files at individual schools.

**Meetings -** The full Local Credentialing Committee will meet monthly on a day and time decided by the committee.

**Roles and Responsibilities:** The Local Credentialing Committee is responsible for approving educator Professional Growth Plans prior to implementation and verifying completion of the approved plan. The LCC Chairperson will provide the Commissioner of the Maine Department of Education with certification recommendations.

Representatives:

- Must have completed at least one five year professional certificate renewal cycle,
- Must have at least three years of teaching experience in RSU No. 5.,
- Must attend all monthly meetings of the LCC, and
- Must be timely with bringing forth educator files.

IV. **Recommendation to the Commissioner-** The final recommendation of the Certification Committee regarding a teacher's eligibility for certification shall be submitted to the Department of Education in the format required by Department of Education Certification rules Chapter 115. This document is available from the Local Credentialing Committee. Certification recommendations will be made within the online certification system once the LCC has verified completion of renewal requirements. If the educator has not met the requirements for renewal of certification, the LCC will notify the State, and the Superintendent/designee that the teacher is not recommended for renewal. Once the educator has been recommended for renewal, it is the educator's responsibility to complete the online requirements and make the recertification fee payment. After certification has been approved, the educator must provide a copy of their certification to the Human Resources Coordinator and their building LCC representative.

**Note: Ed Techs will continue to be certified through the MDOE certification office.**

- V. **LCC Communication:** Members of the LCC will be responsible for communicating certification information to and from their building/constituency.

Records regarding the entire certification process will be kept in the certification file at each school. These records are available to members of the LCC, the candidate, and the Superintendent of Schools.

- VI. **Mentors (Refer to the Peer Mentor and Support Handbook for more information.)** Mentors will be matched to all educators who are new to the district. The Superintendent/designee will request that the Mentor Chair present a list of potential mentors to him/her prior to August 1st for appointment as a mentor.

Mentors will be nominated to the Board of Directors by the Superintendent from among the pool of educators who are mentor trained and who express a desire to serve.

The Mentor Chair and administrators will thoughtfully match mentors with mentees by taking into account building location, subject area and grade level as much as possible. If the administrator is unable to find a qualified mentor, the administrator will notify the Mentor Chair who will work with the Superintendent/designee to identify a mentor.

Mentor responsibilities are outlined in the RSU No. 5 Peer Mentor and Support Handbook.

To be eligible to mentor, teachers must:

- A. Hold a Maine professional teaching certificate,
- B. Have a summative evaluation score of effective or higher,
- C. Have at least three years of teaching experience in RSU No. 5,
- D. Employ sound educational practice in the classroom,
- E. Be committed to collaborative practices, and
- F. Be a skillful communicator able to adapt to different communication styles.

- VII. **Professional Renewal Plans**

Professional and conditionally certified educators will develop a Professional Growth Plan for their professional certification. **This plan should be built around their goals that are aligned to the [Marshall Rubrics](#) and is presented to the LCC Chairperson for approval at least three years prior to the expiration of the teacher's certificate.** In the plan, the teacher describes what activities s/he will undertake to renew certification. Candidates must submit evidence of 90 hours of professional growth credits aligned with their Professional Growth Plan developed using the [Marshall Rubrics](#) to the LCC no later than May 1st of the year they renew their certificate. See the Professional Growth Credits section of the RSU No. 5 certification plan for examples of activities for professional growth.

VIII. **End of Year LCC Reflection-** An annual reflection of the Support System process will be made at the end of the year. At the September meeting, this reflection will be used by the LCC to make recommendations for program improvement or revision.

### **PROFESSIONAL GROWTH PLAN CREDITS (PGC)**

**All Professional Growth Credits must have prior approval by the LCC.**

Educators must have 90 hours or the equivalent of 6 Professional Growth Credits aligned with their Professional Growth goals. **Stipended positions are not eligible for certification hours.**

### EXAMPLES of Possible PGC Activities

- 1 college credit = 15 hours = 1 PGC
- 1.5 recertification credit (C.E.U.) =1 PGC
- 15 hours in-service training/seminars = 15 hours = 1 PGC
- 15 hours of non-paid committee work = 15 hours = 1 PGC
- 15 hours of independent study = 15 hours = 1 PGC
- 8 weeks supervising a student intern = 15 hours = 1 PGC

This plan was written by a subcommittee of the current certification committee with the committee's endorsement. The draft was reviewed by Emily Gribben, Educator Effectiveness Coordinator from MDOE, at a meeting with the subcommittee on January 14, 2019 for feedback. Small revisions were made and brought back to the full Certification Committee for review on February 7, 2019.