



**Certification and Higher Education Committee**  
Maine State Board of Education  
Minutes of the February 27, 2019 Meeting

The Certification and Higher Education Committee held a meeting on Wednesday, February 27, 2019, at the Department of Education in Augusta. The following were present: Committee Chair, Jane Sexton; Jana Lapoint; Wendy Ault; and Wilson Hess (Board Members). Jason Libby, Higher Education Specialist; Angel Loredo, Director of Higher Education and Education Support Services; Stephanie Fyfe, Certification Coordinator; Jaci Holmes, Federal and State Legislative Liaison (Department of Education) and Mary Becker, State Board Secretary Associate.

Committee Chair, Jane Sexton called the meeting to order at 9:35 AM.

MOVED by Jana Lapoint, seconded by Jane Sexton, and unanimously voted by those present to accept the January 30, 2019 minutes as written.

**Certification Office Update:** *(Stephanie Fyfe)*

MEIS Info – Online System (changes since January 30):

- Team Members
  - Stephanie Fyfe – Manager
  - Brenda Vigue – Office Coordinator (Supports other Teams/Financials/Team Work Flow)
  - Erin Reinhard – Evaluates Teacher/Admin/Specialist/Ed Tech Applications
  - Courtney Baehr – Teacher Accountability (Background Checks/Convictions/DHHS and Police Investigations/Evaluates CHRC apps)
  - Danielle Roderick – Ed Tech Applications
  - Sylvia Roy – Teacher/Admin/Specialist Applications
  - Rachel Bubier – Fingerprint Applications
  - Karen Pottle – Fingerprint Applications
  - Sheryl Banden – Phones/Mail
- Example of Monthly Production (1/1/19 – 1/31/19)
  - Production
    - 1,914 letters sent
    - 3,066 scanned documents
    - 1,491 fees collected
    - 368 Praxis scores entered
    - 327 degrees entered
    - 13,507 Educator Views in System (assisted)
    - 1,731 communications logged
    - Phones – 200 to 300 per day

- Individual Daily Emails – 20 to 30
  - Certification Box (emails) is varied. 40 - 60 a day if no one working on them / 100 – 120 if someone can be assigned to respond
- Processed Applications – Calendar Year 2018
  - Administrator certificate – 1,320
  - CHRC approval – 14,604
  - Education Specialist Certificate – 1,403
  - Paraprofessional Authorization – 8,045
  - Teacher certificate – 16,838
- MEIS Currently Contains in “test”
  - Initial applications
  - Institution portal
  - Public portal
- MEIS new features in production (completed)
  - No new features in production since the last meeting
    - Upload button for educators outside of application process
    - Correspondence tab for educators/applicants
    - No money mail queue for internal processing
- Current Large Projects
  - Streamlining Fingerprinting with DPS (this will allow fingerprint clearance to be processed more efficiently)
    - New DOE server behind firewalls
    - Next meeting on February 28 to push through final stages
- Staffing
  - Two retired evaluators contracted to support part time
  - Two additional evaluator positions in proposed budget
- MEIS
  - Finalizing contract / fully implement maintenance plan
  - Developing communication plan for initial applications rollout
- Legislative Documents
- Production
- Outreach to Stakeholders
- Additional Updates
  - Embracing Vision of Service to the Field
    - Minimum of 2 employees assigned to phones for 7 hours per day
  - Frustrations from the Field
    - 3-year teaching experience for administrators
    - Fingerprinting and lapsed certificates
    - Wait time on phones (up to 20 minutes)
    - We are not sending out reminders for renewal to individuals

### **Rule Chapter Updates:**

#### ***Chapter 115 – Certification, Authorization and Approval of Education Personnel:***

*(Jaci Holmes)*

- Jaci reviewed with the Committee the changes to Chapter 115: Part I and Part II along with the rationale. The full Board will receive on March 13, 2019 an exhibit with a recommendation from the Committee, the list of changes to part I and part II, a memo on the background on Chapter 115, and a summary of comments and responses.

**Background on Chapter 115:**

As the result of statutory revisions to certification Spring of 2017, Parts I and II of Chapter 115 went through major and substantive rulemaking. During the 2<sup>nd</sup> session of the 128<sup>th</sup> Legislature the Joint Committee on Education voted to have Part I of Chapter 115 finally adopted, but not Part II.

Chapter 115 Parts I and II were revised during the late summer and early fall and proposed. The rule was withdrawn as the result of concerns raised in the field. Further revisions were made and the rule was refiled in December of 2018. A public hearing was held on January 14, 2019. The comment period ended on January 28, 2019.

The Certification and Higher Education Committee met on February 27, 2019 to review the changes that had been made to the rule as a result of comments and typographical errors. The State Board Committee members voted to accept the changes that were recommended by the Department.

**Next Steps:**

Full State Board to vote to provisionally adopt the rule on March 13, 2019.

Following the vote, the Department will file the rule with the Secretary of State and will notify the Legislative Council that the Chapter 115 rule has been provisionally adopted, and will submit 20 copies of the rule package to the Legislative Council. If they accept a late filed major substantive rule, the 20- copies will be transferred to the Joint Committee on Education and Cultural Affairs after being assigned a LD number.

The LD will be referred by the Legislature to the Joint Committee on Education and Cultural Affairs, who will schedule a hearing on the rule for the public to comment on a second time. A work session will be held following the hearing and the committee will vote on whether to accept the changes and allow the rule to be finally adopted.

The Legislature has to pass the Legislative Resolve in both chambers. Following the Governor's signature, Chapter 115 rule can be finally adopted.

**Higher Education Update:** *(Jason Libby)*

No date or time has been set for the next TEAMe Review.

**Reviews**

- Jason received a Letter of Intent from Purdue Global University for an additional nursing program.
- Northern Vermont University
  - Report pending
- Husson University
  - Report pending
- Eastern Maine Community College
  - Associates Degree – 1-1/2 day review
  - Scheduled for April 8 and 9
  - Board Observer will be Jana Lapoint and Fern Desjardins
- Beal College
  - No date scheduled for review
  - Board Observer will be Martha Harris and John Bird

- University of Maine Farmington (UMF)
  - Clarification Memo - The Review Team recommends that the University of Maine at Farmington Teacher Education Program, be granted full seven-year approval by the Maine State Board of Education from Spring 2018 to Spring 2025. The next site visit will take place in Fall 2024. This will go before the full Board for approval on March 13, 2019.
- Saint Joseph's Interim Report
  - Committee received the report and will review at the March meeting.

### **Chapter 114 Annual Review Template**

- To date – no comments have been received.

### **Chapter 13, Qualifying Examinations for Teachers, Educational Specialists and Administrators: (Stephanie Fyfe)**

- Committed to schedule to begin in February – leaves time for graduates in early June
  - Received a presentation from Malik McKinley (ETS) on January 30, 2019
  - Committee will discuss at the March 29, 2019 Committee meeting
  - April – Propose regulation to State Board
  - File with Secretary of State of Maine
  - May – Hearing and Comment Period
  - June – Final adoption after Board approves
  - Notes:
    - Policy or core expectations of bench marks
    - What the test looks like
    - What exactly the students are required to know
    - Reading, writing and math for Praxis I
    - Praxis II content area

### **Strategic Planning:**

- I. Strategic Plan Goal 2.1 – Discuss the “observation” role of State Board Members
  - a) Preparation for board observers:
    - a. Angel Loreda presented (PowerPoint) to the full Board “The Role of the State Board Observer at Educator Preparation Program Reviews” on July 6, 2016.
      - i. SBE new members since presentation
        - Wendy Ault – 10/30/17
        - Fern Desjardins – 4/30/18
    - b. Certification and Higher Education Committee Members assure that a trained observer attend each review
    - c. Observer be a member of the committee and if not a member, observer be present when the committee reviews the report – three or four reviews per year
    - d. Training to include review of handbook and standards in Chapter 114, and review of self-study
    - e. Workshop session at the August 2018 Board Retreat
- II. Strategic Plan Goal 2.2 – Progress report for on-line teacher certification/re-certification process
  - a) The Department held a soft rolling out of the new online certification system.

The CTE Office is currently processing applications, then once the system is working well, then it will open-up to the two pilot schools – Bangor and Gorham. It took a little longer due to security issues that needed to be resolved.

III. Strategic Plan Goal 2.3 – Review of Chapter 13

- a) Sarah Forster indicated that the State Board maintain Chapter 13 regulation for the cut scores for the PRAXIS exams.

IV. Strategic Plan Goal 2.3 – PRAXIS – when do we want to have information on and who will gather information for Board presentation?

- a) Need further discussion on PRAXIS
- b) Malik McKinley, ETS, and Robert Hasson presented to the SBE on PRAXIS at the October 12, 2016 meeting held at Maine Academy of Natural Sciences (MeANS) in Hinckley.
  - i. SBE new members since presentation
    - o Wendy Ault – 10/30/17 and  
Fern Desjardins – 4/30/18

**Meeting Handouts:**

- 1) Draft Minutes – January 30, 2019 Meeting
- 2) Certification Data from Stephanie Fyfe

**Committee to Do List – Future Meeting:**

- 1) *March Committee Meeting* - Review Saint Joseph's College of Maine Interim Report received by the Committee in December 2018
- 2) *March Committee Meeting* - Discussion on Purdue University Global – Letter of Intent for Additional Nursing Program (LPN)
- 3) Review of ETS Documents from Malik McKinley
- 4) Chapter 13 Update from Stephanie Fyfe
- 5) For March Committee meeting – The Following Handouts (received in February):
  - a. Handbook for Review Team Members – Maine Educator Preparation Program
  - b. Handbook for State Program Approval – Maine Educator Preparation Programs
  - c. Maine Educator Preparation Program Standards – Review Instrument

The next Certification Committee meeting is scheduled for Friday, March 29, 2019 at 9:30 AM. The meeting will be held in room 538 of the Burton Cross State Office Building.

**Adjournment:**

The Certification Committee meeting adjourned at 11:42 AM.