



Certification and Higher Education Committee

Maine State Board of Education
Minutes of the March 29, 2019 Meeting

The Certification and Higher Education Committee held a meeting on Friday, March 29, 2019, at the Department of Education in Augusta. The following were present: Committee Chair, Jane Sexton; Jana Lapoint; and Wendy Ault (Board Members). Jason Libby, Higher Education Specialist; Emily Gribben, Educator Effectiveness (Department of Education) and Mary Becker, State Board Secretary Associate.

Committee Chair, Jane Sexton called the meeting to order at 10:29 AM.

MOVED by Jana Lapoint, seconded by Wendy Ault, and unanimously voted by those present to accept the February 27, 2019 minutes as written.

Certification Office Update: *(Jason Libby for Stephanie Fyfe)*

MEIS Info – Online System:

- Team Members
 - Stephanie Fyfe, M.Ed. (Background in teaching, administration, executive management) – Manager
 - Brenda Vigue – Office Coordinator (Supports other Teams/Financials/Team Work Flow/overflow of everything)
 - Erin Reinhard, MBA – (previous registrar at Thomas College) - Evaluates Teacher/Admin/Specialist/Ed Tech Applications, leadership, cert box, emails
 - Courtney Baehr – Background in Criminology - Teacher Accountability (Background Checks/Convictions/DHHS and Police Investigations/Evaluates CHRC apps) – Represents DOE with AGs office in hearings and preparing/collecting evidence, cert box, emails, FBI audits
 - Danielle Roderick – Ed Tech Applications, financial transactions, phones, will be processing Ed Tech applications, cert box, emails, missing files
 - Sylvia Roy – Teacher/Admin/Specialist Applications, financial transactions, no-money mail, phones, cert box, emails, missing files
 - Rachel Bubier – Fingerprint Applications, financial transactions, no-money mail, phones, cert box, emails, missing files
 - Karen Pottle – Fingerprint Applications, financial transactions, mail, phones, mailing daily letters, cert box, emails, missing files
 - Sheryl Banden – Phones, Mail, Missing Files
 - Gary Barrett – Contractor through May, 3 days a week, phone support
 - Janet Gallagher – Contractor through May – 10 hours a week, cert box
- February Production (2/1/19 – 2/28/19)
 - Production

- 1,740 letters sent
 - 3,134 scanned documents
 - 1,472 fees collected
 - 466 Praxis scores entered
 - 263 degrees entered
 - 14,064 Educator Views in System (assisted)
 - 1,374 communications logged
 - 1,654 opened or re-opened applications
 - 2,723 closed (completed) applications
 - 233 background concerns that had to be investigated
 - Assisted approximately 50 educator walk-ins
 - 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
- Renewal Season Status
 - Teacher Renewals expiring 7/1/2019
 - 5,555 certification renewals total
 - Of those, 1,393 have already renewed
 - 25% of renewals are complete
- Maine Educator Information System (MEIS)
 - All portals now in production
 - Initial applications will be turned on within the next couple of weeks
 - Different communication strategy than renewals
- Current Large Projects
 - Streamlining Fingerprinting with DPS (this will allow fingerprint clearance to be processed more efficiently)
 - Developer on site this week to do final testing on fingerprint middleware
 - Superintendent Bootcamp
 - Intended audience: new superintendents, coming out of retirement, assistant superintendents, anyone else wanting more information related to certification and related data
 - Held at UMaine, early summer
 - Planning stages
 - Renewal SWAT Team
 - Planning stages
 - 3 afterhours sessions (Bangor, Augusta, and Portland areas)
 - Intention is to provide a time and space where educators needing to renew can get assistance
 - Legislative Documents
 - Monitoring LD 45, LD388, LD672, LD750, LD1046, LD1025, LD1296, LD1369
- Superintendent's Boot Camp
 - An opportunity to bring superintendents together at UMaine Campus to talk about certification and updates of other things happening in the Certification Office.

Rule Chapter Updates:

Chapter 115 – Certification, Authorization and Approval of Education Personnel: *(Jaci Holmes)*

- Chapter 115 has been filed and is now with the Legislative Council. Jaci was not available to report on Chapter 115.

Chapter 114 Annual Review Template

- Due Date April 7 – Committee to divide up and review
- To date – received from Bates College

Chapter 13, Qualifying Examinations for Teachers, Educational Specialists and Administrators: *(Emily Gribben)*

- Emily Gribben has been assigned Chapter 13.
- Malik McKinley has shared documents with Emily that were sent to the Board in March.
- Emily presented to the full Board. Her research is tied to Praxis I and Praxis II.
- Malik is willing to meet with the Committee again as needed.
- Amy Johnson and Kathy from MEPRI are available if the Committee would like a presentation – Jane Sexton recommended that the Committee wait for a presentation later.
- Commissioner Makin is interested in looking into Praxis I and Praxis II testing.
- Emily will look into what the New England States are doing regarding Praxis testing.

Committee's Timeline:

- 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

Higher Education Update: *(Jason Libby)*

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

Legislation

Jason has 20 bills assigned to him, Emily has 5 bills and the Certification and Higher Education Office have approximately 40 bills.

Reviews

- One Annual Review has been filed by Bates College. The reviews are due on April 7.
 - Jason reviewed the questions on the review form.
 - Each Committee member will receive the annual reviews as they are submitted.

Jason will send to Mary Becker to forward on to Committee members.

- Northern Vermont University
 - Report pending
- Husson University
 - Report pending – Glitch in the report and it has been sent back to the team for review.
- 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
- Tufts University
 - Initial Degree-Granting authority was received by the State Board in 2009. When Angel took over for Harry Osgood in 2015, the Tufts folder, with a note attached “for your files” no action required. Should have been acted on by the State Board in 2014. Jason has received a call from Tufts to move forward with the one-day visitation.
- University of Maine Farmington (UMF)
 - Clarification Memo was approved by the State Board at the April 10, 2019 meeting. The Review Team recommended 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 in December of 2018.
 - Reviewed standard one and was pleased with the work completed.
 - Reviewed progress made towards meeting the goals of standard two.
 - Jason Libby will draft a letter to the Education Department at St. Joseph’s College and share the draft with Jane Sexton and Wilson Hess prior to sending.
 - The Committee wants to review the initial data captured through the assessment strategies that the unit is now employing.
 - The Committee is requesting that the unit provide an update at its October 23, 2019 meeting to be held at 9:30 AM in room 538 of the Cross Office Building.

Strategic Planning:

- I. Strategic Plan Goal 2.1 – Discuss the “observation” role of State Board Members
 - a) Preparation for board observers:
 - a. Angel Loredo 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 – February 27, 2019 Meeting
- 2) Certification Data from Stephanie Fyfe

Committee to Do List – Future Meeting:

- 1) *May 1st Committee Meeting* - Review Saint Joseph's College of Maine Interim Report received by the Committee in December 2018
- 2) Review of ETS Documents from Malik McKinley
- 3) Chapter 13 Update from Emily Gribben
- 4) For May 1st 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 Wednesday, May 1, 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 12:02 PM.