

Notes for Meeting 5/15/2024

Time Adjustment for Meetings moving forward: Until the end of June, meetings will be 3:30pm every Wednesday

1. Communicating timeliness of questions and responses (Megan)
 - a. Priority:
 - i. 1 = Urgent: Address immediately; answer prior next 30 days
 - ii. 2 = Pressing: Address soon; answer prior next 60
 - iii. 3 = Important: Needs to be addressed prior to the start of the school year;
 - b. There will also be another set of tasks that will require a short-term solution, followed by study and a longer-term plan. I have referred to these as ST/LT to indicate short-term (with a priority number) and long-term.
2. Commitment Letter exemplar to be sent due back by **May 31, 2024** (Megan)
3. Special Education & General Education Funding Codes: (Paula)
 - a. Model Chart of Accounts (DOE website: [Model Chart of Accounts | Department of Education \(maine.gov\)](#))
 - b. Preschool Special Education Funding Codes
https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/PreK_SpecialEd_May2024_ModelChartofAccounts.xlsx
 - c. May 29 – follow up for coding meeting targeting business managers
4. MaineCare Billing – deferred – likely more information this summer
5. In SAU and Out of SAU High-Cost Discussion deferred – there will be a mechanism to make an adjustment for a child with high costs who transitions into the SAU, who transition to an out of unit placement, or who needs more intensive support (e.g. 1:1 adult support)
6. Answering Q & A's: (Sandy)
 - a. All SAUs will cover their catchment area. Working on a plan to account for children attending OUTSIDE your catchment area.
 - b. Child Find (in catchment area)
 - c. SAU's will be provided information on evaluations that are used.
 - d. Timelines for C to B Transition. These activities start at 2 years 3 months. At that time, the Part C provider will alert the SAU of the identified child and have the parents sign a release to share pertinent information with the SAU.
 - e. Physical modifications: Revolving Renovation Fund – Details released Priority 2 (60 days)
 - f. Currently there are funds for classroom furniture, curriculum materials and playground equipment
 - g. FAPE obligation September 1, or the first day of school. A form document will be sent to you to identify your first day of the 24-25 School Year.
 - h. Students in the evaluation process- CDS will finish those referrals. If districts can support,
 - i. IEP transfer meeting
 - i. No prerequisite for enrolling
 - ii. Enroll 3,4, 5-year-old children per SAU process
 - iii. No Pre-K screening required

- iv. Communicate to incoming Pre-K (model communication provided by DOE)
- v. Data management – a form document will ask you to select CINC or SAU alternative (whatever you are currently using)
- vi. DOE will provide recommended list of activities prior to the start of school
- vii. If using your data management system, CDS will provide pdfs to upload to your system
- 7. Administrative support at the Support and Service Hub (Erin)
 - a. Mou between SAU and CDS Support and Service Hub
- 8. Certification (Erin)

APPENDIX A – EMERGENCY AND CONDITIONAL CERTIFICATION INFORMATION

Emergency certification is based on [20-A MRS §13012-B](#) and, because of the stipulation that the certificates are designed to address “an educator staffing shortage in the State,” are only an option if the certification area an applicant is seeking is listed on the [Maine state teacher shortage area list](#) for the year in which they are applying. Currently, early childhood teachers are included in the shortage area list. Emergency certification for the 081 certification will be acceptable for lead teachers in Pre-K Partnership Pilot grant classrooms.

According to State Board Rule Chapter 115, to qualify for an emergency certification, an applicant shall:

Satisfactorily complete a CHRC in accordance with, and meet one of the following requirements:

- (1) Hold a 4-year post-secondary degree or the equivalent in work or academic experience;*
- (2) Be enrolled in an approved educator preparation program; or*
- (3) Hold a certification as an Educational Technician III [note: the Ed Tech III certification can't be an Emergency Ed Tech III].*

According to [State Board Rule Chapter 115](#), to qualify for a conditional certificate, an applicant shall:

- (a) (Have) earned at least a bachelor's degree from an accredited college or university,
- (b) Meet the general eligibility requirements of [Section 5.1 \(page 4-5\) and Section 6.1 \(page 7-8\)](#).

(c) (Have) completed a minimum of nine (9) semester hours that meet the requirements of the endorsement. A list of approved requirements for the endorsement can be found here on [page 24-25](#).

More information about the requirements for both the Emergency and Conditional certification can be found here in [Section 6.6 and Section 6.7 \(page 15-16\)](#).

Full or conditional certification for the [029: Early Elementary Teacher](#), will also meet the requirements for the lead teacher in the Pre-K classroom. Please note that the 029 is NOT currently listed on the Maine teacher shortage area list.

We are in the process of designing the additional components to receive the professional certification of 282B. A forms questionnaire will be provided for you to name all individuals and their certification needs. That list will be provided to certification, and we will work to insure that the individuals are appropriately credentialed by the fall. We will be establishing a free course of study offering to move from conditional to professional certification.

Time Adjustment 3:30pm on Wednesday s starting May 22,2024