

Maine School Administrative District #45

Perham - Wade - Washburn
33 School Street, Washburn, Maine 04786
Superintendent's Office (207) 455-8301
Fax (207) 455-8217

Fax Transmittal Form

To: Diana Dairon FAX#: 877-227-9838

From: Edward Buckley, Superintendent

Date: 10-16-14

Re: Extension Application for MSAD #45

Total number of pages (including this cover sheet): 33

Message: _____

If you have any questions, please call me
at 455-8301.

* Confidentiality Note *

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School Administrative Units (SAUs) award diplomas. The Maine Department of Education's role is to ensure that SAUs base the awarding of a diploma on student proficiency for students graduating after January 1, 2018. The following Proficiency-Based Diploma Extension application is intended to provide the Department and the school administrative unit with evidence of a good fit between the district's current progress and their extension request.

Directions for submitting an extension application

1. Complete the document and provide evidence to support the responses. Our Intent is to keep the process streamlined and reasonable and have therefore set word limits of 1000 words for each section in the application and request that districts submit a total of no more than 25 pages of evidence.
2. Convert the extension application document and all pages of evidence to a PDF format and fax your complete application to Diana Doiron at the following fax number: 1-877-227-9838.

Note: Extension applications that are incomplete or lack sufficient evidence will receive feedback requesting additional information. Our plan is to process all submissions within a month of the submittal window. This plan is dependent on the number of submissions received per submittal deadline.

Proficiency-Based Diploma Extension Option 5

At the time of the extension application the SAU will:

- Provide evidence of active participation in proficiency-based system of supports to address identified critical areas of need, build capacity and the infrastructures to award diplomas based on proficiency in the standards of all eight content areas and the standards of the Guiding Principles.
- Provide a multi-year implementation plan indicating quarterly benchmarks for 2014-2015 and the annual benchmarks for each year for which the extension is requested that outline the steps the SAU will take to ensure that students graduating after July 1, 2020 will be awarded a diploma based on proficiency in the standards of the eight content areas and the standards of the Guiding Principles.
- Include a budget for the use of all existing targeted proficiency-based diploma transition funds during 2014-2015 and any 2013-2014 funds that were carried over to support the implementation of proficiency-based diplomas

LIMIT RESPONSES TO QUESTIONS TO 1000 WORDS PER QUESTION AND LIMIT TOTAL ATTACHED EVIDENCE TO 25 PAGES

Submittal Window

1. Indicate the submitting date.

August 18, 2014, 5 pm September 17, 2014, 5 pm October 18, 2014, 5 pm

Superintendents Region

2. Indicate the superintendent region in which your SAU is a member.

Aroostook	x
Cumberland	
Hancock	
Kennebec Valley	
Midcoast	
Penquis	

Washington	
Western Maine	
York	

3. **School Administrative Unit: MSAD #45**
4. **High School(s): Washburn District High School**
5. **Name and title of person completing the extension request:**
Edward Buckley, Superintendent of Schools
6. **Superintendent's name, address, phone number and email:**
Edward Buckley, 33 School Street, Washburn, ME 04786
207-455-8301
ebuckley@msad45.net

Evidence of Preparedness

7. **Provide evidence of active participation in a proficiency-based system of supports to address identified critical areas of need, build capacity and build infrastructures to award diplomas based on proficiency in the standards of all eight content areas and the standards of the Guiding Principles. Include evidence showing the impact of participation on your district's preparedness. Limit your description to 1000 words (approximately 2 pages single spaced or four pages double spaced) and attach evidence to support your description referencing the name of the document(s) and specific page(s).**

MSAD #45 (Washburn, Perham, and Wade) was a charter member of the Northern Maine Educational Collaborative (NMEC). We have had representations at all meetings and Professional Development Opportunities during the 2013-2014 school year. We have continued to send our administrators and our traveling team of teachers to all NMEC meetings and professional development opportunities in the 2014-2015 school year.

In addition, a leadership team was set up December 3, 2013, composed of the superintendent, three administrators, and seven teachers from across all grade levels. This team has designed a traveling team of six people to attend all NMEC Professional Development Opportunities and disseminate the knowledge they gain during the early release in-service days and full in-service days for the rest of the faculty. Our traveling team also visited the Dr. Levesque School in SAD #33 (St. Agatha) last spring. They have determined our core values and presented them to the MSAD #45 Board of Directors for approval. The team is now working on mission and vision

statements to take to the Board for approval. These will help give direction to the rest of the work necessary to make Proficiency Based Education (PBE) a reality. Evidence attached:

1. Northern Maine Educational Collaborative (NMEC) Charter (Attachment #1)
2. NMEC Schedule for 2013-2014 (Attachment #2)
3. Leadership Team Meeting Schedule for 2013-2014 (Attachment #3)

Multi-year Implementation Plan

8. **Provide a description of the multi-year plan to meet the goal of awarding diplomas based on proficiency in the standards of the eight content areas and the standards of the Guiding Principles after July 1, 2020. The description should include benchmarks and metrics for the 2014-2015 school year and benchmarks for each year for which the extension is requested. Limit your description to 1000 words (approximately 2 pages single spaced or four pages double spaced) and attach evidence to support your description referencing the name of the document(s) and specific page(s).**

The evidence which aligns with the criteria includes:

1. Chart outline of the six-year implementation plan—The attached document outlines the steps to be taken by MSAD #45 to graduate students with a proficiency based diploma by June 2020. This document serves as a guide in which to focus our work over the next several years.
2. MSAD #45 Quarterly Benchmarks for School Year 2014-2015—This document outlines our quarterly benchmarks for the current school year as well as the metrics that will be used to measure them.
3. NMEC Aroostook Plan for Professional Development—This document outlines the Northern Maine Educational Collaborative's plan for professional development to lead our school towards PBE. NMEC was developed with the intent to support all Aroostook County schools as they learn about the overarching framework of the conceptual understanding of PBE and customized learning. This is a capacity building model of professional development.

This plan for PD includes information on Educate/Empower software that could be utilized as a means in which to track student growth and report out to parents. We will also receive more training from Bea McGarvey (a Senior Associate for Dr. Robert Marzano) who outlines a vision for customized learning. The training that she will focus on for the 2014-2015 school year will include Marzano's Art & Science of Teaching. She will also discuss

diploma and grading policies as scheduling allows. We will also receive training from Linda Laughlin (Co-Chair of the Maine Cohort for Customized Learning) on the MCCL Curriculum. Our district will devote the current school year to investigating if this curriculum is a good fit for us as we move towards PBE. Also included in the NMEC plan is work centered around Complex Reasoning by Debra Pickering from the Marzano Research Lab.

4. MSAD #45 District Leadership Team—As attached in section 7: Evidence of Preparedness, our District Leadership Team (DLT) was established in December of 2013 with the purpose of acting as the vehicle for designing student centered learning sessions and protocols to ensure that staff meetings, workshops, and district initiatives focus on leading us towards PBE. The team consists of administrators and teachers from various grade levels.

5. Documentation of our work to consider the MCCL Curriculum—This document is evidence of the training provided to our District Leadership Traveling Team to help provide guidance and a deeper understanding of the curriculum. This curriculum model outlines learning progressions for all 8 content areas of the Maine Learning Results. We are hoping to adopt this curriculum model that includes the content, complex reasoning skills and habits of mind that when taught, result in students being proficient in the Maine Learning Results. It is our hope that this curriculum will provide support to students, teachers, parents and community members as we transition to proficiency.

Multi-Year Plan to Move Towards Proficiency Based Education For MSAD #45

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<p>Continue to engage faculty in conceptual understanding of Proficiency Based Education (PBE) through professional development opportunities and staff discussions.</p> <p>Engage media</p> <p>Investigate a new model of curriculum that supports PBE.</p>	<p>Continue to engage faculty in conceptual understanding of Proficiency Based Education (PBE) through professional development opportunities and staff discussions.</p> <p>Adopt a new model of curriculum that supports PBE</p>	<p>Continue to provide training to staff on PBE practices.</p> <p>Continue to develop a process for verifying achievement of standards & Guiding Principals</p>	<p>Continue to design assessments that are aligned with established graduation standards and performance indicators</p>	<p>All Freshman, Sophomores, Juniors and Seniors at WDHS will be held accountable for proficiency on identified standards in all content areas</p>	<p>Consider the preparedness to graduate the first PBE cohort in 2020</p>
<p>Engage staff in a study of best practices through the works of Dr. Bob Marzano. (learning targets, grading practices)</p> <p>Offer staff training on <u>Marzano's Art & Science of Teaching</u></p>	<p>Begin Habits of Mind work Northern Maine Educational Collaborative PD</p> <p>Begin to establish graduation standards</p> <p>Engage media</p>	<p>All Freshman and Sophomores at WDHS will be held accountable for proficiency on identified standards in all content areas</p>	<p>Continue to investigate options for high school transcript</p>	<p>Implement/adopt a new transcript for WDHS students</p>	<p>Re-evaluate transcript based on feedback</p>
<p>Investigate a new grading and reporting system that tracks student progress</p> <p>Offer training on Educate/Empower software.</p>	<p>Adopt a new grading and reporting system that tracks student progress</p> <p>All Freshman at WDHS will be held accountable for proficiency on identified standards in all content areas</p> <p>Implement the new Teacher Evaluation and Professional Growth Model</p>	<p>Investigate options for new transcript</p>	<p>Review existing policies for Board revisions</p>	<p>Refine policies based on feedback</p>	<p>Refine policies based on feedback</p>
<p>Establish a development committee to guide the work for the new Teacher Evaluation and Professional Growth Model</p> <p>Review existing policies for Board revisions</p>	<p>Review existing policies for Board revisions</p> <p>Draft MSAD #45 Mission Statement</p>	<p>Review existing policies for Board revisions</p>	<p>Engage local media as necessary</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>
<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>	<p>Continue to inform local school board and stakeholders on changes</p> <p>Re-evaluate/make adjustments</p>

MSAD #45 Quarterly Benchmarks for School-Year 2014-2015

Quarter 1: Provide professional development opportunities for teachers to investigate and receive training on a new curriculum model that supports Proficiency Based Education (PBE).

Metric: Voting results from MSAD #45 faculty decision from September 19th In Service Training to explore the option of access to Maine Cohort for Customized Learning (MCCL) curriculum.

Quarter 2: Begin to train staff on Robert Marzano's Art and Science of Teaching as a means to improve instructional practices.

Metric: Survey of teacher awareness and understanding of the 41 elements of instruction as outlined by Dr. Marzano.

Quarter 3: Purchase Educate software and provide training to develop understanding.

Metric: Document to verify attendance of district wide training to support the option for teachers to pilot this software.

Quarter 4: District-wide revision of MSAD #45 Vision Statement.

Metric: Revised Vision Statement that reflects a common vision for the direction of MSAD #45.

8. Multi-Year Implementation Plan: Attachment 3-NMEC Aroostook Plan for Professional Development

AROOSTOOK PLAN (Draft 8/27/14)

Calendar for Professional Development 2014-2015

NMEC Aroostook Plan CALENDAR

2014

August 4 Tech Coordinators Educate (AM) 8:30-11:30
Tech Coordinators iObservation (PM) 12:30-3:30
Allagash Room

August 5 Ben Hartlieb- Educate/Empower Train the Trainer
PIHS Cafeteria 8:30-3:00

August 5-6 Curtis Jack- iObservation training for administrators and
Teachers 8:30-3:00
MPR Room

Linda Laughlin: Sept. 11 individual district team meetings by appt.
Sept. 12 Understanding the taxonomy and designing pathways for learning.

Bea McGarvey: Oct.. 28-29 Art and Science of Teaching

Bea McGarvey: Nov. 19-20 Art and Science (Second day place-held for the
diploma/grading conversation).

Linda Laughlin: Dec 9 Designing Learning Experiences That Align with
the Art and Science Instructional Model & the 3 Components of the Curriculum

2015

Linda Laughlin: Jan. 21 Topic TBA

Jan 22 TBA based on NMEC needs.

Linda Laughlin: Feb. 26 Topic TBA (25th space was unavailable)

Feb 27 based on NMEC needs. (Please notice this new date)

Bea McGarvey: April 28, 29 Topic TBA

Debra Pickering Sept. 14, 15 Complex Reasoning

Debra Pickering Nov. 3, 4 Complex Reasoning

Notes from June Board Meeting~

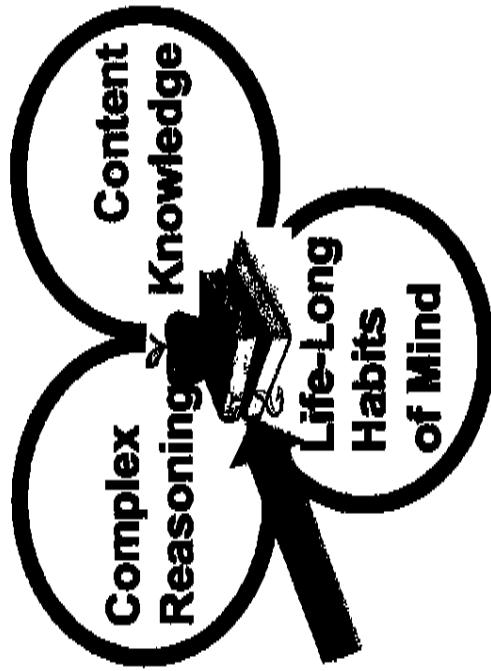
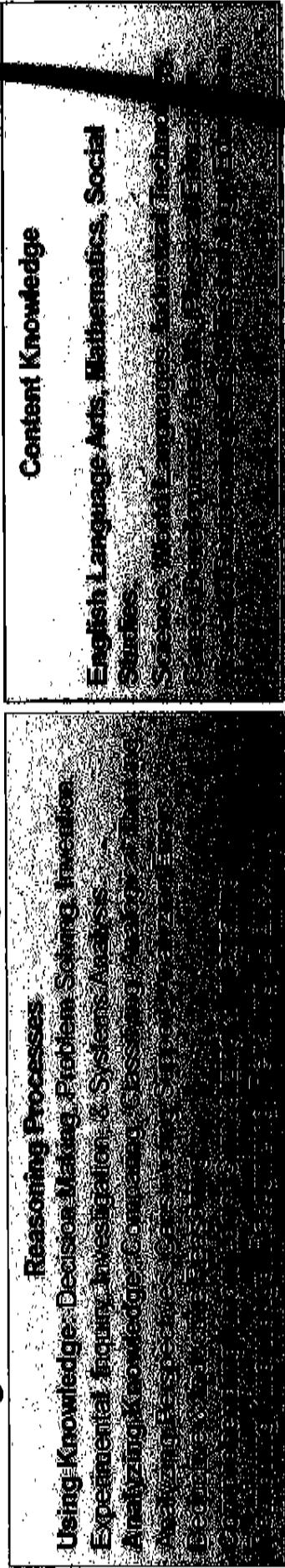
These were possibilities that the Board brainstormed in June. No decisions were made. Please review and come to the Sept. meeting prepared to speak to your top 3-4 choices

Judy's commitment –

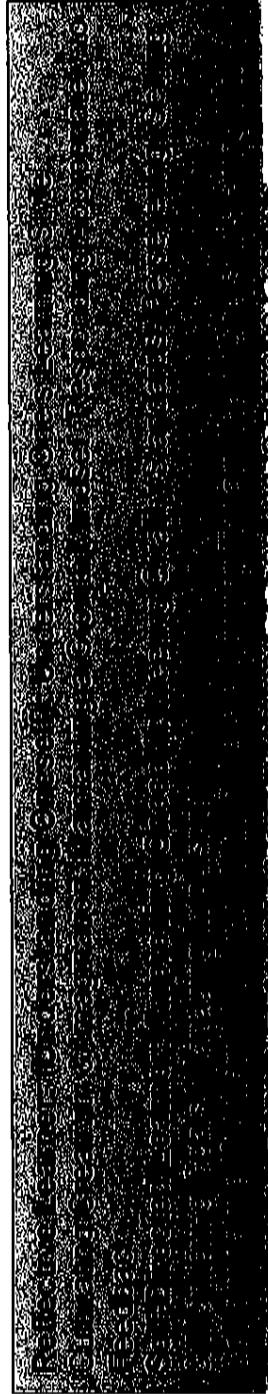
- ~ help with work around assessments
- ~guiding principles and content standards
- ~able to learn from WMEC work
- ~able to work with a district person who is responsible for taking training back (facilitator skills)
- ~bring in different teachers for hot-topics day
- ~ follow up to diploma day
- ~PBE boot camp
- ~follow up to some of the presentations from next year (maybe bring back some of the best from last year)
- ~a day with high poverty and high performing schools
- ~guidance, principals
- ~special ed. days
- ~new teacher acclimation and training with and in PBE
- ~Other?

Using these critical thinking skills ➔

With this knowledge



to practice getting better at being a reflective, & self directed learner, & a collaborative worker



System of Supports for Student Learning

9. Describe the system of supports you have in place for secondary school students when proficiency is not demonstrated. **Limit your description to 1000 words (approximately 2 pages single spaced or 4 pages double spaced) and attach evidence to support the description referencing the name of the document(s) and specific page(s).**

MSAD#45 has had a very active Dropout Prevention committee that has worked hard to make sure all students graduate. They have specifically targeted the 9th grade students to make sure they do not fail classes and put themselves in jeopardy early. It has been our belief that students who fail a class in the 9th grade will be taking more courses in the next 3 years as a result which makes future failure of a course or courses more problematic.

The following are examples of remediation programs that we offer now and which will be utilized as we change to Proficiency Based Education (PBE):

- **Response to Intervention (RTI)** – We have teams at all levels—PreK to 4, 5-8, and 9-12—which are currently operating successfully. See Attachment #5- RTI form as evidence.
- **Common Study Halls**--Common study halls for all students in Grades 9-12 are in the master schedule so that students can get additional help in any subject they are having trouble with as all teachers are available at this time to assist them. See WDHS master schedule as evidence (Attachment #4).
- **After School Program**—In this program, students who need extra help can be referred. Parents are contacted and students are provided this service 2 days a week with busing provided.
- **Tutoring**—Whenever a student is obviously in danger of failing, we offer to provide them with a tutor at no expense to the student. This can be during the school year, during school vacations, harvest break, or during the summer break.
- **Alternative Programs**

Plato Learning is offered for remediation or to address an individual need for a course Washburn District High School is unable to offer.

Kahn Academy is used extensively by our mathematics teacher.

Carlton Project: Students who struggle with regular school are quite often given a chance to attend the Carlton Project located at the University of Maine in Presque Isle. Here they can work at their own pace with one to one instructors. We usually have one or two students a year who take this option and they have been very successful in completing a diploma program.

Caribou Alternative School: This school is similar to the Carlton Project but regular attendance is expected.

Summer School in MSAD # 1 (Presque Isle) or RSU #39 (Caribou): These programs are used infrequently because of the travel required. This District usually pays the tuition if a student is unable to.

RTI Classes: These classes are based on skills not grades. We expect to implement this program next year (2015-2016). These would help us provide a least restrictive environment for some students and a remedial program for others.

In addition, we send students to both Presque Isle Regional Career and Technical Center and the Caribou Regional Career and Technical Center. Both schools offer vocational courses and the opportunity to take advanced placement courses.

University of Maine at Presque Isle and Northern Maine Community College—These colleges offer courses on their campus or at our school if we have enough interested students.

University of Maine at Orono—This University offers on line courses.

Empower & MCCL Curriculum of Learning Targets—We will be installing Empower during the 2014-2015 school year and our teachers have already endorsed the MCCL Curriculum. As they work with them, we expect that additional supports will become apparent.

Proficiency-Based Diploma Transition Funds

10. Identify the approximate percentage of the 2013-2014 proficiency-based transition funds and how these were applied to proficiency-based education expenditures in the following areas:

During the 2013-2014 school year, we sent principals and teachers to all NMEC activities as well as sending a team to visit schools. This required a large number of substitute teachers and principals. We purchased books for a library available to teachers such as *Mindset*, *Inevitable*, and *15 Fixes for Grading*. We also paid our NMEC dues. The Transition Grant did not cover all of these expenses so local funds were used to make up the difference.

The following chart shows our expenditures and that no (0) transition funds were carried on.

Proficiency Based Ed Expenses & Revenue 2013-2014

Expense	Amount
Substitute teachers	\$ 606.25
	\$ 877.23
	\$ 678.21
	\$ 111.27
	\$ 154.37
17 teachers x \$60	\$ 1,020.00
Northern Maine Educational Collaborative (NMEC)	\$ 600.00
Books	\$ 480.78
Meals	\$ 86.11
TOTAL	\$ 4,614.22
Proficiency Based Education Revenue	Amount
Transition Grant	\$ 3,429.41
School Budget-- Improvement of Instruction	\$ 1,184.81
TOTAL	\$ 4,614.22

**Chart of Funds Dedicated to the Following Areas
For 2013-2014 from Transition Funds**

Policy	0
Practice	\$3,429.41
Community Engagement	0
One Year Carryover	0

- 11. Provide a description of the intended impact for your transition funds. Attach a budget for the 2014-2015 transition funds and any 2013-2014 transition funds that were carried over after June 30, 2014. For each expense, identify the amount and date by which it will be expended. Limit your description to 1000 words (approximately 2 pages single spaced or 4 pages double spaced). Attach a budget document and limit the budget document to 2 pages.**

In the 2014-2015 year, we expect to send a team of teachers and principals to all NMEC activities and to visit other schools who may be further along in this process. We have purchased *Handbook for Art and Science for Teachers* for all of our teachers. We have again joined NMEC and will purchase *Empower* so that our teachers can begin to use it. This will use up all grant with the excess paid from local funds. In addition, our teachers will spend the equivalent of four (4) full in-service days on the Process of Implementation of Proficiency Based Education which is an In Kind Expense.

**Proficiency Based Education Expenses & Revenue
2014-2015**

Expenses	Amount
Substitute Teachers	\$2000.00
Northern Maine Educational Collaborative	\$3071.00
Educate (Empower)	\$1572.00
Books	
Handbook for Art & Science Teachers	\$814.40
TOTAL	\$7457.40
Proficiency Based Education Revenue	Amount
Transition Grant	\$3780.53
School Budget: Improvement of Instruction	\$3676.87
TOTAL	\$7457.40

In Kind Expenses	Amount
3 In-service days (9/19, 3/5/15, 3/6/15) devoted to PBE Training \$217/day/teacher or \$7616.70/day x 3 days	\$22,850.10
3 Early Release Days devoted entirely to PBE 2.25 hrs or 6.75 hrs or approximately 1 full day	\$7,616.70
7 teacher meetings of 1 hr. duration devoted entirely to PBE plus a portion of the elementary (11) regular teacher meetings.	

**Chart of Funds Dedicated to the Following Areas
For 2014-2015 from Transition Funds**

Policy	0
Practice	\$3780.53
Community Engagement	0
One Year Carryover	0

School Board Vote and Approval of the Extension Request

12. Provide the agenda and minutes from your SAU school board meeting reflecting a formal board vote and approval of the extension request. Reference the page numbers that specifically address the board vote and approval of the extension request option.

The minutes and agenda of the August 12, 2014, MSAD #45 Board Meeting are attached. Although the Proficiency Based Education Extension is not on the agenda, it is included in the Superintendent's Report on page 2 which is also attached. Page 3 of the board minutes addresses the board vote and approval of the extension request.

M.S.A.D. #45 SCHOOL BOARD MEETING
Place: David J. Lyon Washburn District Elementary School
Date: Tuesday, August 12, 2014
Time: 7:00 p.m.

A G E N D A

1. Call to Order at _____ p.m.
2. Calling of the Roll

Ryan Rackliffe	Tammi Easler	Jennifer Olson
Michael McIntosh	Noreen McIntosh	Cary Schumacher
Janet Grieco	Lynn Dube	Karl Saucier
Cherri Fitzpatrick	Amy White	
3. Pledge of Allegiance
4. Agenda Adjustments
5. Public Comments
6. Chairman Comments
7. Approval of Minutes: July 8, 2014 regular Board Meeting
8. Finance Committee Report
9. Approval of Warrants
 - Payroll Warrants #24 and #25
 - Invoice Warrants #1
10. Policy Committee:
 - 2nd Reading Student Discrimination and Harassment Complaint Procedure ACAA-R
 - 1st Reading of Harvest Recess: ICD
 - 1st Reading of Organization of Instruction: IE
 - 1st Reading of Attendance Procedure JEA-R
11. Approval of English Teacher at Washburn District High School
12. Approval of Elementary 4th Grade Teacher
13. Approval of a Part Time Gifted and Talented/Art Teacher
14. Approval of a 2nd year contract between Maine School Administrative District No. 45 Directors and the American Federal of State, County, and Municipal Employees AFL-CIO Council 93
15. Approval of a contract for the MSAD #45 Head Cook

16. Staff Reports

- Ron Ericson
- Melanie Cote
- Jessica Haley

17. Superintendent's Report

18. Next Regular Board Meeting: Tuesday, September 9, 2014, in the David J. Lyon Washburn District Elementary School Cafeteria at 7:00 p.m.

19. Adjournment at ____ p.m.

MINUTES

**M.S.A.D. #45 SCHOOL BOARD REGULAR MEETING
David J. Lyon Washburn District Elementary School
Tuesday, August 12, 2014
7:00 p.m.**

Board Chair Michael McIntosh called the meeting to order at 7:35 p.m.

Present: Janet Grieco, Michael McIntosh, Karl Saucier, Noreen McIntosh, Lynn Dube, Cary Schumacher, Tammi Easler, Jennifer Olson and Amy White

Absent: Ryan Rackliffe and Cherri Fitzpatrick

Pledge of Allegiance

**Agenda
Adjustments**

1. Move approval of an extension for Proficiency Based Education from the Superintendent's Report to Item 16 of the Agenda.
2. Add an Item 17 for a school board member resignation.
3. Add an Item 18 for acceptance of school board member resignation.
4. Add an Item 19 for election of a new vice chair of the MSAD #45 school board.

**Public
Comments**

Angela Farley wanted to comment on the painting over of the art work in the SAC Room at the high school. She also wanted to make sure that all teachers in both schools were certified teachers. As PTO chair, she would like to request that we bring in a canine drug sniffing dog to go through our schools sometime this fall.

Chair Comments

None

Minutes

A motion was made by Janet Grieco and seconded by Cary Schumacher to approve the minutes of the July 8, 2014 regular board meeting. Motion carried.

7-0 with Amy White abstaining

**Finance Committee
Report**

The Finance Committee Report was given by Lynn Dube and she questioned why line 1000-0000-2210-3300-300-11 was overdrawn so early in the year. This line was normally used for CACE dues but last year also paid NMEC dues so both have been paid for 2014-2015.

She also questioned line 1000-0000-2310-3000-900-14 which is School Board Legal and Audit. This is over because lawyers were paid due to a special education case and for teacher negotiations.

The last line was 1000-0000-2320-5810-900-15 which had an extra dollar added to it. This was because a room charge was \$69 for Theresa Ewing and she paid us \$70 so she donated \$1 to MSAD #45.

Warrants

A motion was made by Lynn Dube and seconded by Janet Grieco to approve Payroll Warrants #24 and #25 and Invoice Warrant #1. Motion carried.

Unanimous

Policy Committee

A motion was made by Cary Schumacher and seconded by Karl Saucier to approve the 2nd reading of Student Discrimination and Harassment Complaint Procedure ACAA-R. Motion carried.

Unanimous

A motion was made by Cary Schumacher and seconded by Karl Saucier to approve the 1st reading of Attendance Procedure JEA-R. Motion carried.

Unanimous

A motion was made by Cary Schumacher and seconded by Karl Saucier to approve the 1st reading of Organization of Instruction IF. Motion carried.

Unanimous

A motion was made by Cary Schumacher and seconded by Karl Saucier to approve the 1st reading of Harvest Recess ICD. Motion carried.

Unanimous

HS English Teacher

Superintendent Buckley nominated Katherine Jones to be an English teacher at Washburn District High School. A motion was made by Jennifer Olson and seconded by Noreen McIntosh to approve Katherine Jones as an English teacher at Washburn District High School. Motion carried.

Unanimous

5th Grade Teacher

Superintendent Buckley nominated Wendy Walsh to be the 5th grade teacher at David J. Lyon Washburn District Elementary School.

A motion was made by Jennifer Olson and seconded by Noreen McIntosh to approve Wendy Walsh as a 5th grade teacher at David J. Lyon Washburn District Elementary School.

A motion was made by Michael McIntosh and seconded by Lynn Dube to go into executive session to consider the employment of an employee pursuant to 1 M.R.S.A. §405 (6)(a). Motion carried.

Unanimous

The board went into executive session at 8:07 p.m. and came out at 8:20 p.m. The original motion was voted and carried.

7-1 with Tammi Easler abstaining

Gift & Talented/Art Teacher

Superintendent Buckley nominated Laurie Molton to be a part time Gifted and Talented/Art teacher at Washburn District High School. Motion carried.

8-1

AFSCME Contract

A motion was made by Lynn Dube and seconded by Janet Grieco to approve a 2 year contract between Maine School Administrative District No. 45 Directors and the American Federation of State, County, and Municipal Employees AFL-CIO Council 93. Motion carried.

Unanimous

Head Cook Salary

A motion was made by Jennifer Olson and seconded by Janet Grieco to give Head Cook Jody Dickinson a year-long salary of \$24,000 for the year to cover regular school, summer school, and all school functions. Motion carried.

Unanimous

Proficiency Based Education Extension

A motion was made by Noreen McIntosh and seconded by Janet Grieco to authorize MSAD #45 School Department to request of the Maine Department of Education to grant an Option 5 Extension through July 1, 2020 for the requirement that students demonstrate proficiency in the standards of the eight content areas and the standards of the Guiding Principles in order to receive a diploma. [Ref: Maine Revised Statutes 20-A Section 4722-A]. Motion carried.

Unanimous

Board Member Resignation

School board member and vice chair Cary Schumacher resigned from the MSAD #45 school board effective at the end of the August 12, 2014 school board meeting.

A motion was made by Lynn Dube and seconded by Janet Grieco to accept the resignation of Cary Schumacher effective at the end of the August 12, 2014, school board meeting. Motion carried.

Unanimous

A motion was made by Noreen McIntosh and seconded by Karl Saucier to elect Tammi Easler as vice chair to fill the rest of the school board year. Motion carried.

5-4

Staff Reports

Ron Ericson went over the staffing and room changes at the high school.

Melanie Cote went over the elementary staffing changes.

Three teachers, Katherine Jones, Laura Churchill, and Kelly Hemphill, will teach part of their day in each building.

Superintendent's Report

1. The bank balance on August 12, 2014 is \$300,364.54. The unencumbered balance on August 12, 2014 is \$163,121.36. We still need to pull out \$70,000 to put in reserve for Day Treatment seed money.

2. Committee Reports:

- Administrative Team met on July 23, 2014.

New Business

A. Board Policy JEA-R

The team looked this over and discussed changes.

B. Student Schedule for 2014-2015

Diana Trams went over the schedule for the high school. It involves Laura Churchill and Kelly Hemphill teaching two (2) classes at the high school. Laura will teach periods 6 and 7: Freshman World History and would be in the elementary school to teach 7 and 8 grades social studies the rest of the day. Kelly will teach period 1 and 2 in the high school and will teach Algebra 1 and Pre Algebra with the rest of the day being in the elementary school teaching math to Grades 7 and 8. Katherine Jones will teach two classes of 8th grade English at the elementary school periods 6 and 7 as well as three classes at the high school.

C. Opening Day

Opening Day schedule was set up by Melanie Cote.

3. Our Gifted and Talented Plan for 2014-2015 was turned down by the State. This was caused by Ken Hixon going out on leave and eventually resigning. Emails sent to him by the State did not reach the Central Office and the original plan was not fixed. When the Central Office was notified in June, the changes could not be made to some of the plan. This will be a loss of funding for 2015-2016 of \$63,000. Some of this funding would have been lost anyway as we did not have a gifted and talented instructor at the high school last year.
4. We have had one student enroll in the virtual charter school for this year 2014-2015 and have received an invoice for \$5846.46 to be paid quarterly.
5. We will look at moving the 8th grade for the 2015-2016 school year, but promise to look at both pros and cons and accumulate as much data as possible so that the board can make an informed decision.
6. Mr. Freeman Corey, a citizen of MSAD #45, has made two complaints to the Commissioner of Education that we are not billing properly for our Day Treatment Program. Consequently, we will have a video conference with officials from the Department of Education on Wednesday, August 20, 2014, to resolve this matter.

Resignations

Robert Sines: Day Treatment Ed Tech (High School)
Isaac Vaughn: Custodian/Bus Driver
Edward Buckley: Interim Superintendent will retire June 30, 2015

Next Regular Meeting

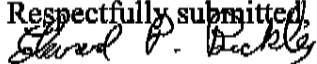
The next regular board meeting will be Tuesday, September 9, 2014 at 7:00 p.m. in the David J. Lyon Washburn District Elementary School Cafeteria.

Adjournment

A motion was made by Cary Schumacher and seconded by Janet Grieco to adjourn.
Motion carried.

Unanimous

Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Edward P. Buckley, Secretary

M

To: MSAD #45 Board of Directors

From: Ed Buckley, Superintendent of Schools

Date: August 5, 2014

Subject: Superintendent's Report

The **Personnel Committee** (*Mike McIntosh, Amy White, Janet Grieco, Noreen McIntosh, and Jennifer Olson*) will meet in the Superintendent's Office at **6:00 p.m.**

E

The **AFSCME Negotiation Team** (*Mike McIntosh, Lynn Dube, Cherri Fitzpatrick, Cary Schumacher, and Noreen McIntosh*) will meet at **6:30 p.m.** in the Superintendent's Office.

The **Policy Committee** (*Mike McIntosh, Tammi Easler, Cherri Fitzpatrick, Cary Schumacher, and Karl Saucier*) will meet in the Superintendent's Office at **6:40 p.m.**

The **Finance Committee** (*Mike McIntosh, Lynn Dube, and Ryan Rackliffe*) will meet in the Superintendent's Office at **6:50 p.m.**

Superintendent's Report

M

1. The bank balance on August 12, 2014 is \$ _____ . The unencumbered balance on August 12, 2014 is \$ _____ .

2. Committee Reports:

- Administrative Team met on July 23, 2014.

New Business

A. Board Policy JEA-R

The team looked this over and discussed changes.

B. Student Schedule for 2014-2015

O

Diana Trams went over the schedule for the high school. It involves Laura Churchill and Kelly Hemphill teaching two (2) classes at the high school. Laura will teach periods 6 and 7: Freshman World History and would be in the elementary school to teach 7 and 8 grades social studies the rest of the day. Kelly will teach period 1 and 2 in the high school and will teach Alegbra 1 and Pre Algebra with the rest of the day being in the elementary school teaching math to Grades 7 and 8. Katherine Jones will teach two classes of 8th grade English at the elementary school periods 6 and 7 as well as three classes at the high school.

Superintendent's Memo

Page 2

August 5, 2014

New Business (Continued)

C. Opening Day

Opening Day schedule was set up by Melanie Cote.

3. Waiver for Proficiency Based Education

Option 5 Authorization Page

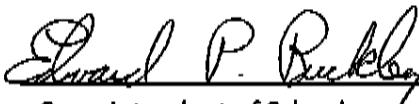
Annually the SAU will host a site review from the Maine DOE. During the annual site visit which must precede June 1, your SAU will provide evidence of progress and will submit an extension renewal request to the Maine DOE by July 1. This request will include:

- classroom visits
- evidence of progress toward quarterly benchmarks for the year
- goals and quarterly benchmarks for continued progress over the next school year toward the awarding of diplomas based on proficiency of the standards of the eight content areas and the standards of the Guiding Principles
- a budget for use of additional proficiency-based diploma transition funds.

We certify that the information contained in the extension application accurately reflects the current status of our implementation of proficiency-based diplomas.

We certify that the criteria for awarding a diploma beginning after July 1, 2020 will be the following criteria from Maine Revised Statutes 20-A §4722-A:

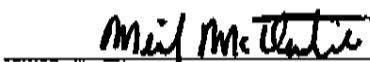
- A. Demonstrate that the student engaged in educational experiences relating to English language arts, mathematics and science and technology in each year of the student's secondary schooling;
- B. Demonstrate proficiency in meeting state standards in all content areas of the system of learning results established under section 6209;
- C. Demonstrate proficiency in each of the Guiding Principles set forth in department rules governing implementation of the system of learning results established pursuant to section 6209; and
- D. Meet any other requirements specified by the governing body of the school administrative unit attended by the student.



 Superintendent of Schools



 Date



 Chair of School Board



 Date

7. Evidence of Preparedness

Attachment: 1

Northern Maine Educational Collaborative

The Northern Maine Educational Collaborative was formed October 8, 2013, and MSAD #45 (Washburn, Perham, and Wade) was a charter member.

The Northern Maine Educational Collaborative is a coalition of school systems, organizations, and individuals committed to supporting learner-centered proficiency-based education in Northern Maine school systems. The official mission of the NMEC is “to lead the development, implementation, and promotion of learner-centered proficiency based learning.”

The intended outcomes of the organization’s work are the following:

1. **A well developed and refined Proficiency Based model of education to include:**
 - Clear definition of what learners need to know and be able to do, including dispositions for learning/Habits of Mind;
 - A system that supports learner goal setting and monitoring of his/her progress to proficiency;
 - A system facilitates fluid movement of students among multiple learning opportunities;
 - A comprehensive, user friendly, transparent recording and reporting system;
 - A model of successful integration of technology that effectively supports students progress toward proficiency; and
 - Continuous improvement practices embedded in the system.

2. **Collaborative systems/structures to support the work of the organization**
 - Shared resources;
 - Shared planning for professional development;
 - Shared networking with post secondary and other education organizations;
 - Shared understanding and communication of proficiency based learning including students, staff, parents, community; and
 - Shared successes and challenges.

3. **Overall Outcomes:**
 - Improvement of student achievement through effective and efficient use of human, fiscal, and technological resources.
 - Development of independent learners who participate in their own paths to proficiency.

7. Evidence of Preparedness

Attachment: 2

Northern Maine Education Collaborative (NMEC) Schedule

For

2013-2014

September 12, 2013:

NMEC Board Member Orientation

Development of the 2013-2014 NMEC Plan

October 8, 2013:

Teacher Evaluation

NMEC Board-Shared Leadership Teams for PBE

October 9, 2013:

Leadership Team Development Boot Camp

November 12, 2013:

All About Standards

NMEC Board-Spreading the Word About PBE

November Boot Camp: Mel, Jess, Ron, Bev, Ed

Leadership Team Development Boot Camp

Understanding the Big Picture of PBE

How to Develop Initial and Ongoing PBE for Students, Community, Schools & School Boards

January 14, 2014: Mel, Mena, Kim, Bev

Teaching in a Standards Based System: Classroom Organization & Instruction

Board Meeting: Ed, Ron

Proficiency Based Diploma

January 15, 2014: Ron Alice, Mike, Diana

Proficiency Based Diploma Boot Camp

February 10, 2014:

Assessment/Reporting

February 11, 2014: Courtney, Mike, Ben, and Mel

Leadership Team Development Boot Camp

Local Curriculum Planning

- Where do we start?
- Where are we now? Where are we going?
- Best Practice, Models, Resources

March 11, 2014:

High School PBE Classroom

March 12, 2014:

Leadership Team Development Boot Camp

Planning for PBE

Developing Guiding Principles in Your System

PBE Team Check Adjust and Planning

April 28, 2014:

MCCL Curriculum Presentation by Linda Laughlin

May 13, 2014: Workshop on Evaluation Effectiveness. Ed, Ron, Mel

Stacy Penny: iObservation

Curtis Jack: Observation Model

June 10, 2014: ?

7. Evidence of Preparedness

Attachment: 3

LEADERSHIP TEAM MEETING SCHEDULE

For

2013-2014

December 3, 2013

Election of Officers

Organization of Teams to attend NMEC Meetings

Overview of Program so far

January 6, 2014

Begin Looking at a Vision Statement

Purchased book for Staff "Mindset"

"Inevitable" and "15 Fixes for Grading"

February 3, 2014

To Determine our Core Values

March 17, 2014

Formation of a Traveling Team that will Attend Meetings and Present to the Rest of the Faculty

April 7, 2014

Core Values Were Chosen

May 5, 2014

Set up a Chart that Shows What Has Been Accomplished & Plan for Next Year

May 22, 2014: Visit Dr. Levesque School – Courtney, Mel, Kim, and Mena

June 9, 2014

Report of Visiting Team from Dr. Levesque School

Work on a 12-Month Plan

How to Display Core Values

Look for Other Schools to Visit.

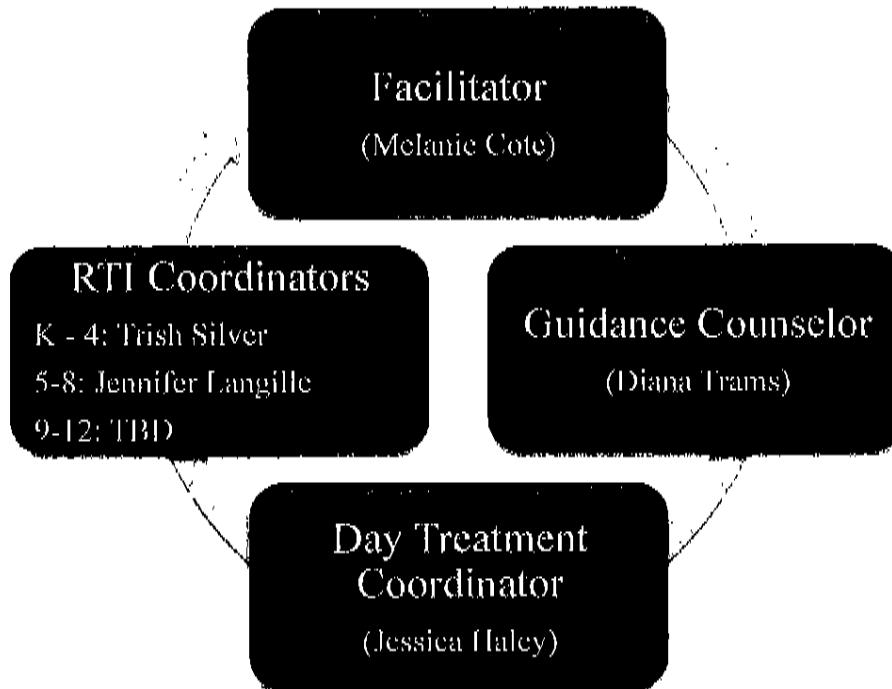
Attachment #4: System Supports for Student Learning-WDHS Master Schedule (Common Study Halls)

2014-2015

Teacher	Room #	Per. 1 7:55-8:49	Per. 2 8:52-9:40	Per. 3 9:43-10:31	Per. 4 10:34-11:17	Per. 5 12:00-12:48	Per. 6 12:51-1:37	Per. 7 1:40-2:30
Nick Blala	3	American Studies II	Conference	Geometry	Study Hall	American Studies II	American Studies I	American Studies I
Laura Churchill	6						World Studies	World Studies
Holly Drost	7 Library			Senior Seminar				
Ben Goodwin	4	Pre-Calculus	Calculus	Algebra II	Study Hall	Accounting	Geometry	Conference
Don Hanson	15 Shop	Conference	Woodworking	Woodworking	Study Hall	Woodworking	Automotives	3-D Printing
Kelly Hemphill	2	Pre-Algebra	Algebra IA					
Katherine Jones	5	Honors English IV	English I	Honors English III	Study Hall	Conference	@ Middle School (Eng. 6)	@ Middle School (Eng. 6)
Bev Knowles	22	Pre-Algebra	English I & IV	Alg./Geom.	Study Hall	Am. Studies II Conference	Basic English	English II & III
Daryl Molton	21	Biology	Biology	Conference	Study Hall	Biology Lab	Ecology	Anatomy
Laurie Molton		Conference	Fine Arts	Fine Arts	GT			
Tracy Reed	19	Algebra I	Conference	Chemistry	Study Hall	Physical Science	Chemistry	Earth Science
Tammy Tatlock	Gym 12	Grade 9 PE	Fitness	Senior Health (2 sections)	Study Hall	Sophomore Health (2 sections)	Grade 9 PE	Conference
Robin Thurston	1	English IV	On Writing	Conference	Study Hall	English III	English II	English II
Rebecca Williams	6	Spanish II		Spanish II	Spanish III/IV	Intro. to Spanish	Spanish I	Piano
Sean Dlette	Band Room				Band (M,W,F) T,TH,F			
Chorus Instr.	Elementary				Chorus (F, TH)	M,W		

9. System of Supports: Attachment #5-Response to Intervention

MSAD #45 Structure of RTI



Other members as needed:
 Classroom Teachers
 School Nurse
 Administrators

Committee meeting dates:

October 7 th	2:45 @ Elementary School
October 21 st	2:45 @ High School
November 18 th	2:45 @ Elementary School
December 16 th	2:45 @ High School
January 6 th	2:45 @ Elementary School
January 20 th	2:45 @ High School
February 10 th	2:45 @ Elementary School
February 24 th	2:45 @ High School
March 10 th	2:45 @ Elementary School
March 24 th	2:45 @ High School
April 14 th	2:45 @ Elementary School
May 5 th	2:45 @ High School
May 19 th	2:45 @ Elementary School
June 2 nd	2:45 @ High School

*Meeting dates and times are subject to change

9. System of Supports: Attachment #5-Response to Intervention

RTI Responsibilities Checklist**Classroom Teacher:**

- Conduct monthly screenings of all students (Elementary level)
- Complete Form A and submit to RTI Coordinator
- Complete Form B for students who do not meet benchmarks
- Notify parents of proposed classroom interventions
- Refer students to RTI team if benchmarks are not met
- Continue to monitor student progress and consult with RTI coordinator to adjust interventions as needed

RTI Coordinator:

- Collect and document universal screening data (Sept., Jan., May)
- Provide copies of school-wide universal screening data to Principal (whole class data and Form A)
- Consult with classroom teachers to develop interventions
- Support teachers with using diagnostic tools (Star 360, NWEA, etc.)
- Notify parents of RTI meetings
- Send follow up letter home if parent does not attend
- File copies of Form C in student folders at the end of the year

Principal:

- Support role changes for RTI Coordinators
- Support professional development for differentiated instruction
- Provide time for data discussions
- Ensure timely completion of documents
- Ensure location to store RTI folders