

FAX

MSAD #24

169 Main St, Suite 101 • Van Buren • ME •04785
Phone:(207)868-2746 • Fax: (207)868-5420

To:Diana Doiron
Attn:
Fax : 877-227-9838

From: Debbie Gendreau for Lester Michaud
Re:Diploma Extension Option 5
Pages:
Date: October 24

Urgent

Please Reply

For Review

Comments:

Following is the Proficiency Based Diploma Extension Option 5 Application. Please contact me if there are any problems with this transmission.

*Thank you
Debbie Gendreau
dgendreau@msad24.org
Bookkeeper
MSAD #24*



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	
Cumberland	
Hancock	
Kennebec Valley	
Midcoast	
Penquis	
Washington	
Western Maine	
York	

3. School Administrative Unit: **MSAD 24/RSU 88**
4. High School(s): **Van Buren District Secondary School**
5. Name and title of person completing the extension request: **Lester Michaud, Curriculum/Assessment Consultant, MSAD 24**
6. Superintendent's name, address, phone number and email: **Larry Worcester, 169 Main Street Suite 101, Van Buren ME 04785, 868-2746, lworcester@msad24.org**

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.

Criteria:

- **Clear description of the proficiency-based education work completed to date**

During the 2012-2013 school year MSAD 24 joined 9 other Aroostook school systems to form the Northern Maine Education Collaborative (NMEC) as a means of creating support and capacity for transitioning our school system from a traditional to a proficiency-based system of education. (See ATTACHMENT ONE – the NMEC Charter)

MSAD 25 representatives have attended every NMEC activity since its inception. We recognize the importance of remaining connected and active in this huge change effort (See ATTACHMENT TWO AND THREE – NMEC professional development calendars for 2013-14 and 2014-15 school years).

At the beginning of the 2013-14 school year a core PBE Leadership Team (PBE LT) was created to help lead and guide our transition to a PBE educational system. This roster has expanded as interest in leading the way gained momentum over time. The “core” PBE attends all NMEC professional development events and bring information back to the district for action (See ATTACHMENT FOUR – PBE Leadership Team Roster). The PBE LT has held three meetings thus far (See ATTACHMENT FIVE “A”, “B”, “C” – agendas for three meetings)

During our PBE LT meetings action steps are developed and entered into our PBE Action Plan document. This document is used as a systematic implementation process (See ATTACHMENT SIX – PROFICIENCY-BASED LEARNING ACTION PLAN 2013-2020 UPDATED OCTOBER 7, 2014) The content's of this action plan clearly indicates what we've accomplished thus far and what we will be working on during the 2014-15 school year.

- **Clear connection between evidence and the work done**

Attachments one to six provide compelling evidence of the work we are currently doing to advance our transition from a traditional to a proficiency-based learning system.

Implementation efforts will only intensify as we move away from the time-, talent- and energy-draining requirements of the Maine Schools for Excellence Teacher Incentive Fund Grant. The TIF grant consumes every minute of professional development time available to our teachers and administrators. It has been enormously challenging trying to introduce ideas around PBE and the transition process that lies ahead for all of us when our teachers and administrators are already overwhelmed with the demands of this grant. This is not to say that grant activities have not been worthwhile. Quite the contrary. Because of grant activities and requirements we have become a much more professional and reflective group of educators with a strong focus on student learning and achievement and the use of performance data (teacher-administrator-student sources) to inform decision making. Additionally, we have successfully created and are implementing a sophisticated and thoughtful administrator and teacher evaluation system that focuses on professional performance/behaviors and student learning outcomes. This is a huge culture shift for us. Designing high-quality Student Learning Outcomes (SLOs) and Professional Growth Plans (PGPs) have also been a highlight of our efforts to improve ourselves and how we deliver education to our students.

- **Clear description of the impact the proficiency-based work is having on students, staff and community**

As stated earlier, the initial impact of our proficiency-based work has been regrettably minimal due to the demands of the TIF grant. However, we have not been idle. We have rolled out the concept of PBE to staff (see ATTACHEMERNT SEVEN - Informational packet for teachers – Foundational Awareness, and ATTACHMENT EIGHT – PBE video links). We have informed students and parents using the MDOE-provided flyers as an initial exposure to the notion of PBE learning processes and priorities. The superintendent and members of the PBE LT have provided PBE informational documents to Board members during their regular monthly meetings. We are also in the process of designing a PBE Information link on our school website. Here, students, parents and community members will have access to a large variety of informational documents such as the Maine law mandating our shift to a PBE system, minutes of PBE LT meetings, links to PBE videos, opportunities to attend PBE-related school meetings for parents/community members, etc.

- **Clear alignment to extension option**

As we approach the final steps in our TIF grant journey we see many more opportunities for working with our teachers to advance implementation of our PBE system. During the 2015-16 school year the professional development window will once again be open for new Initiatives such as our transition to a PBE system. This puts us at least one year behind many schools in getting everyone on board and pulling in the same direction in terms of implementing proficiency-based education in MSAD 24. But, this is only one reason for applying for an extension. We are applying for extension option 5 (2-year) because we know that transitioning from a traditional to a proficiency-based educational system will require dismantling many well-loved and longstanding systemic structures and practices and replacing these with learner-centered supports that are truly different and cutting edge. It will take time for teachers, students and parents to re-conceptualize how public education should be structured and delivered to better serve students and make more efficient use of local taxpayer contributions to MSAD 24. Because it will be a very complex transition experience we do not want to move so fast that we stall the process by not covering essential participation and transparency components. We want to eschew obfuscation during our transition period. The PBE LT has attended numerous NMEC training over the past two years. Over and over again we have heard from presenters who are walking the talk. They all warn that we must take our time and work to get it right the first time, to learn from their missteps. We take this advice seriously. Involving all stakeholders at every step of our transition is vitally important to a smooth, effective and collaborative undertaking.

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.

Please refer to our Multi-Year PBE Implementation Plan found on the next page.

**MSAD 24 MULTI-YEAR TIMELINE FOR
IMPLEMENTING PRICIENCY-BASED EDUCATION**

FOCUS AREA		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Building District capacity for transition to PBE	Join and maintain membership in the Northern Maine Education Collaborative (NMEC)							
	Create a PBE Leadership Team (PBE LT)	Add to PBE LT to ensure broad representation of stakeholders	Add to PBE LT to ensure broad representation of stakeholders	Add to PBE LT to ensure broad representation of stakeholders				
	Participate in annual NMEC PD events	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual MNEC PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)
	Attend state and national level PD opportunities as available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available
	Communicate PBE concepts and implementation efforts to all stakeholders	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		Design strategies for and implement in-district PD for all staff	Design strategies for and implement in-district PD for all staff	Design and conduct in-district PD for all staff	Ongoing	Ongoing	Ongoing	Ongoing

Vision Statement that supports PBE	Create the first draft of a PBE Vision Statement for review by admin. And all staff	Create final draft of PBE Vision Statement to reflect admin/staff input	Present final draft of Vision Statement to the Board for adoption	Use PBE Vision Statement to guide all PBE implementation decision making.-	Ongoing	Ongoing	Ongoing
Design a Mission Statement that supports PBE Vision Statement							
District policy revisions to reflect PBE Diploma requirements	-Determine which District policies need revision -Acquire models of PBE policies.	-Draft revised District policies	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Curriculum -MCCL Curriculum -Work Habits -	-Explore notions around mass customized learning (MCL)	-Explore notions around mass customized learning (MCL)	-Participate in NMEC PD focused on use of Empower	-PD for teachers and Board - Empower software	-Seek Board adoption of MCCL curriculum and the use of		

<p>Habits of mind -Maine's 8 Guiding Principles -Empower software -"Measurement Topics" in 8 MLR content areas</p>	<p>and the MCCL curriculum (MNEC PD calendar)</p>	<p>and the MCCL curriculum (MNEC PD calendar) -Explore Empower software</p>	<p>software -Explore and derive Work Habits - Habits of Mind "Measurement Topics" from Guiding Principles -Explore reporting models for achievement in Work Habits - Habits of Mind (Empower?)</p>	<p>-Pilot use of Empower software -Select "Measurement Topics" in 8 content areas (MLR, CCSS, NGSS) -Introduce Board to the MCCL Curriculum and Empower -Identify math, ELA and science "Measurement Topics" grades Pre-K to 12</p>	<p>Empower as a curriculum delivery and performance reporting mechanism for MSAD 24</p>	
<p><u>Assessment and PBE</u> -Assessments "for" and "of" learning -Rubrics</p>						

areas and the MLR Guiding Principles		Based Diploma in June 2021.					

**MSAD 24 PBE Implementation Procedures
School Year 2014-15 - Quarterly Plan**

<p><u>First Quarter</u> - PBE LT attends First Quarter NMEC Trainings – See PD Leave Requests 1. August 5 – Ben Hartlieb – Empower – Train-the-Trainer 2. September 11 – Linda Laughlin – Q and A re PBE implementation 3. September 12 – Linda Laughlin – Understanding the taxonomy and designing pathways for learning. 4. October 28 and 29 – Bea McGarvey – Art and Science of Teaching - Communicate PBE implementation efforts to all stakeholders 1. November 4 - PBE LT presents at district-wide staff meeting. - District Vision Statement that supports PBE 1. October 21 - Final opportunity for staff input into the Vision Statement 2. November Board Meeting - Present final draft of the vision statement to Board for comments/suggestions/approval - District Policies related to proficiency-based diplomas 1. November 2014 - Create first draft of MSAD 24 Graduation Requirements policy IKF (Proficiency-Base Diplomas) - Work Habits/Habits of Mind standards 1. October 22 – Convene a meeting of the PBE LT work habits/habits of mind subcommittee to discuss and develop a plan for implementing standards using Maine’s Eight Guiding Principles.</p>	<p><u>Third Quarter</u> - PBE LT attends First Quarter NMEC Trainings Training’s – See PD Leave Requests 1. February 26 – Linda Laughlin – Topic TBA - Communicate PBE implementation efforts to all stakeholders 1. Ongoing via emails, staff meeting presentations, informational packets. - District Policies related to proficiency-based diplomas 1. February 2015 – Present first draft of Policy IKF to the district Personnel and Policies Committee for first reading. - MCCL curriculum and Empower 1. April 2015 – PBE LT presents MCCL curriculum and Empower concepts/information to Board 2. Prepare MCCL and Empower materials for a presentation to the teaching staff, May-June 2015</p>
<p><u>Second Quarter</u> - PBE LT attends First Quarter NMEC Trainings Training’s – See PD Leave Requests 1. December 9 – Linda Laughlin – Designing learning experiences</p>	<p><u>Fourth Quarter</u> - PBE LT attends First Quarter NMEC Trainings Training’s – See PD Leave Requests 1. April 28 and 29 – Bea McGarvey – Topic TBA</p>

<p>That align with Art and Science Instruction Model</p> <ol style="list-style-type: none"> 2. January 21 – Linda Laughlin – Topic TBA 3. January 22 – TBA based on NMEC needs <p>- Communicate PBE implementation efforts to all stakeholders</p> <ol style="list-style-type: none"> 1. Ongoing via emails, staff meeting presentations, informational packets. <p>- District Vision Statement that supports PBE</p> <ol style="list-style-type: none"> 1. Share Board-approved version of MSAD 24 Vision Statement that supports PBE <p>- District Policies related to proficiency-based diplomas</p> <ol style="list-style-type: none"> 1. December 2014 – Present first draft of Policy IKF to staff for their Comments/suggestions <p>- MCCL curriculum and Empower</p> <ol style="list-style-type: none"> 1. December 2014 - PBE LT meets to discuss strategy for introducing the MCCL curriculum and Empower to stakeholder(start with teaching staff) 	<p>- Communicate PBE implementation efforts to all stakeholders</p> <ol style="list-style-type: none"> 1. Ongoing via emails, staff meeting presentations, informational packets. <p>- District Policies related to proficiency-based diplomas</p> <ol style="list-style-type: none"> 1. June-July 2015 - School Board final approval of Policy IKF <p>- MCCL curriculum and Empower</p> <ol style="list-style-type: none"> 1. May-June 2015 – Using materials/strategies prepared during third quarter the PBE LT presents to teaching staff for the purpose of increasing awareness and understanding
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Criteria:

- **Multi-year plan is aligned with the SAU shared vision focus areas**

The almost-finished version of our shared vision is below: (see Quarterly Action Plan)

FINAL DRAFT

(October 2014)

MSAD #24 VISION

Using innovative and research-based educational programs, MSAD #24 engages students in rigorous, self-paced, standards-based programs so they may attain the knowledge, skills and attitudes required of lifelong learners, reflective thinkers, collaborative problem-solvers and productive, caring members of an ever-changing global community.

Our multi-year PBE implementation plan consistently travels in the direction of and supports achievement of the propositions presented in our vision statement.

- **Benchmarks for progress in 2014-2015 include activities/actions that will support the achievement of the benchmarks and metrics to measure them.**

Please refer to the 2014-15 action plan above.

- **Evidence included clearly supports the benchmarks**

The evidence that documents our journey may be found in all of our attachments. We will continue to gather and document our journey over the life of this extension request and beyond.

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.

Criteria:

- **Clear description of the practices/protocols for improving student performance and ensuring feedback is timely, specific to each student and delivered when and where it has the most benefit**

Have a conversation with Ben to determine what response is possible for this item

- **Clear description of practices for regular monitoring of student progress**

Converse with Ben...

- **Clear description of equity of opportunity for support in any content area and Guiding Principle**

Converse with Ben...

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:

Our 2013-14 transition funds were used entirely to support preliminary exploration of PBE through participation in NMEC-sponsored PD events and NMEC board meetings. These experiences ultimately lead us to create our MSAD 24 PBE Leadership Team (PBE LT) (See ATTACHMENT NINE – 2013-14 Expenditure Report)

- **Policy:**
Our policy revision work did not require support from 2013-14 PBE transition funds. Model policy statements were obtained as guides for our work around district policy revision and alignment to requirements of LD 1422 and the newly revised Chapter 127.
- **Practice:**
2013-14 transition funds were used to enable district representatives to attend NMEC-sponsored professional development activities focusing on developing conceptual understanding of the PBE initiative in Maine.
- **Community Engagement:**
Community engagement activities were not conducted during the 2013-14 school year. However, teachers and Board members were kept apprised of the rationale for and our need to transition to a PBE system.
- **One-year Carry Over:**
At the end of the 2013-14 school year we had \$38.60 to carry over to the 2014-15 school year. (See ATTACHMENT NINE)

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.

While the attached expenditure report does not show it (See ATTACHMENT TEN – 2014-15 Expenditure Report as of October 2014), some of our funds have been used to purchase the book *Mindset* for all teachers, support personnel and Board members. This will be our “book study” for the 2014-15 school year. We have also purchased copies of *Becoming A Reflective Teacher* which will be used during a two-day PD with Bea McGarvey in late October. The remaining funds will be used to further support our PBE implementation efforts as the year unfolds.

Criteria:

- **Clear description of Intended impact for your use of transition funds**
We intend to use all transition funds to advance conceptual understanding of proficiency-based learning systems and the gradual transition of MSAD 24 from a traditional to a proficiency-based learning system leading to awarding a proficiency-based diploma to all students who graduate starting with June 2021.

- **Budget aligns to Intended Impact**
Please refer to ATTACHMENTS NINE AND TEN for details on alignment.

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.

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.

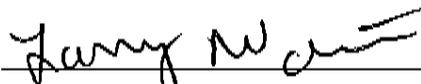
We certify that the criteria for awarding a diploma beginning after July 1, 2020 will be the following criteria from Maine Revised Statutes 20-A §4722-A:

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

10-21-14
Date



Chair of School Board

10-21-14
Date

ATTACHMENT ONE - Prompt Number 7 – Evidence of Preparedness – MNEC Charter

Charter

Northern Maine Educational Collaborative
Approved with revisions October 8, 2013

ARTICLE 1 NAME, PURPOSE, OUTCOMES

Section 1. Name. The name of the organization is the Northern Maine Educational Collaborative (NMEC).

Section 2, Purpose. 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.”

Section 3. Outcomes. 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 that 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 student 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.

ARTICLE 2 MEMBERSHIP

Each member must commit to sharing the mission of the organization which is “to lead the development, implementation and promotion of proficiency based learning.” Members must also commit to sharing development and implementation costs (including payment of annual dues), and access to previous development work. Members

are expected to participate in monthly Northern Maine Educational Collaborative meetings, and to partner in the planning of future development and implementation work. All additional members will be selected and approved by consensus/majority vote of the membership.

Initial members include the following:

Easton School Dept.

Madawaska

MSAD 1 - Presque Isle, Mapleton, Chapman, Castle Hill, Westfield

MSAD 14- Danforth

MSAD #20 Fort Fairfield

MSAD 24-Van Buren, Hamlin, Cyr Plantation

MSAD 27 - Fort Kent, Eagle Lake, New Canada, St. Francis, St. John Plantation, Wallagrass, Winterville Plantation

MSAD 29 - Houlton, Littleton, Monticello, Hammond

MSAD 33 - St. Agatha, Frenchville

MSAD 70 - Hodgdon

MSAD 32- Ashland, Masardis, Garfield Plantation, Oxbow Plantation

MSAD 42 - Mars Hill, Blaine

MSAD 45- Perham, Washburn, Wade

RSU 39 - Caribou, Limestone, Stockholm

University of Maine Presque Isle

ARTICLE 3 BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the Northern Maine Educational Collaborative. The Board of Directors shall elect the officers of the organization and make decisions that guide the direction of NMEC. Up to two individuals may represent their school district/ University on the Board. Each member school district is allocated one vote.

ARTICLE 4 DECISION MAKING

Section 1. Decision Making Protocol, Voting Apportionment Decisions generally shall be made by consensus. Failing to achieve consensus, the fall back process for making decisions will be by majority vote of the member school districts. Each member school district is allocated one vote.

Section 2. Quorum A majority of members shall constitute a quorum for transaction of business. Members may participate in meetings via phone connection, Tandberg or similar communication connections, or proxy voting.

Section 3. Resignation, Vacancies Any member may withdraw from the organization upon written notice to the Chair/ Co-Chair(s). That withdrawal and resignation will take place at the time specified in the notice or, if no time is specified, upon delivery. Annual dues and fees will remain with the organization.

ARTICLE 5 LEADERSHIP

Section 1. Officers The officers of the organization shall include Co- Chairs, a secretary, and a treasurer.

Section 2. Elections and terms of office The officers of the organization and The Leadership Team shall be elected biennially at the Annual meeting of the organization. Each officer shall hold office for a term of two years and may serve an unlimited number of consecutive terms.

Section 3. Co-chairs The Co-chairs shall be the principal executive officers of the organization. The Co-chairs shall preside over all meetings and shall execute on behalf of the organization any official documents or actions required of the organization.

Section 4. Secretary The secretary shall keep, or cause to be kept, the minutes of the proceedings of the meetings and other committees in order to document the history of decisions made and other proceedings of the organization.

Section 5. Treasurer The Treasurer shall work with the Executive Director of CACE and be responsible for all funds of the organization, receive, and give receipts for money due and payable to the organization from any source. The Treasurer will take the lead on developing an annual revenue and expenditure budget to guide the finances of the organization, such budget subject to the approval of the membership. The Treasurer shall keep detailed and accurate records of financial transactions required of the organization. The treasurer will prepare or cause to be prepared a full report concerning the finances of the organization to be presented annually at the annual meeting. The Treasurer will also report on the finances of the organization monthly to the membership.

Section 6. Leadership Team The purpose of the Leadership Team for NMEC is to further the work of the organization by helping to plan agendas, guide initiatives, and other on-going work on behalf of the collaborative. The Leadership Team shall consist of the Co-Chairs, three other members of NMEC not represented by the Co-Chairs regions or roles, the Executive Director of CACE (ex officio), and other consultant(s) (ex officio) as appropriate.

ARTICLE 6 GENERAL PROVISIONS

Section 1. Fiscal Year, annual budget development, and cost sharing

1. The fiscal year of the organization shall begin on /July 1st and end on June 30. The membership shall approve an annual budget each year under which the organization shall operate.
2. The annual expense of running the NMEC organization will be shared by the School District Members based on most recent October 1st enrolled students. Per student costs will be determined by the membership at the annual meeting.

Section 2. Annual meeting An annual meeting of all members of the organization shall be held in the month of June.

Section 3. Dissolution In the event of dissolution of the NMEC organization, any and all assets will be distributed to the current School District members based upon their percentage of students as compared to the total School District Member student count.

ARTICLE 7 AMENDMENTS

This charter may be altered, amended, or repealed, and new charter language may be adopted by a two-thirds vote of the membership. The text of any such proposed amendment(s) is required to be sent to each member fourteen (14) days prior to the meeting at which such changes may be submitted for vote.

Approved by unanimous vote (with suggested edits) by The Northern Maine Educational Collaborative: May 20, 2013

ATTACHMENT TWO - Prompt Number 7 – Evidence of Preparedness – MNEC PD Calendar 2013-14

NMEC

A Northern Maine Regional coalition of school systems, organizations, and individuals committed to supporting learner-centered proficiency-based learning in Northern Maine school systems and committed to successful advocacy and promotion of the model with all stakeholders

**The NMEC Mission:
 “To lead the development,
 implementation and promotion
 of learner-centered proficiency-based learning.”**

NMEC Desired Outcomes for 2013-2014:

- **First Steps/First Year Awareness Plans in Place in NMEC Member Systems**
- **District and School Leadership Teams in Place in NMEC Member Systems**
- **PBE Awareness Sessions Offered Locally by NMEC Member Systems**
- **Implementation Plans for a Proficiency-Based Diploma in NMEC Member Systems**

NMEC CALENDAR - 2013-2014

Sept. 12	12:30 – 2:30	<ul style="list-style-type: none"> • NMEC Board Member Orientation • Development of the 2013-2014 NMEC Plan • Other NMEC Business
<i>Aroostook Rm</i>		
Oct. 8	9:00 – 12:00	<ul style="list-style-type: none"> • Hot Topic: Teacher Evaluation • Open to a total of 2-4 Administrators/Teacher Leaders/Other Reps from NMEC Member Systems
<i>Allagash Rm</i>		
Oct. 8	1:00 – 2:30	<ul style="list-style-type: none"> • After The Hot Topic: Team Work Time • Optional Work Time for Hot Topic Participants
<i>Aroostook Rm</i>		
Oct. 8	12:30 – 2:30	<ul style="list-style-type: none"> • NMEC Board: Shared Leadership Teams for Proficiency Based Education (PBE) • Open to Supt. plus 1 other rep from NMEC Systems
<i>Allagash Rm</i>		
Oct. 9	9:00 – 2:30	<ul style="list-style-type: none"> • Leadership Team Development Boot Camp • How to develop shared leadership teams to lead the PBE work • What’s Working with Teams Locally and Elsewhere • Open to the chair and 1-3 other members of local district leadership teams
<i>Alumni Room</i>		

Nov. 12

- Allagash Rm* 9:00 – 12:00
- **Hot Topic: All About Standards**
 - Open to a total of 2-4 Administrators/Teacher Leaders/Other Reps from NMEC Member Systems
- Aroostook Rm* 1:00 – 2:30
- **After The Hot Topic: Team Work Time**
 - Optional Work Time for Hot Topic Participants
- Allagash Rm* 12:30 – 2:30
- **NMEC Board: Spreading The Word about PBE**
 - Initial and On-Going PBE Awareness at the Board, School, and Community Levels
 - Open to Supt. and 1 other rep from NMEC Systems

Nov. 13

- Allagash Rm* 9:00 – 2:30
- **Leadership Team Development Boot Camp**
 - Understanding the Big Picture of PBE: Are We All On the Same Page?
 - How to Develop Initial and Ongoing PBE Awareness for Students, Community, Schools, and School Boards
 - Open to the chair and 1-3 other members of local district leadership teams

Jan. 14

- Allagash Rm* 9:00 – 12:00
- **Hot Topic - Teaching In a Standards Based System: Classroom Organization and Instruction**
 - Open to a total of 2-4 Administrators/Teacher Leaders/Other Reps from NMEC Member Systems
- Aroostook Rm* 1:00 – 2:30
- **After The Hot Topic: Team Work Time**
 - Optional Work Time for Hot Topic Participants
- Allagash Rm* 12:30 – 2:30
- **NMEC Board: Proficiency Based Diploma: Status of the Work in NMEC Member Systems and Elsewhere**
 - Open to Supt. and 1 other rep from NMEC System
- Jan. 15** 9:00 – 2:30
- Alumni Rm*
- **Proficiency-Based Diploma Boot Camp:**
 - A Special Session for Local Leadership Team Reps, HS Principals, and HS Teacher Leaders (2-4 total per system)
 - Focus: Leading the Work on PB Diplomas
 - Sharing of Participant Systems' Best Practices
 - Learning About The Work Elsewhere
 - Team Time to Work on Local Planning

Feb. 11

- Allagash Rm* 9:00 – 12:00
- **Hot Topic: Formative Assessment**
 - Open to a total of 2-4 Administrators/Teacher Leaders/Other Reps from NMEC Member Systems
- Aroostook Rm* 1:00 – 2:30
- **After The Hot Topic: Team Work Time**

Allagash Rm 12:30 – 2:30

- Optional Work Time for Hot Topic Participants
- **NMEC Board: The Current State of Curricular Work in the County and Elsewhere**
- Open to Supt. and 1 other rep from NMEC Systems

Feb. 12 9:00 – 2:30
CC Room 118

- **Leadership Team Development Boot Camp: Local Curricular Planning**
- Where did we/do we start?
- Where are we now?
- Where are we going next?
- Best Practices, Models, Resources
- Open to the chair and 1-3 other members of local district leadership teams

Mar. 11
Allagash Rm 9:00 – 12:00

- **Hot Topic: Grading and Reporting Practices**
- Open to a total of 2-4 Administrators/Teacher Leaders/Other Reps from NMEC Member

Aroostook Rm 1:00 – 2:30

- **After The Hot Topic: Team Work Time**
- Optional Work Time for Hot Topic Participants

Allagash Rm 12:30 – 2:30

- **NMEC Board: A PD Roadmap for PBE**
- Open to Supt. and 1 other rep from NMEC Systems

Mar. 12
Allagash Rm 9:00 – 2:30

- **Leadership Team Development Boot Camp: PD Planning for PBE**
- What are we doing now?
 - Where are we going next?
 - Best Practices, Models, Resources
 - Open to the chair and 1-3 other members of local district leadership teams

Apr. 9
Allagash Rm 9:00 – 12:00

- **Hot Topic TBA**
- Open to a total of 2-4 Administrators/Teacher Leaders/Other Reps from NMEC Member

Aroostook Rm 1:00 – 2:30

- **After The Hot Topic: Team Work Time**
- Optional Work Time for Hot Topic Participants *Allagash Rm*

12:30-2:30

- **NMEC Board – The World Café and The Future Search – Models for Visioning and Planning**
- Open to Supt. and 1 Other Rep from NMEC Systems

May 13
Allagash Rm TBA

June 10
Allagash Rm TBA

ATTACHMENT THREE - Prompt Number 7 – Evidence of Preparedness – MNEC PD Calendar 2014-15

**NMEC PD PLAN (Draft 8/26/14)
Calendar for Professional Development 2014-2015**

**NMEC Arrostook 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 Art and Science Instruction Model

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

ATTACHMENT FOUR - Prompt Number 7 – Evidence of Preparedness – PBE Leadership Team Roster

Updated: June 19, 2014

Current MSAD 24 Proficiency-Base Education Leadership Team membership:

*Larry Worcester, Principal/Superintendent

Ben Lothrop, Associate Principal/Special Services Director

Andrea Hallett, Guidance Director

*Louise Bouchard, Grade 1 Teacher

*Leah Levasseur, Grade 5 Teacher

*Steve Giangjordano, High School Teacher

Kylie LaPierre, Grade 1 Teacher

Kristl Theriault, Kindergarten Teacher

Karen Dubois, Grades 7-8 Teacher

Janice Lapointe, Grade 3 Teacher

*Lester Michaud, Curriculum/Assessment Coordinator

(We're looking for at least one more high school member, a student, a parent. To be worked on during the 2014-15 school year.)

*Original PBE LT members who participated in the NMEC training sessions throughout the 2013-14 school year and who will continue to receive training throughout the 21014-15 school year.

**ATTACHMENT FIVE "A", "B", "C" - Prompt Number 7 – Evidence of Preparedness – Three PBE
LT agendas**

"A"

**MSAD 24
PROFICIENCY-BASED EDUCATION (PBE)
LEADERSHIP TEAM MEETING
AGENDA**

From: Larry Worcester, MSAD 24 Superintendent/Principi
To: PE Leadership Team: Ben Lothrop, Andrea Hallett, Louise Bouchard,
Leah Levasseur, Steve Glanglordano, Lester Michaud

Date: Wednesday, March 19, 2014
Time: 2:45 p.m.
Place: ATM Room

Agenda Items:

1. PBE Action Plan for the end of the 2013-2014 school year:
 - a. Establish PBE Leadership Team Norms - Start on time, stay on time, listen actively, refrain from engaging in sidebar conversations, share the floor, stay on topic, be constructive, stay solution-oriented, communicate support for the decisions made by the committee to outside stakeholders
 - b. Method for rolling out of PBE concepts to all educators, parents, and community members
 - c. Proficiency-Based Diploma (LD 1422)
 - d. BARS Survey Move to next agenda
 - e. MDOE PBE Survey Move to next agenda
 - f. 1-2 Day Observation of PBE School by PBE Leadership Team Members
 - g. Vision and Mission Statement
 - h. NMEC PD plan for the 2014-2014 school year -
 - i. Increase PBE Leadership Team membership to include parents, students, and a Board member - move this on to next year.
 - j. Prepare a presentation for the School Board
 - k. Acquire books for book study: Mindset, One-World Schoolhouse, Power Standards, Inevitable Too, etc.
2. Looking ahead: For possible summer 2014 work - - PBE Action Plan for the end of the 2014-2015 school year:
 - a. Potential work dates:

b. List possible plan components on backside of this document. (TBD?)

3. Plan for coordinating MSAD 24's current separate school improvement initiatives: (TBD?)

- *Monitor School Improvement Plan (School Improvement Committee)
- *Five-Year Strategic Plan Committee
- *School-Wide Plan Steering Committee (Annual NCLB Consolidated Application)
- *Accreditation Committee
- *Technology Plan Committee (Revision to reflect PBE initiative)

**MSAD 24 PBE IMPLEMENTATION PLAN
2013-2014 SCHOOL YEAR**

What needs to be done?	Who will do it?	Time frame?	Notes...
Establish PBE Leadership Team Norms	PBE L T -	March 19, 2014	Done during our March 19 meeting.
Rollout of PBE concepts to all educators, parents, and community members -We've already started talking with some teachers but we need to be more formal with possible literature...			
Share proficiency-based diploma (LD 1422) with staff			
Administer BARS Survey with staff			
Administer MDOE PBE Survey with staff			
Increase PBE Leadership Team membership to include parents, students, and a Board member			
Prepare a presentation for the School Board			
Acquire books for book study: Mindset, One-World Schoolhouse,			

Power Standards, Inevitable Too, etc.			
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"B"

**MSAD 24
PROFICIENCY-BASED EDUCATION (PBE)
LEADERSHIP TEAM MEETING
AGENDA**

From: Larry Worcester, MSAD 24 SuperIntendent/Principi
To: **PBE Leadership Team:** Ben Lothrop, Andrea Hallett, Louise Bouchard,
Leah Levasseur, Steve Glanglordano, Kylie LaPierre, Janice Lapointe, Lester Michaud

Date: Wednesday, May 15, 2014
Time: 2:45 p.m.
Place: ATM Room

Agenda Items:

1. Review norms: (PBE L.T.)

Start on time, stay on time, listen actively, refrain from engaging in sidebar conversations, share the floor, stay on topic, be constructive, stay solution-oriented, communicate support for the decisions made by the committee to outside stakeholders

2. Welcome to our newest member! (Lester)

3. Because the "Roll-out" of PBE is an ongoing process we will revisit our discussion about methods for rolling out to all educators, parents, and community members. (PBE L.T.)

Method for:

All Educators:
Board Members:
Parents:
Community Members:

4. Review MDOE **Guiding Questions for PBE Implementation** (18 steps) and **Community Engagement** (5 steps) (see [lilac](#) attachment). How are we doing so far? (Lester)
5. We had moved discussion about the **BARS Survey** and the MDOE **PBE Self-Assessment** from our last meeting to this one (see [pink](#) attachments). We can use these documents to guide us in plotting our progress as we move through each Implementation phase (see attachment). (Lester)
6. Status of any work done on our Vision and Mission statements. (Steve)
7. PBE Leadership Team presentation for the School Board. (Larry/Lester)
8. Status on acquiring books for book study: Mindset, One-World Schoolhouse, Power Standards, Inevitable Too, etc., for awareness building and professional discussions. (Ben)

9. Discuss preparation of a PBE Action Plan for the 2014-2015 school year (this could be summer work – end of June?)

a. Potential work date(s):

b. Action Plan format:

10. Review suggested template for PBE Action Plan design (attached).

11. Other....

12. Next meeting....

"C"

**MSAD 24
PROFICIENCY-BASED EDUCATION (PBE)
LEADERSHIP TEAM MEETING
AGENDA**

From: Larry Worcester, MSAD 24 Superintendent/Principi
To: PBE Leadership Team: Ben Lothrop, Andrea Hallett, Karen Dubois, Louise Bouchard, Leah Levasseur, Steve Giangiardano, Kylie LaPierre, Janice Lapointe, Lester Michaud

Date: Wednesday, September 17, 2014
Time: 2:45 p.m.
Place: ATM Room

Agenda Items:

1. Review norms: (PBE L.T.)

Start on time, stay on time, listen actively, refrain from engaging in sidebar conversations, share the floor, stay on topic, be constructive, stay solution-oriented, communicate support for the decisions made by the committee to outside stakeholders

2. Review/accept minutes of the May 15, 2014 PBE Leadership Team meeting.

3. Request for PBE Implementation extension. (Larry)

3. When/how do we move our draft vision statement forward so the board can review and accept it?
(All)

4. How can we get the greatest benefit from the book Mindset? Right now, aside from an email Lester sent to all staff, not much has been shared with staff about how we will make this activity effective. What were are goals for reading the book? What are we hoping to accomplish? (All)

5. The Habits of Mind and Work Habits subcommittee needs to meet. The members are: Ben, Andrea, Steve G., Other...

6. When do we start the policy revision process? The members are: Larry, Ben, Andrea, Lester, Other.....

7. What standards are we currently using and how will this work with MCCL and Empower?

8. How do we ease our way into the Empower learning environment?

9. How/when do we start deeper conversations about PBE/Empower/MCCL with staff members?

10 How will be communicate the results of this meeting to all staff and parents?

11. Other....

12. Next meeting....

ATTACHMENT SIX - Prompt Number 7 – Evidence of Preparedness – MSAD 24 PBE Implementation Action Plan – 2013-2020

**MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN
2013-2020**

UPDATED OCTOBER 7, 2014

Action/Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
ENTRIES IN "BOLD TEXT" STILL NEED ACTION					
Create at PBD Leadership Team	Larry Worcester	March, 2014 (Newest member added on May 6, 2014)	MSAD 24 Human Resources	PBE Leadership Team Roster shared with all teachers on March 20, 2014	Completed. Admin., teachers, attended NMEC training/boot camp during the 2013-2014 school year in preparation for implementing PBE and customized learning in MSAD 24. Expanded upon June 19, 2014 by adding new members (see most recent roster)
Establish PBE Leadership Team Norms	PBE L.T.	March 19, 2014	None	The norms are reviewed before all PBR L.T. meetings are held.	Completed.
Let's have another high school teacher on the PBR LT – open it up to all at August staff meeting. Should no one come forth then approach specific individual(s) encourage them to join	Ben Lothrop – at staff meeting.	August 2014	-MSAD 24 human resources	-Publish revised PBE LT roster for everyone to see	

MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN

2013-2020

UPDATED OCTOBER 7, 2014

Action Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
ENTRIES IN "BOLD TEXT" STILL NEED ACTION					
COMMUNICATION WITH STAKEHOLDERS					
Rollout of PBE concepts to School Board members	Larry J. PBE L.T.	2013-14 school year and ongoing	-Online PBE-related resources -LD 1422 -Title 2-A, Chapter 207-A -MDOE <i>Getting Ready for Proficiency for Teachers</i>	- Packet of informational resources given to all Board members for their review/study	Ongoing--
Rollout of PBE concepts to all educators	Larry W. PBE L.T.	March 20, 2014	Lester placed a packet of informational resources in teacher mailboxes	Packet of informational resources sent to all teachers via their mailboxes for their review/study	Ongoing--
- Note to teachers	Lester M.	June 19, 2014	- Note prepared by Lester	Note informing teachers that the parent pamphlet will be sent	Ongoing--
- Rollout of PBE concepts to parents, and community members	Larry W. PBE L.T.	August 2014	- MDOE flyer for parents was mailed out with the "welcome back" packet. - A copy of the parent flyer was inserted in teacher	PBE information for parents sent through the mail	
Develop website link to PBE	Scott C. Lester	September 2014	-District web site -Hot links framework for communicating PBE implementation -Blackboard Connect Notification Service	-Inform parents through Blackboard Connect Notification Service	Ongoing--
Selected PBE videos will be placed on district website	Lester Scott C.	School year 2014-15	Lester will get the links to Scott C. for inclusion on school web site.	All stakeholders will have access to video links on district website.	Ongoing--

We need to inform students about the upcoming changes (PBE)	All admin. All teachers PBE LT		MDOE pamphlet for students Other relevant handouts	Discuss PBE concept with all students	Ongoing
Share the MDOE PBE Self-Assessment with staff	-Ben L. -PBE L.T.	August 2014 and ongoing	MSAD 24 Self-Assessment for Proficiency-Based Education	Discuss the Self Assessment with staff	Ongoing

MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN

2013-2020

UPDATED OCTOBER 7, 2014

Action Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
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ENTRIES IN "BOLD TEXT" STILL NEED ACTION

PROFESSIONAL DEVELOPMENT FOR STAFF					
Action Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
Acquire books for book study: Mindset, One-World Schoolhouse, Power Standards, Inevitable Too, etc.	Ben L.	Summer 2014 for use during 2014-15 school year	Title IIA funds	Selected book will be shared with all staff and used as a book-study for the 2014-15 school year.	Done, August, 2014 Book study on track
Develop a plan for book-share/book discussions to increase impact of reading books	PBE LT	October 2014	PBE LT membership		Ongoing

Attend NIMEC trainings for PBE	Larry W. Ben L. Lester M. Louise B. Steve G. Leah L.	School year 2014-15	NIMEC training opportunities	The PBE L.T. members who attend monthly NIMEC trainings will present to the local committee to keep everyone up to date.	Ongoing
Selected PBE videos will be placed as links in Ben's weekly bulletin for teachers to access and review -Andrea will place these on school facebook for parents and students to look at	-Ben L. -Andrea H. -Leah L. -Louise B. -Lester M.	August 2014 through June 2015	-PBE videos selected by Louise and Leah.	-Full access to selected videos through various channels of communication	Ongoing

MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN

2013-2020

UPDATED OCTOBER 7, 2014

Action Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
ENTRIES IN "BOLD TEXT" STILL NEED ACTION					
17. Begin to work on aligning district policies to the new PBE graduation requirements.	Larry Ben Andrea Lester Other.....				
DISTRICT POLICIES					

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MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN
 2013-2020
 UPDATED OCTOBER 7, 2014

Action Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
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ENTRIES IN "BOLD TEXT" STILL NEED ACTION

VISION AND MISSION STATEMENTS					
Create a PBE <u>VISION</u> Statement	All MSAD 24 personnel, students, community members	Aug-Jan 2014-15	Draft of vision statement	-Review the draft vision statement with staff at first August staff meeting asking for final input	-Present the current draft to the Board Nov. 2014
Submit the approved <u>V</u> ision Statement to the school board for final review and approval	Larry L. PBE LT	By end of Nov 2014	Draft of vision statement	-Inform staff that the draft is being presented to the Board	
Create a draft PBE <u>MISSION</u> Statement	MSAD 24 personnel, students, and community members PBE LT	At end of accreditation review and renewal process	-Draft of district vision statement -PBE district policies -New Maine graduation standards	Involve all staff in development of the mission statement	Work this out through the accreditation renewal process.
Complete draft vision statement process and present to the Board		<u>October</u> -Present draft to staff at October 21 staff meeting <u>November</u> -Provide non-mandatory mtg for final teacher input in early Nov. - Present draft vision	-Staff meeting agenda item for October 21 staff meeting -Copies of draft vision statement for all staff	-Lester will place "What is Proficiency-Based Education?" and draft vision statement documents in teacher mailboxes prior to October 21 staff meeting in preparation for discussion -Steve G. will email everyone reminding them that a non-mandatory meeting will be held to collect final teacher input.	

MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN

2013-2020

UPDATED OCTOBER 7, 2014

Action Step	Person(s) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
ENTRIES IN "BOLD TEXT" STILL NEED ACTION					
Steve suggested that we introduce the Maine Guiding Principles into a report card format as a pilot to establish baseline data. These performances should be kept separate from academic performance.	Steve Ben Les Kylie	June 2015	<ul style="list-style-type: none"> - Rubrics - Sample report document - MCL curriculum in Empower - Get stuff (Models) from Fort Kent and other places as a first step. 	<ul style="list-style-type: none"> - Staff meetings - In-class discussions between teachers and students. - Possible topic for early school year school assembly. 	

MSAD 24 PROFICIENCY-BASED LEARNING ACTION PLAN
2013-2020

UPDATED OCTOBER 7, 2014

Action Step	Person(S) Responsible	Anticipated Completion Date	Resources Needed	Communication With Stakeholders	Notes
ENTRIES IN "BOLD TEXT" STILL NEED ACTION					
The Work Habits and Habits of Mind PBE sub committee will meet to discuss a plan to pilot these standards (see MCL in Empower and relate this work to 8 Guiding Principles of the MLR	Ben, Andrea, Steve G., Lester, Kylie (Steve will be the lead on this one..)	October 22	MCL Work Habits and Habits of Mind curriculum stuff -Eight Guiding Principles of the MLR	-Share with staff during staff meetings for the time being (until TIF requirements ease off) -Get ready to present the Work Habits and Habits of Mind idea to students when it is appropriate to do so.	

ATTACHMENT SEVEN - Prompt Number 7 – Evidence of Preparedness – Informational packet for teachers – Foundational Awareness

March 20, 2014

To all MSAD 24 teachers....

I have been asked to prepare a packet of information to keep everyone informed about Maine's new education initiative.

Undoubtedly most of you have begun to hear about a new Maine education initiative commonly referred to as Proficiency-Based Education (PBE). When it comes to this topic, the more information you have as the Initiative progresses the better able you will be to understand what Maine schools are charged to accomplish by graduation time, 2017.

Attached you will find:

1. A flyer prepared by the Department of Education specifically for teachers;
2. A roster of the current MSAD 24 PBE Leadership Team members with an Invitation for 1-2 more members;
3. A quick explanation of what PBE is;
4. A statement relating to the readiness of colleges across the country to Interpret applications in the PBE format, and
5. A copy of Maine law that requires Maine schools to transition to Performance Based Diplomas by spring 2017 (There is option for requesting extensions to give schools time to do this effectively.)

Please read these documents thoroughly to remain current on this topic since the initiative will ultimately impact all of us in terms of how we "DO" education in MSAD 24 and across Maine.

I will be happy to speak with anyone who has questions/concerns, etc. I don't say I'll have all the answers but I might be able to respond at least to some degree using the knowledge I've gained up to this time.

Thank you all so much.

Les.

ATTACHMENT EIGHT - Prompt Number 7 – Evidence of Preparedness – Related video lings for teachers

June 19, 2014

To: MSAD 24 Instructional Staff

From: MSAD 24 Proficiency-Based Leadership Team

Re: PBE-related video – establishing foundational conceptual understanding

We are in the process of developing a plan for communicating Proficiency-Based Education (PBE) concepts with parents and community members. We are writing to let you know that we will be sharing the attached brochure with students' parents in the "welcome back" packet that is sent before the beginning of each school year. It is very likely that you will be approached and asked questions about our PBE initiative. Please review the packet that was sent to each of you in February should you need to refresh your background knowledge about PBE. Additionally, much more information is available to anyone at the following URLs:

<http://www.maine.gov/doe/cbp/>

<http://www.greatschoolspartnerships.org/resources/>

<https://sites.google.com/site/wmclcom>

www.maine.gov/doe (Type Proficiency-Based Education in the search box.)

We will also be creating a "link" on the district web page later this summer where tons of additional resources and information will be available to all educators, students, parents, and community members who wish to expand their knowledge about proficiency-based education along with information about customizing learning for all students.

Thank you all so much! We hope you all have a restful and peaceful summer break. You deserve it!!

ATTACHMENT NINE - Prompt Number 7 – Evidence of Preparedness – 2013-14 Transition Funds Expenditure Report

Fund ID	Fund Description	Account Description	Date	Check	Invoice	Vendor	Description	Disbursed
2232	Transition Grant	Proficiency Transition wages	2/25/2014	28730	Feb-14	Lester Michaud	Services	\$ 560.00
		Proficiency Transition wages	3/18/2014	28826	March 11-12	Lester Michaud	Mileage for NIMEC	\$ 65.60
		Proficiency Transition wages	3/18/2014	28826	March 11-12	Lester Michaud	NIMEC	\$ 560.00
		Proficiency Transition wages	4/3/2014	28889	March 11-12, 2014	Lester Michaud	NIMEC work	\$ 560.00
		Proficiency Transition Subs	//					\$ 1,745.60
		Proficiency Transition Benefits	2/25/2014	28730	Feb-14	Lester Michaud	mileage	\$ 65.60
		Proficiency Transition Benefits	4/3/2014	28889	March 11-12, 2014	Lester Michaud	mileage for NIMEC	\$ 65.60
		Proficiency Transition Sub Benefits	//					\$ 131.20
		Proficiency Transition Supplies	2/3/2014	28541	15-Jan	NIMEC	Lunch	\$ 17.00
		Proficiency Transition Supplies	3/18/2014	28834	11-Mar	Lawrence Worcester	NIMEC workshop	\$ 3.97
		Proficiency Transition Supplies	5/20/2014	29091	28-Apr	Lawrence Worcester	NIMEC meeting	\$ 9.71
								\$ 30.68

ATTACHMENT TEN - Prompt Number 7 – Evidence of Preparedness – 2014-15 Transition Funds Expenditure Report

Fund ID	Fund Description	Account Description	Date	Check	Invoice	Vendor	Description	Disbursed
2232	Transition Grant	Proficiency Transition wages	9/4/2014	68012		EDGIAY1	Jay Edgcomb	\$ 150.00
	Transition Grant	Proficiency Transition Subs	//					\$.
	Transition Grant	Proficiency Transition Benefits	9/3/2014	7922	3MEDI.851	Katahdin Trust Co	Payroll #2 Sept-4, 2014	\$ 2.18
	Transition Grant	Proficiency Transition Sub Benefits	//					\$.
	Transition Grant	Proficiency Transition Supplies	//					\$.

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 24 VAN BUREN-HAMLIN-CYR PLT.

TO:	Board of School Directors
FROM:	Larry A. Worcester, Superintendent <i>LW</i>
RE:	Regular School Board Meeting
DATE:	Tuesday, October 21 st , 2014
TIME:	7:00 P.M.
PLACE:	Administrative Building, ATM Room

Agenda

- 1- ROLL CALL;
- 2- APPROVAL OF MINUTES; To see if the school board will approve the minutes of the Regular School Board Meeting of September 10, 2014.
- 3- PERSONS DESIRING TO ADDRESS THE BOARD; None
- 4- REPORTS OF THE CHAIRMAN;
- 5- NEW BUSINESS;
 - A. To see if the school board will approve the M.S.A.D.#24 September 2014 financial report.
 - B. To see if the school board of directors will approve the "Vote to authorize Lease Purchase of 2015 SAF-T-Liner C2 310TS School Bus."
 - C. To see if the school board will approve the 2nd Reading of Policy JICK-Bullying and Cyberbullying in School.
 - D. To see if the school board will approve the 2nd Reading of Pollicy JICK-R Bullying Administrative Procedures.
 - E. To see if the school board of directors will approve the school bus bid received on the salvage school buses .

F. To see if the school board will approve the request by Van Buren Education Association to sponsor a "Trunk or Treat" on Friday, October 31, 2014.

G. To see if the school board of directors will approve a field trip to Husson University for a college visit by senior students with Andrea Hallett.

6- REPORTS OF THE ADMINISTRATORS;

- A. Superintendent/ Dist. Principal**
- B. Associate Principal**

7- UNFINISHED BUSINESS;

8- REPORTS OF COMMITTEES;

9- COMMUNICATION & CORRESPONDENCE; Thank you correspondence from CMA 2014.

10- OTHER BUSINESS;

11- ANNOUNCEMENTS;

12- ADJOURN;

Please treat this document and all other documents as confidential until the School Board of Directors takes action for the release of any information.

Superintendent / Principal Report October 21, 2014

- Gateway - Electricity
- Proficiency Based Education (PBE) Extension Option 5 - need school board approval
- School Lunch
 - Financial
 - Staffing
 - Menu
- MSMA and MPA Conferences
- New Bus should arrived last week
- Soccer Playoffs

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 24 VAN BUREN-HAMLIN-CYR PLT.

TO: Board of School Directors
FROM: Lawrence A. Worcester, Superintendent
RE: Regular School Board Meeting of Tuesday, October 21st, 2014

The members of the Board of School Directors of Maine School Administrative District No. 24 met for their Regular Board Meeting on Tuesday, October 21st, in the ATM room at the VBDSS at 7:08 p.m.

Present Were: John Pelletier, Leslie Beaulieu, Rebecca Smith, Becky Ouellette, Anthony Martin and John Parent

Absent Were: Lisa Caron, Joyce Gagnon and Bill Parent

Others Were: Ben Lothrop, Kristi Theriault, Sue Lajoie, Pete Madore, Myles Garcia, Diane Gagnon, Deborah Sytulek, Neil Soucy, Morgan Thibodeau, Melanie Bourgoin, Abby Soucy, Makayla Guillette, Lyndsey Lavoie, Kaila Roy, Danika Deschaine, Olivia Michaud, Emma Lajoie, Brandon Sytulek, Rachelle Paroyan, and Nicholas Bacheller

2- **APPROVAL OF MINUTES;** A motion was made by Rebecca Smith and seconded by Leslie Beaulieu to approve the minutes of the Regular School Board Meeting of September 10, 2014.

5 voted yes (615) 0 voted no (0) 1 abstained (123)

3- **PERSONS DESIRING TO ADDRESS THE BOARD;** Van Buren Firefighter Pete Madore addressed the board requesting Project Grad and the Chamber of Commerce be allowed to install electricity to the Gateway School.

A motion was made by Anthony Martin and seconded by John Parent to allow electricity to be turned on at Gateway School for the few days at the end of October during the Haunted House function sponsored by the Chamber of Commerce and Project Grad.

6 voted yes (738) 0 voted no (0)

- 4- **REPORTS OF THE CHAIRMAN; Welcome back Larry!**
Finance Committee Meeting Oct 29th @ noon
School Lunch Committee Meeting Nov. 3rd @ 7:00PM
Curriculum Committee Meeting Nov 18th @ 7 :00 PM
Policy Committee Meeting Nov 24th @ 7:00 PM

- 5- **NEW BUSINESS;**

- A. A motion was made by Rebecca Smith and seconded by John Parent to approve the MSAD #24 September 2014 Financial Report.

- 6 voted yes (738) 0 voted no (0)

- B. A motion was made by Anthony Martin and seconded by John Parent that the vote entitled, " Vote To Authorize Lease Purchase of 2015 SAF-T-Liner C2 310TS School Bus in the Principal Amount of \$81,165.84," be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

- 6 voted yes (738) 0 voted no (0)

- C. A motion was made by Rebecca Smith and seconded by Becky Ouellette to approve the 2nd Reading of Policy JICK- Bullying and CyberBullying in School.

- 6 voted yes (738) 0 voted no (0)

- D. A motion was made by Leslie Beaulieu and seconded by Becky Ouellette to approve the 2nd Reading of Policy JICK-R Bullying Administrative Procedures.

- 6 voted yes (738) 0 voted no (0)

- E. A motion was made by John Parent and seconded by Anthony Martin to approve the bid for the salvage school buses placed by Mr. Richard Laplante.

- 6 voted yes (738) 0 voted no (0)

- F. A motion was made by Rebecca Smith and seconded by Leslie Beaulieu to approve the request by the Van Buren Education Association to sponsor a " Trunk or Treat" on Friday, October 31st, 2014.

- 6 voted yes (738) 0 voted no (0)

G. A motion was made by Rebecca Smith and seconded by John Parent to approve a field trip to Husson University for a college visit by senior students with Andrea Hallet on October 27th, 2014.

6 voted yes (738) 0 voted no (0)

6- REPORTS OF THE SUPERINTENDENT:

a. Superintendent—

Proficiency Diploma- application for extension

1- A motion was made by Rebecca Smith and seconded by John Parent to apply for the Proficiency – Based Diploma Extension Option 5 with the Maine Department of Education.

6 voted yes (738) 0 voted no (0)

School Lunch

MSSA Conference-MPA conference

- b. District Principal— Soccer Playoffs**
- Basketball Season beginning**
- Halloween**
- Fire Prevention Week**
- Teacher Observation & Walk Thru**

7- UNFINISHED BUSINESS: None!

8- REPORTS OF COMMITTEE(S); Curriculum Committee

9- COMMUNICATIONS & CORRESPONDENCE;

10- OTHER BUSINESS;

A. A motion was made by Rebecca Smith and seconded by Anthony Martin to move into executive session pursuant MSRS 405B at 8:02 PM.

6 voted yes (738) 0 voted no (0)

B. A motion was made by Leslie Beaulieu and seconded by Becky Ouellette to move out of executive session at 8:25PM.

6 voted yes (738) 0 voted no (0)

- 11- **ANNOUNCEMENTS; Superintendent's Evaluation Meeting December 3rd
School board Meeting November 12th
School Board Meeting December 17th**
 -
 - 12- **ADJOURN; A motion was made by Anthony Martin and seconded by John
Parent to adjourn at 8:35 PM.**
- 6 voted yes (738) 0 voted no (0)**

**Please treat this document and all other documents as confidential until
the School Board of Directors takes action for the release of any
information.**

**MSAD 24 MULTI-YEAR TIMELINE FOR
IMPLEMENTING PRIFICIENCY-BASED EDUCATION**

FOCUS AREA	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
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Building District capacity for transition to PBE	Join and maintain membership in the Northern Maine Education Collaborative (NMEC)						
	Create a PBE Leadership Team (PBE LT)	Add to PBE LT to ensure broad representation of stakeholders	Add to PBE LT to ensure broad representation of stakeholders				
	Participate in annual NMEC PD events	Ongoing (see annual PD calendars)	Ongoing (see annual MNEC PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)	Ongoing (see annual PD calendars)
	Attend state and national level PD opportunities as available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available	Ongoing when available
	Communicate PBE concepts and implementation efforts to all stakeholders	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
		Design strategies for and implement in-district PD for all staff	Design and conduct in-district PD for all staff				

Vision Statement that supports PBE	Create the first draft of a PBE Vision Statement for review by admin. And all staff	Create final draft of PBE Vision Statement to reflect admin/staff input	Present final draft of Vision Statement to the Board for adoption	Use PBE Vision Statement to guide all PBE implementation decision making..	Ongoing	Ongoing	Ongoing
Design a Mission Statement that supports PBE Vision Statement							
District policy revisions to reflect PBE Diploma requirements	-Determine which District policies need revision -Acquire models of PBE policies.	-Draft revised District policies	Ongoing	Ongoing			
			- Present revised PBE district policy to Board for first reading - Board adoption of PBE-related District policies	Ongoing	Ongoing		
Curriculum -MCCL Curriculum -Work Habits -	-Explore notions around mass customized learning (MCL)	-Explore notions around mass customized learning (MCL)	-Participate in NMEC PD focused on use of Empower	-PD for teachers and Board - Empower software	-Seek Board adoption of MCCL curriculum and the use of		

<p>Habits of mind -Maine's 8 Guiding Principles -Empower software -"Measurement Topics" in 8 MLR content areas</p>	<p>and the MICCL curriculum (MNEC PD calendar)</p>	<p>and the MICCL curriculum (MNEC PD calendar) -Explore Empower software</p>	<p>software -Explore and derive Work Habits - Habits of Mind "Measurement Topics" from Guiding Principles -Explore reporting models for achievement in Work Habits - Habits of Mind (Empower?)</p>	<p>-Pilot use of Empower software -Select "Measurement Topics" in 8 content areas (MLR, CCSS, NGSS) -Introduce Board to the MICCL Curriculum and Empower -Identify math, ELA and science "Measurement Topics" grades Pre-K to 12</p>	<p>Empower as a curriculum delivery and performance reporting mechanism for MSAD 24</p>		
<p><u>Assessment and PBE</u> -Assessments "for" and "of" learning -Rubrics</p>			<p>-Explore proficiency-based assessments in Empower -Attend PD focused on quality assessment</p>				

areas and the MLR Guiding Principles					Based Diploma in June 2021.		