

REGIONAL SCHOOL UNIT No. 67



57 Main Street
Lincoln, ME 04457

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Fax Transmittal Form

To: *Diana Douron, ME DOE* From: *Judy Jenkins*

Fax: *877-227-9838* Date: *10-16-14*

Phone: Pages: *25* (Including Cover)

Re: *Extension Application* CC:

- Urgent
- For Review
- Please Reply
- Please Comment

Comments:

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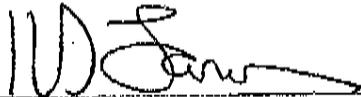
Regional School Unit No. 67

KEITH S. LASER, Ed.D.
Superintendent of Schools

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

15 OCT 14

Date



Chair of School Board

October 15, 2014

Date



CHESTER*LINCOLN*MATTAWAMKEAG

Regional School Unit No. 67

Keith Laser, Ed.D.
Superintendent of Schools

TO: Ms. Diana Dolron, Maine DOE

FROM: Keith S. Laser, Ed.D., Superintendent of Schools

RE: Proficiency-based Extension Option 5

DATE: October 16, 2014

The following extension application is submitted to support Regional School Unit No. 67's request for Proficiency-based Extension Option 5.

1. **Submittal Window:** October 18, 2014
2. **Superintendent's Region:** Penquis
3. **School Administrative Unit:** Regional School Unit No. 67
4. **High School:** Mattanawcook Academy
5. **Name and title of person completing the extension request:**
Heather Rockwell, Director of Curriculum and Academic Achievement
Keith S. Laser, Superintendent of Schools
6. **Superintendent's Information:**
A. Keith S. Laser, 57 Main Street, Lincoln, ME 04457
B. Email: klaser@rsu67.org
7. **Evidence of Preparedness:**
Description of Work Completed to Date:
 - See Appendix A

Clear connection between evidence and the work done: The sequence of trainings and work completed to date is a "building-block" approach to building capacity and implementing PBL in our school district. Actively participating in purposeful training has positioned us so that we have in-district PBL leaders capable of leading the implementation work in each of the district's three schools. Active participation in the MCCL cohort is evidence that we are committed to continuing the implementation of PBL in RSU No. 67.

Clear description of the impact the proficiency-based work is having on students, staff and community: A survey of students and faculty who were actively using proficiency based learning as a model provides evidence that PBL work is positively influencing students and staff. See Appendix B for quotes for evidence of learners and staff. The PBL leadership team and students presented to the school board last spring on PBL and the direction we were moving. We have a plan in place for community meetings this year to engage the community in the work we are doing.



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Clear alignment to extension option 5:

RSU No 67 is transitioning to proficiency-based diplomas. We are an active member of a proficiency-based education collaborative, MCCL. We contracted services for proficiency-based education coaching with Mary Jane McCalmon from 2012 - 2014. Throughout the last two years we have conducted significant internal professional development work to build capacity in proficiency-based education.

We will use these additional years to provide RSU No. 67 with the time needed to address some critical areas of need and build the capacity, infrastructures, and assessments to award diplomas, based on evidence of proficiency in the standards of the eight content areas and standards of the Guiding Principles.

8. Multi-year Implementation Plan:

- A. Description 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.
- Multi-year plan is aligned with the SAU shared visions focus areas
 - Benchmarks for progress in 2014-2015 include activities/actions that will support the achievement of the benchmarks and metrics to measure them.
 - Evidence included clearly supports the benchmarks

SY 2014-15 Goal: To improve learner achievement through Proficiency Based Learning.

Initiative 1: Learning facilitators will develop lessons and unit design plans that embed Habits of Mind (HOM), so learning includes content as well as the guiding principles.

Work around this Initiative:

- Workshop days and early release days focused on teaching and assessing Habits of Mind.
 - Metric- Workshop day agendas and records of attendance.
- Book study in partnership with Maine Cross Disciplinary Network that allows teachers to have professional development on teaching learners to communicate effectively.
 - Metric- Minutes from book study and survey of teachers on how they used strategies within classroom to increase achievement.
- Release time for high school teachers to develop a plan for holding learners accountable for not meeting the Habits of Mind in the classroom.
 - Metric- Minutes of the meeting and the plan for reporting out on Habits of Mind.
- Meet with teams/disciplines around aligning assessment practices to reporting standards.
 - Metric- At least two learning targets have aligned assessments identified.

PBL IMPLEMENTATION TIMELINE

2015-16	2016-17	2017-18	2018-19
9 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies	9 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies	9 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies	MA AT FULL IMPLEMENTATION
	10 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies	10 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies	
		11 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies	
			12 th grade PBL in Math, ELA, HOM, Health/PE, Career and Tech, Science, Foreign Language, Visual and Performing Arts & Social Studies FIRST MA PBL DIPLOMA TO BE AWARDED IN ALL 8 CONTENT AREAS AND GUIDING PRINCIPLES

9. System of Supports for Student Learning:

We are currently working on refining our systems of support for all learners, especially those who are not currently meeting proficiency. All learners in grades K-11 will participate in a universal screening, STAR, three times a year. We will have data teams that will review the data for the purposes of RTI. These data teams will include classroom teachers, interventionists,

guidance, and administration. Data that will be examined will be classroom performance, attendance, standardized testing, and other appropriate data. These data teams have been working at the elementary level, but one reason for the extension is because we need to put them in place for all levels. We also are working on training our teachers on how to use data effectively to inform and adjust instruction.

The high school has common time which is provided every day to all learners. This is an opportunity when all teachers are available to meet with learners who may be struggling or need support to meet learning targets. The high school also has a three tiered, structured, study hall system. Every two weeks a report is pulled from Powerschool. Any learner who is failing in any area attends a learning lab in which he/she receives help on the areas of need. If the learner has a 70% or better in all areas, he/she can go to the library, which is a little less structured. Any learner with an 85% or higher in everything, is allowed to go to the cafeteria, which provides more freedom. The high school staff is currently looking at ways to help make this time meaningful to all learners, those who are struggling, and those who may be excelling in some areas. The middle school has a study hall time built into the schedule where learners can meet with teachers to meet learning targets. They also have a lab intervention time, to help learners meet their learning targets. They, too, are looking at ways to optimize this learning time to meet the needs of all learners.

A new structure being piloted this year at the high school allows learners who did not meet all of the learning targets in economics class during the previous school year to attend an after school program one day a week. This program runs from 3-6 in conjunction with adult education and allows the learners direct access to the economics teacher to work on providing evidence of being proficient in all the learning targets. If this model provides the supports needed for success, it may be duplicated with other classes.

Learners have access to a variety of programs to support their skills acquisition. At the high school they have access to PLATO, AccuPlacer, Edmodo, and Khan Academy. At the middle level, they have access to MobyMax, IXL, Edmodo, and ALEKS. At the elementary level they have access to MobyMax. We are investigating how these programs provide the needed supports and will continue to check and adjust to meet the needs of learners.

RSU No. 67, as well as other members of MCCL, has partnered with Educate to monitor learner performance and provide feedback on specific learning targets for all content areas. Educate is a learning management system that allows learning facilitators to provide timely feedback to learners, as well as personalize learners' pathways to proficiency. This is the website of the company for more information: <http://www.educatek12.com/index.html> We are currently working on creating reporting tools to provide information to parents about learners' progress. Teachers are being trained on how to effectively use Educate in their classroom to implement proficiency-based learning. We are currently using PowerSchool to report information to parents, but are hoping to use Educate in the next few years.

10. Proficiency-based Diploma Transition Funds (2013-2014):

- Policy - 0%
- Practice - 0%
- Community Engagement - 0%
- One-year Carry Over - 100%

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:

The intended impact of the transition funds is to equip district facilitators of learning with opportunities to experience proficiency-based education in the classrooms.

Activity	Timeline	Carryover from 2013-2014 school year and 2014-2015 grant = \$18,826
Release time to allow for high school teachers to work as a team to draft policy on athletic eligibility based on PBL and Guiding Principles	Fall of 2014	2 days/teacher @ \$75 per day for substitute (8 teachers) = \$600
Release time for teachers to do assessment validation and common scoring.	Throughout the 14-15 school year.	2 days/teacher @ \$75 per day for substitute (29 teachers) = \$4,350
Release time for teachers to visit other districts	Throughout the 14-15 school year	1 day/teacher @\$75 per day for substitute (30 teachers) = \$2250 and transportation \$1,000 Total \$3,250
Professional Development work around assessment literacy	Throughout the 14-15 school year during and after school learning opportunity	6 hours/teacher @ \$15 per hour (15 teachers)= \$225
World Language - summer work (rubric and assessment building)	June - Aug 2015	Two teachers @ \$150 per day for two full day = \$600
Math – summer work (alignment and assessment overviews)	June - Aug 2015	Five teachers @ \$150 per day for two full days = \$1,500
ELA – summer work (alignment and assessment overviews)	June - Aug 2015	Four teachers @ \$150 per day for two full days = \$1,200

Science - summer work (alignment and assessment overviews)	June - Aug 2015	Four teachers @ \$150 per day for two full days = \$1,200
Social studies – summer work (alignment and assessment overviews)	June - Aug 2015	Four teachers @ \$150 per day for two full days = \$1,200
Materials for Workdays		Books/charts/copies = \$2,500
TOTAL COST		\$16,625

12. **School Board Vote and Approval of the Extension Request:** Appendix D -- Page 2 of 5 of the agenda of the RSU No. 67, Board of Directors, Regular Board Meeting of June 18, 2014, addresses the board vote and approval of the extension request option. Appendix E - Page 2 of 5 of the minutes of the RSU No. 67 Board of Directors, Regular Board Meeting of June 18, 2014, addresses the board vote and approval of the extension request option.

APPENDIX A

SY 2012-2013

- Jan: District began attending Maine Cohort for Customized Learning (MCCL) meetings for information
- Apr: Became associate members of MCCL
- Jul: Attended leadership institute facilitated by DOE (teachers, admins, Board members)
- Aug: District year-long book study of *Inevitable: Mass Customized Learning*
- Sep: Joined MCCL as full members
- Sep: Follow up to July Leadership Institute
- Oct: Developed PBL Leadership Team (9 admins & Mary Jane McCalmon as facilitator)
- Oct: Attended 2 day training on Complex Reasoning Skills with Deb Pickering (2 teachers and 2 admins)
- Dec: Attended 2-day training on Customized Learning with Bea McGarvey (admins)
- Dec: Attended Day 3 of Complex Reasoning Skill with Deb Pickering (2 teachers and 3 admins)
- Jan: Expanded the PBL Leadership Team to include 6 teachers and began meeting monthly with Mary Jane McCalmon
- Feb: Attended 2 days of training on Complex Reasoning Skills with Deb Pickering (5 teachers and 1 admin)
- Feb: Joined MCCL ongoing curriculum revision work (5 teachers & 1 admin)
- Feb: Attended Train-the-Trainer on Complex Reasoning Skills with Deb Pickering (2 teachers & 1 teacher)
- Mar: Attended Leadership Dine-and-Discuss with Bea McGarvey and Chuck Schwann (Administrators)
- Mar: Attended final meeting from Leadership Institute
- Apr: Attended Basic MCCL Training, including school visits (9 teacher & 3 admins)
- May: Attended 2nd Leadership Dine-and-Discuss with Bea McGarvey and Chuck Schwann (admins)
- Monthly meetings as PBL Leadership Team with Mary Jane McCalmon
- Vertical Team meetings on PBL curriculum work (teachers & curriculum coordinator)

SY 2013-2014

- Jul: Attended 3-day training (July, Sept, Nov) on Art and Science of Teaching with Bea McGarvey (2 admins)
- Aug: Presented in-house PD on Complex Reasoning Skills (teachers)
- Aug: Staff Inservice Day with Bea McGarvey (full staff)
- Aug: Attended a 2-day training on Supervision and Evaluation by Learning Sciences, associated with Marzano (7 teachers & 8 admins)
- Sep: Attended 4 day training (Sept, Oct, Nov) on Complex Reasoning Skills in Brewer (3 teachers & 1 admins)
- Oct. 2013: Attended 3 day training on Basic MCL Training in Waterville (14 teachers & 2 admins)
- Oct: Schools begin to develop PBL School-based Team
- Nov: Attended Complex Reasoning Skills with Deb Pickering (5 teachers & 1 admin)
- Dec: Attended a 2-day training on Supervision and Evaluation by Learning Sciences, associated with Marzano (7 teachers & 8 admins)

- Dec: Attendance at MCCL meeting for curriculum coordinators and special education directors at DOE in Augusta (2 admins)
- Dec: Full staff training on Educate
- Jan: Developed Draft Vision (2 teachers & 2 admins)
- Jan: MCCL curriculum session at Hampden Academy (2 admins)
- Feb: Mini PD sessions on PBL by in-house experts (teachers)
- Feb: Developed Core Beliefs at Faculty Meetings
- Mar: Created a leadership team for Educate (14 teachers & 5 admins)
- Mar: Gathered student responses to PBL
- Mar: Compiled Core Beliefs from 3 schools
- Mar: Attended 3 day training (Mar, Apr, May) on Art and Science of Teaching with Bea McGarvey (1 teacher & 2 admins)
- Mar: Individual meetings with Scott Bacon from Educate (by building and admin)
- Mar: Developed work list for PBL Implementation (admins)
- Mar: Development of PBL Leader job description
- Apr: PBL Leadership Team and students present PBL to Board
- Apr: Growth Plan and iObservation training in Hampden (5 teachers & 5 admins)
- Apr: Policy checklist for PBL (admin)
- May: iObservation training in Hampden (7 teachers & 6 admins)
- June & July: Presented in-house PD on Unit Design to Staff (teachers)

SY 2014-2015

- Jul: Attended National MCL Summit in Portland (2 teachers & 7 admins)
- Jul: Habits of Mind Summer Work (teachers & 1 administrator)
- Jul: PBL Team met with Mary Jane McCalmon to assess progress to date.
- Jul & Aug: Attended Unit Design Workshop in Waterville (teachers)
- Aug: Developed and voted on RSU 67 mission statement (district staff)
- Aug: Community voting on RSU 67 mission statement (Open House and Community Night)
- Sep: PBL Leaders hired (teachers)
- Sep: Monthly PBL Leadership meetings
- Sep: Developed timeline for PBL Community Engagement
- Workshops offered focused on PBL during early release days

APPENDIX B

Quotes from Learners about Proficiency-based Learning:

"The new way of learning I think is better because everyone is working at their own pace without feeling behind. The old way of learning makes you feel like you're behind and rushed."

"I have learned to manage time while doing this unit, and how to strive for accuracy, by getting my scores up. Even though my teacher wasn't teaching us up front every day during this unit that I had more time with her. Like when I got my work done for the day, when I had an assignment returned to me, I would set up a private meeting/conference, and she would explain my score and give me ways to fix it. But if it was the old way of teaching she wouldn't have the time to help me. I might get the paper back and have to figure it out on my own. I ended up revising my argument essay 8 times before I got a 3, but I got lots of conferencing on how to revise to make it better."

"Learning in this unit seemed fast and easy and bountiful of knowledge to me. I did not just learn about dystopian literature and modern day dystopian societies. I learned to pace myself and use my time wisely and to become an adult."

"Overall I enjoy having this set up. I am top 10 in my class and it is hard for me to work in a class that holds me back. Here, I can work at my own pace and learn to manage my time wisely. I also like that I have the opportunity to do something different, a project that isn't the same as everyone else's. One thing I have trouble with is thinking outside the box. I have done okay with this so far, and improved in this aspect. This class is probably the only class I would do this with because you can mix up learning targets and still be on track, whereas math and science have a specific order. This creates more 1 on 1 time and sets me up for the future, one of the main reasons I like this approach."

"This semester has been a lot easier than the first. It has allowed me to learn at my own pace and let me learn and understand it better and longer. and it was also a lot less stressful which is good because the first part of the year i was not going to this class, but now that i understand it i have been showing up and I'm passing it with a 83 when i was failing it with a 26."

"In my opinion I think that class has been going great, I can get more work done when I am working in groups of two or three. I think that this could work in any class because people are able to collaborate more. It gives us more opportunity because we are able to work at our own pace and choose our due dates. I like to work in groups like many other people and it makes the work a little bit easier to do because on projects one person could look for pictures and the other one could look for information about the subject that the project is on."

Teacher Quotes about PBL:

"PBL does not give more "teaching time", but is a better model for how time is spent. Instead of long whole group lessons (which at best only meet the needs of a few that are sitting in the classroom), teachers are able to spend more time working with small group/individual needs."-M. Marquis

"PBL is a paradigm switch for classroom teachers. Instead of looking at "teaching time" it is more "facilitator time." The students are in charge of the learning and the teacher now is assisting them. The

PBL classroom is much different than what you would observe in a traditional classroom. Students could be working individually or cooperatively. The teacher is roaming, observing, interjecting throughout the classroom." - KSL

"When fully implemented it has the potential to give special educators more productive teaching time because some of the current pull out students could work in a mixed grade group during intervention time leaving the special educator the time to focus on those that 'don't fit' into an age range appropriate group (i.e. 4th grader working at 1st grade level shouldn't socially be expected to work with a 1st grade group)." - B Eyles

APPENDIX C

2014-2015

Math/ELA/Science/Social Studies/World Languages/Health and PE, Visual and Performing Arts/Career and Education Development

- Establish target placement
- Develop graduation expectations
- Unit alignment
- Assessment alignment
- Marzano taxonomy training for facilitators of learning
- Coaching/feedback cycles

Guiding Principles -- GP (Habits of Mind (HOM) and Complex Reasoning (CR))

- Create a HOM steering committee
- Unpack guiding principles
- Determine graduation requirements
- Facilitators of Learning training plan
- Grading of HOM and CR
- Develop implementation plan

Policy Work

- Develop policies for graduation, multiple pathways, transcripts, grading and reporting, dual enrollment and early college, assessment of learner learning, promotion, retention and acceleration, academic interventions, personal learning plans, portfolios, attendance and academic eligibility

Stakeholder Engagement

- Parent Meetings
- Create a Parent Advisory Group
- Learner Leadership Team
- Strategic Planning Committee
- PBL Leaders

Grading and Reporting

- Standards-referenced
- Empower training for staff
- End of Year Placements
- Scoring Targets
- Cards and Transcripts

Student Support

- Identify options for expanding the learning opportunities for students

SBAC (Smarter Balanced Assessment)

- First year of new assessment
- Departments aligning instruction/targets to the assessment

2015-2016**Math/ELA/Science/Social Studies/World Languages/Health and PE, Visual and Performing Arts/Career and Education Development**

- Complete the 2014-2015 work of the math, ELA, science, social studies, performing arts, visual and performing arts, career and education development and GP

Guiding Principles (GP) - (Habits of Mind and Complex Reasoning)

- Ongoing steering committee meetings
- 9th grade learning facilitators conduct training on GP
- Integrate CR/HOM into 9th grade units
- Practice teaching and assessing GP

Stakeholder Engagement

- Parent meetings (3) to discuss progress of PBL implementation
- Ongoing Parent Advisory Group meetings to review PBL implementation progress
- Student Leadership Teams meet to review PBL implementation progress
- Strategic Planning Committee meets to review PBL implementation progress
- PBL Leaders lead discussions in their buildings

Grading and Reporting

- Use standards-referenced criteria for 9th grade students in all 8 content areas.
- Use Empower data to drive instruction
- Use STAR data to drive instruction and evaluation
- Score the targets in Empower
- Pilot Empower generated reports
- Provide students and parents online access to Empower reports
- Develop high school transcripts

Student Support

- Develop and implement additional support for students
- Transform the purpose and direction of remediation programs.
- Continue to identify options for expanding the learning opportunities for students

SBAC (Smarter Balanced Assessment)

- Use SBAC data to make informed curriculum and instruction decisions

2016-2017

Guiding Principles-GP (Habits of Mind and Complex Reasoning)

- Ongoing steering committee meetings
- 10th grade teachers training on GP targets
- Integrate GP into 10th grade units
- Pilot teaching and assessing GP in 10th grade coursework

Stakeholder Engagement

- Parent meetings (3) to discuss progress of PBL implementation
- Ongoing Parent Advisory Group meetings to review PBL implementation progress
- Student Leadership Teams meet to review PBL implementation progress
- Strategic Planning Committee meets to review PBL implementation progress
- PBL Leaders lead discussions in their buildings

Grading and Reporting

- Use standards-referenced criteria for 9th and 10th grade students in all 8 content areas.
- Use Empower data to drive instruction
- Use STAR data to drive instruction and evaluation
- Score the targets in Empower
- Pilot Empower-generated reports

Student Support

- Provide ongoing review and revision of the student support systems

SBAC (Smarter Balanced Assessment)

- Math and ELA learning facilitators use SPAC data to make informed curriculum and instruction decisions.

2017-2018

Guiding Principles

- Ongoing Steering Committee meetings

Curriculum

- Ongoing review of RSU No. 67's scope and sequence in all content areas
- Departments examine student work and proficiency data in Empower and STAR assessments
- Develop requirements for senior capstone projects

Student Support

- Ongoing review and revision of student support systems

APPENDIX D

R.S.U. No. 67 BOARD OF DIRECTORS
Regular Board Meeting
Amended Agenda
Wednesday, June 18, 2014
Mattanawcook Academy Library, 7:00 pm

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and responsible, contributing citizens in an ever-changing global society.

Board of Directors: Richard Broderick, Jr., Dianne Buck, Katie Clay, David Edwards, Board Chair
 Rebecca Hanscom, Diana Lambert, Ralph Lichtenberg, Paul Nantkes, Kevin Olsen, Board Secretary
 Dolores Phillips, Board Vice-Chair Debra Tardy

Members excused:

Members absent:

Members late:

R.S.U. No. 67 Staff in attendance: Superintendent Keith Laser, Principals: Christopher Cowing, Sarah Hainer, Henry Pietras, Patrice Turner; Director of Special Education, Gay McDonald; Director of Facilities, David Ham; Director of Information Technology Web McCormick; Administrative Assistant Judy Junkins

Guests present:

A. Call to Order

B. Pledge of Allegiance

C. Adjustments to the Agenda

D. Consideration of the minutes of Wednesday, June 4, 2014, School Board Meeting*

Motion: _____ Second: _____

Discussion:

Vote: ___ Yes ___ No

E. Consideration of the minutes of Wednesday, June 11, 2014, Special School Board Meeting*

Motion: _____ Second: _____

Discussion:

Vote: ___ Yes ___ No

F. Communications

1. Letter of Intent to Retire from Diane Lufkin, Ed Tech at the Ella P. Burr School*

- 2. Letter of Intent to Retire from Betty Keller, Teacher at Mattanawcook Junior High School*
- 3. Letter of Resignation from Dr. Catherine Menard, Director of Curriculum and Academic Achievement*
- 4. Letter of Intent to Retire from Bonnie Vance, Ed Tech at the Ella P. Burr School**

G. Administrators' Reports

- 1. Adult Ed May 2014 Report*

H. Public Participation

I. Committee Reports

- 1. Operations Committee
- 2. Policy Committee
- 3. Personnel Committee – Kevin Olsen
- 4. Finance Committee
- 5. Region III
- 6. Chair Report – Rebecca Hanscom

J. Superintendent's Report

- 1. Carleton Project update
- 2. Central Office summer hours
- 3. Student Transportation Services update
- 4. Maine DOE Review of School Nutrition Program
- 5. Yearbook Update
- 6. Other

K. Old Business

L. New Business

- 1. **Vote: That the Computation and Declaration of Votes dated and attached hereto be and it is hereby approved.**

Further Voted: That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 67 (the "Regional School Unit").

Further Voted: That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit.

Motion: _____ Second: _____

Discussion:

Vote: ____ Yes ____ No

- 2. **Motion to accept the superintendent's recommendation to approve the following capital reserve project for the 2014-2015 school year.**

Replace boiler at Mattanawcook Academy -- \$125,000

Motion: _____ Second: _____

Discussion:

Vote: ____ Yes ____ No

- 3. **Motion to accept the superintendent's recommendation to request a one-year extension for implementing the Proficiency-Based Learning system at Mattanawcook Academy**

Motion: _____ Second: _____
 Discussion:
 Vote: ____ Yes ____ No

- 4. **Motion to accept the superintendent's recommendation to approve the proposed Title I Summer School Teacher job description***

Motion: _____ Second: _____
 Discussion:
 Vote: ____ Yes ____ No

- 5. **Motion to accept the superintendent's recommendation to approve the proposed Title I Summer School Teacher/Coordinator job description***

Motion: _____ Second: _____
 Discussion:
 Vote: ____ Yes ____ No

- 6. **Motion to accept the superintendent's appointment of the following teachers for the Extended School Year/Summer School Programming for the 2013-2014 school year.**

Teacher/Coordinator, \$2500 stipend
 Beth Eyles

Teachers, \$1800 stipend
 Deborah Cloran
 Amanda Tilton
 Jim McCloskey
 Pam McGinn
 Elizabeth Toner
 Beth White
 Dawn Leighton
 Gail Malone
 Christine Gordon
 Tracy Crane
 Marie Arnold
 Aimee McCarthy
 Cassie Sherman

Motion: _____ Second: _____
 Discussion:
 Vote: ____ Yes ____ No

- 7. **Motion to accept the superintendent's recommendation to approve the proposed Mattanawcook Academy Yearbook Advisor job description***

Motion: _____ Second: _____
 Discussion:
 Vote: ____ Yes ____ No

- 8. **Motion to accept the superintendent's recommendation to extend the administrators' contracts by one year, through the 2015-2016 school year.**

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

- 9. **Motion to accept the superintendent's recommendation to approve the proposed Mattanawcook Academy Athletic Coordinator job description***

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

- 10. **Motion to accept the superintendent's recommendation to renew Dr. Norm Worgull's contract one year at an annual salary of \$76,839 for the 2014-2015 school year.**

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

- 11. **Motion to accept the superintendent's recommendation to approve the proposed Emergency Response Plans for Mattanawcook Academy, Mattanawcook Junior High School and the Ella P. Burr Elementary School***

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

- 12. **Motion to accept the superintendent's recommendation to approve the first reading of Policy JICJ – Student Use of Cellular Telephones and Other Electronic Devices***

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

- 13. **Motion to accept the superintendent's recommendation to rescind Policy JICJ-R Student Use of Cellular Telephones and Other Electronic Devices Procedures***

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

- 14. **Motion to accept the superintendent's recommendation to approve the first reading of Policy DKC – Expense Authorization and Reimbursement***

Motion: _____ Second: _____
 Discussion:
 Vote: Yes No

15. Motion to accept the superintendent's recommendation to approve the first reading of Policy FB – Facilities Planning*

Motion: _____ Second: _____

Discussion:

Vote: ____ Yes ____ No

16. The following policies were reviewed by the Policy Committee with no changes recommended.*

- BEDB-R – Agenda Format**
- GCI – Training and Professional Development**
- GCI-E – Request to Attend a Workshop Form**

17. Motion to approve the superintendent's recommendation to enter into executive session according to 1 M.R.S.A. § 405(6)(D) to discuss teacher contract negotiations.

Motion: _____ Second: _____

Discussion:

Vote: ____ Yes ____ No

Time In:

Time Out:

M. Announcements:

- 1. Regular Board Meeting, Wednesday, August 6, 2014, 7:00 pm, MA Library**

N. Items requested by Board Members, Community and Staff to be included in the next agenda:

O. Adjournment:

Motion: _____ Second: _____

Vote: ____ Yes ____ No

Time: _____

NOTE: Items may be added or deleted from the agenda by a unanimous vote of Board members present and voting. No new business will be undertaken after 10:00 p.m. unless the Board votes unanimously to extend the meeting beyond 10:00 p.m. by outlining remaining agenda items to be discussed or placed on the next regular board meeting agenda.

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APPENDIX E

R.S.U. No. 67 BOARD OF DIRECTORS

Regular Board Meeting

Minutes

Wednesday, June 18, 2014

Mattanawcook Academy Library, 7:00 pm

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and responsible, contributing citizens in an ever-changing global society.

Board of Directors: Richard Broderick, Jr., Dianne Buck, Katie Clay, David Edwards, Board Chair
Rebecca Hanscom, Diana Lambert, Ralph Lichtenberg, Paul Nantkes, Kevin Olsen, Board Secretary
Dolores Phillips, Board Vice-Chair Debra Tardy

Members excused: Richard Broderick, Jr., Kevin Olsen, Debra Tardy

Members absent:

Members late:

R.S.U. No. 67 Staff in attendance: Superintendent Keith Laser, Principals: Christopher Cowing, Sarah Hainer, Henry Pietras, Patrice Turner; Director of Special Education, Gay McDonald; Director of Facilities, David Ham; Director of Information Technology Web McCormick; Administrative Assistant Judy Junkins

Guests present: student rep, Sarah Crockett

A. Call to Order: Chair Hanscom called the meeting to order at 7:00 pm and announced the meeting was being recorded.

B. Pledge of Allegiance

C. Adjustments to the Agenda

D. Consideration of the minutes of Wednesday, June 4, 2014, School Board Meeting*

Motion to approve: Director D. Phillips

Second: Director P. Nantkes

Vote: Unanimous approval. Motion passed.

E. Consideration of the minutes of Wednesday, June 11, 2014, Special School Board Meeting*

Motion to approve: Director D. Lambert

Second: Director K. Clay

Vote: 7 yes, 0 no, 1 abstention. Motion passed.

F. Communications

1. Letter of Intent to Retire from Diane Lufkin, Ed Tech at the Ella P. Burr School*

2. Letter of Intent to Retire from Betty Keller, Teacher at Mattanawcook Junior High School*

3. Letter of Resignation from Dr. Catherine Menard, Director of Curriculum and Academic Achievement*
4. Letter of Intent to Retire from Bonnie Vance, Ed Tech at the Ella P. Burr School**

G. Administrators' Reports

1. Adult Ed May 2014 Report*

H. Public Participation: none

I. Committee Reports

1. Operations Committee
2. Policy Committee
3. Personnel Committee – Committee met; Chair Olsen will give a full report at the next meeting
4. Finance Committee
5. Region III
6. Chair Report – Rebecca Hanscom – no report given

J. Superintendent's Report

1. Carleton Project update
2. Central Office summer hours
3. Student Transportation Services update
4. Maine DOE Review of School Nutrition Program
5. Yearbook Update
6. Other

K. Old Business - none

L. New Business

1. **Vote: That the Computation and Declaration of Votes dated and attached hereto be and it is hereby approved.**

Further Voted: That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 67 (the "Regional School Unit").

Further Voted: That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit.

Motion to approve: Director D. Edwards

Second: Director K. Clay

Vote: Unanimous approval. Motion passed.

2. **Motion to accept the superintendent's recommendation to approve the following capital reserve project for the 2014-2015 school year.**

Replace boiler at Mattanawcook Academy -- \$125,000

Motion to approve: Director D. Edwards

Second: Director D. Buck

Vote: 4 (2616) Yes, 4 (1964) No. Motion passed.

3. **Motion to accept the superintendent's recommendation to request a one-year extension for implementing the Proficiency-Based Learning system at Mattanawcook Academy**

Motion to approve: Director D. Lambert
 Second: Director D. Buck
 Vote: Unanimous approval. Motion passed.

4. **Motion to accept the superintendent's recommendation to approve the proposed Title I Summer School Teacher job description***

Motion to approve: Director K. Clay
 Second: Director P. Nantkes
 Vote: Unanimous approval. Motion passed.

5. **Motion to accept the superintendent's recommendation to approve the proposed Title I Summer School Teacher/Coordinator job description***

Motion to approve: Director K. Clay
 Second: Director D. Lambert
 Vote: Unanimous approval. Motion passed.

6. **Motion to accept the superintendent's appointment of the following teachers for the Extended School Year/Summer School Programming for the 2013-2014 school year.**

Teacher/Coordinator, \$2500 stipend
 Beth Eyles

Teachers, \$1800 stipend
 Deborah Cloran
 Amanda Tilton
 Jim McCloskey
 Pam McGinn
 Elizabeth Toner
 Beth White
 Dawn Leighton
 Gail Malone
 Christine Gordon
 Tracy Crane
 Marie Arnold
 Aimee McCarthy
 Cassie Sherman

Motion to approve: Director D. Buck
 Second: Director D. Edwards
 Vote: Unanimous approval. Motion passed.

7. **Motion to accept the superintendent's recommendation to approve the proposed Mattanawcook Academy Yearbook Advisor job description***

Motion to approve: Director K. Clay
 Second: Director D. Lambert
 Vote: Unanimous approval. Motion passed.

- 8. Motion to accept the superintendent's recommendation to extend the administrators' contracts by one year, through the 2015-2016 school year.**

Motion to approve: Director D. Edwards
Second: Director D. Lambert
Vote: 6 yes, 2 no

- 9. Motion to accept the superintendent's recommendation to approve the proposed Mattanawcook Academy Athletic Coordinator job description***

Motion to approve: Director D. Edwards
Second: Director D. Phillips

Director Phillips withdrew her second.

Motion failed for lack of a second. Sent back to the personnel committee.

- 10. Motion to accept the superintendent's recommendation to renew Dr. Norm Worgull's contract one year at an annual salary of \$76,839 for the 2014-2015 school year.**

Motion to approve: Director D. Phillips
Second: Director K. Clay
Vote: 7 yes, 1 no

- 11. Motion to accept the superintendent's recommendation to approve the proposed Emergency Response Plans for Mattanawcook Academy, Mattanawcook Junior High School and the Ella P. Burr Elementary School***

Motion to approve: Director D. Buck
Second: Director K. Clay
Vote: Unanimous approval. Motion passed.

- 12. Motion to accept the superintendent's recommendation to approve the first reading of Policy JICJ – Student Use of Cellular Telephones and Other Electronic Devices***

Motion to approve: Director K. Clay
Second: Director D. Lambert
Vote: Unanimous approval. Motion passed.

- 13. Motion to accept the superintendent's recommendation to rescind Policy JICJ-R Student Use of Cellular Telephones and Other Electronic Devices Procedures***

Motion to rescind: Director D. Lambert
Second: Director R. Lichtenberg
Vote: Unanimous approval. Motion passed.

- 14. Motion to accept the superintendent's recommendation to approve the first reading of Policy DKC – Expense Authorization and Reimbursement***

Motion to approve: Director D. Phillips
Second: Director R. Lichtenberg
Vote: Unanimous approval. Motion passed.

15. Motion to accept the superintendent's recommendation to approve the first reading of Policy FB – Facilities Planning*

Motion to approve: Director D. Phillips
 Second: Director K. Clay
 Vote: Unanimous approval. Motion passed.

16. The following policies were reviewed by the Policy Committee with no changes recommended.*

BEDB-R – Agenda Format
GCI – Training and Professional Development
GCI-E – Request to Attend a Workshop Form

17. Motion to approve the superintendent's recommendation to enter into executive session according to 1 M.R.S.A. § 405(6)(D) to discuss teacher contract negotiations.

Cancelled – no longer needed after chair's consultation with attorney

M. Announcements:

2. Regular Board Meeting, Wednesday, August 6, 2014, 7:00 pm, MA Library

N. Items requested by Board Members, Community and Staff to be included in the next agenda:

1. Report on graduates. What is the percentage?
2. Ralph – Discuss limiting the length of time for presentations
3. Discuss a possible board/administrators retreat

O. Adjournment:

Motion to adjourn: Director K. Clay
 Second: Director D. Lambert
 Vote: Unanimous approval. Motion passed
 Time: 8:33 pm

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