

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
January 8, 2014, 6:30 p.m.**

AGENDA

1. Call to order:
2.
 - a. Recognition of the Maine Youth Action Network Impact Award Winners
 - b. Presentation by the Student Health Center Advisory Council
3. Consent Agenda: (5 min.)
 - a. Approval of Minutes of December 18, 2013*
 - b. Acceptance of Donations*
 - c. Acceptance of Capital Area Technical Center Cooperative Agreement*
4. Student Representatives Reports (10 min.)
5. Citizens' Comments: (5 min.)
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
7. Action/Discussion/Informational Items: (60 min.)
 - a. Discussion of FY '15 Budget Goals and Priorities
 - b. FY '15 Budget Overview*
8. Informational Items: (10 min.)
 - a. Reports:
 - Staff Association
 - Principals*
 - Adult & Community Education Director
 - Finance Manager*
 - Special Education Director
 - Curriculum, Assessment & Instruction Director*
 - Superintendent of Schools*
 - b. Ad Hoc Groups:
 - Awesome Bear Society – 1/08/14, MCHS, 6:30 p.m.
 - c. Committee Reports:
 - Capital Area Technical Center (CATC)* – 1/28/14, Augusta, 10:30 a.m.
 - Communications – 1/13/14, Superintendent's Office, 5:30 p.m.
 - Curriculum* – TBD, Superintendent's Office, 6:00 p.m.
 - Health Services Advisory Council – 01/28/14, MCHS Media Ctr., 7:00 p.m.
 - Policy - 01/13/14, Superintendent's Office, 6:15 p.m.
 - Teacher Evaluation - 01/29/14, Superintendent's Office, 3:30 p.m.
9. Executive Session to review the evaluation of Superintendent Donna H. Wolfrom pursuant to 1 M.R.S.A. §405(6)(A) (20 min.)
10. Action following Executive Session (if any)
11. Adjournment:

* Attachments

Regular Meeting
Regional School Unit No. 38
Board of Directors
Maranacook Community High School
December 18, 2013

Minutes of Meeting

Members present: Chair David Greenham (left at 7:30), Vice Chair Lynette Johnson (left at 6:45), Michael Apolito, Russell Evans, David Guillemette, Stephen Hayes, Lisa Montagna, Jason Morgan, Bonnie Simcock, Madeline Snow
Members excused: Melissa O'Neal, Marie Rodriguez
Administrators: Superintendent Donna Wolfrom, Principals Dwayne Conway, Cathy Jacobs, and Pia Holmes, Director of Curriculum, Assessment & Instruction Nancy Harriman

1. Call to order: Chair Greenham called the meeting to order at 6:30 p.m.
Chair Greenham introduced Richard Spencer, newly appointed member of the RSU #38 Board from the town of Wayne.
2. Presentations:
The technology staff, district specialists, and teachers, along with students from all the district schools conducted an iLearn Technology Fair demonstrating the various ways technology is being used in the schools.
3. Consent Agenda:
 - a. Approval of Minutes of December 4, 2013
 - b. Acceptance of donations
MOTION by Hayes, second by Evans to accept the consent agenda as presented.
Motion Carried: 8 in favor, 0 opposed, 1 abstention (Morgan)
4. Citizens' Comments: none
5. Additions/Adjustments:
6. Action/Discussion/Informational Items: none
7. Workshop:
 - a. High School Goals
Principal Dwayne Conway and members of the High School Leadership Team, Pat Stanton, Kristen Levesque, Nate Savage, Sue Melcher, and Steve DeAngelis presented the school's goals. Student Emma Gyorgy presented a web site she created called "Maranacook Memories."
8. Adjournment: **MOTION** and second to adjourn at 8:30 p.m.

Respectfully submitted,

Donna H. Wolfrom, Superintendent/Secretary

3b.

Acceptance of Donations:

Donor	Purpose	Amount
Robert Goddard	Student Research Project (Gower)	\$ 500.00
Anonymous Donations (1)	Nordic Ski Team	\$5,000.00

Per Original Document dated 11/23/82

October 2, 2013

COOPERATIVE AGREEMENT

Pursuant to Title 20-A, Section 8404 of the Maine Revised Statutes, the undersigned, being the duly authorized members of the Advisory Committee of the Capital Area Technical Center, do hereby enter into the following Cooperative Agreement and do devise a formula for sharing costs:

1. The Capital Area Technical Center Advisory Committee shall consist of:
 - a) The Superintendent, or his/her representative, of each member administrative unit and
 - b) One School Board member, or trustee, appointed or elected by the school authorities from the administrative units served by the Superintendents. In any situation where a superintendent serves more than one unit, the school authorities of the units served shall cooperatively appoint a single representative. Each Superintendent and each representative shall have one vote on the Advisory Committee. When challenged a weighted vote shall be used.

Quotas & Weighted Vote

Current Figures: October 1, 2013

Administrative Unit	FTE Slots	Slots	Vote
Augusta	83.5	167	42%
Gardiner	29	58	15%
Hall-Dale RSU #2	7.5	15	
Richmond RSU #2	12	24	
Monmouth RSU #2	9	18	
Total RSU #2	28.5	57	14%
Winthrop	9	18	5%
China RSU #18	13	26	
Belgrade RSU#18	.5	1	
RSU #18 Total	13.5	27	7%
Vassalboro AOS #92	4.5	9	2%
Alna RSU #12	.5	1	
Somerville RSU #12	2	4	
Palermo RSU #12	4.5	9	
Windsor RSU #12	5.5	11	
Whitefield RSU #12	2.5	5	
Wiscasset RSU #12	.5	1	
Total RSU #12	15.5	31	8%
Maranacook	14.5	29	7%
Jefferson AOS #93	1.5	3	1%
Total	199.5	399	101%

(FTE Slots)

2. The Advisory Committee shall meet at least quarterly each year, to include at least one meeting annually with the Augusta Board of Education.

At its initial organizational meeting and annually thereafter at the first meeting of the fiscal year, the Advisory Committee shall elect from its members a Chairperson and Vice-Chairperson.

3. The time, place and dates of the regular meeting of the Advisory Committee shall be established in June by the Advisory Committee with the recommendation of the Director.
4. The Chairperson and/or Director may call special meetings of the Advisory Committee as long as each unit has at least 24 hours notice of the meeting.
5. The Chairperson and Director shall determine the agenda and order of business. Members of the Advisory Committee can have items placed on the agenda by notifying the Director 5 days prior to the meeting. Urgent items can be filed on the day or night of the meeting at the discretion of the Chairperson.
6. A quorum must be present to conduct Advisory Committee business. Representatives or designees from five school districts constitute a quorum.
7. The latest edition of Robert's Rules of Order shall govern parliamentary procedures of the Center's Advisory Committee when applicable and if not in conflict with the Cooperative Agreement of the Center.
8. With respect to the governance of the Capital Area Technical Center, the primary responsibility of the Advisory Committee is to make informed and timely recommendations to the Augusta School Board on all matters relating to the Center. To achieve this objective, all recommendations concerning the management and operation of the Center which are submitted to the Augusta Board for action shall first be presented to the Advisory Committee for review. Any resolution formally adopted by the Advisory Committee as a result of such a review shall be transmitted by the Augusta Superintendent of Schools to the Augusta Board with the original recommendation.

This review process shall apply to all matters relating to the Capital Area Technical Center submitted to the Augusta School Board for action including the appointment of the Director, the modification of instructional programs and student services, the budget for each fiscal year and any adjustments proposed after its adoption, the acquisition of equipment, and major repairs and renovations to the physical plant.

9. The Advisory Committee will review and comment upon any program applications for state and federal funds to serve vocational students prior to submission to the funding source to ensure regional coordination through the

Center. The intent of this article is to provide regional coordination and encourage and protect local incentive.

10. Member units may request to withdraw from the Center by vote of its school committees or Board of Directors with proper notice to the Advisory Committee by January 1st before the beginning of the next fiscal year. Actual withdrawal must be carried out in accordance with applicable State Law.
11. The Director shall meet such qualifications as may be prescribed by the State Board of Education and State Law.
12. The Director shall serve as chief administrative officer of the Center and its satellites and have all the authority and obligations of a secondary school principal in the school administrative unit operating the Center.
13. The hiring and dismissal of the Director and staff of the Technical Center shall be the responsibility of the Augusta Board of Education. The Advisory Committee shall, however, be involved in the screening and interviewing of applicants for the position of Director.
14. The Advisory Committee for the Center at one of its meetings held no later than February of each year shall recommend the operating budget for the next fiscal year. In case a school board or school trustee member is unable to attend the meeting at which the budget is approved, the Superintendent or his/her representative for the unit not represented may vote on the budget. The Director will present an overview of the proposed budget at least one month prior to submittal to the Augusta Board of Education.

The Director shall prepare and submit an annual report of the Technical Center and vocational satellite programs to the State Board and to each sending unit and advisory member served by the Center.

15. Beginning with the 2013-2014 fiscal year, the costs due from each school administrative unit that is affiliated with the CATC shall be satisfied by the CATC's receipt of the state subsidy allocation for career and technical education.
School units that send students to Capital Area Technical Center and do not subscribe to the above billing method will be assessed at the tuition rate set by the SAU's Business Manager. This assessment may be increased up to ten percent (10%) should the actual number of sending unit students, for the school year, be less than the base estimate used in determining the initial tuition rate. The adjustment to the assessment will be reflected in the fourth quarter billing. Billing for these sending units will be done on a quarterly basis.
16. A complete financial report shall be made to the Advisory Committee quarterly by the Director.
17. If the Technical Center ceases to exist, the Augusta Board of Education shall ensure that the proceeds for, the disposition of the equipment purchased after

July 1, 1987, will be distributed proportionately in accord with the formula set forth in #1. It is understood however; that any equipment purchased by the Augusta School Department, and not charged through the formula, shall be fully owned by the City of Augusta School Department and that the proceeds from any future sale of such assets shall not be subject to distribution to sending units.

- 18. The Cooperative Agreement is subject to ratification by all of the school committees or Board of Directors of the participating administrative units; eligible to vote on same by state law.
- 19. This agreement shall be reviewed and adopted annually with a copy of the original agreement being submitted to the Commissioner of Education.
- 20. Other such business not covered in this document should be processed in accordance with the best interest of the Center as determined by the Advisory Committee.

IN WITNESS WHEREOF, we the undersigned hereby place our hands

(date) _____.

Augusta – Public Schools

RSU #38 Maranacook

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

(4.)

RSU# 2

Jefferson AOS #93

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

RSU #11 Gardiner

Winthrop Public Schools

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

Elementary Principals' Report
January 8, 2014
Pia Holmes (MES & MTV)
Jeff Boston (RES & WES)

	Pre-K	K	1	2	3	4	5	Wrap Program WES	Total
MES	12/12	13/13	14/14	16/14	21	17/17	24		185
RES	18	14/15	25	17	13/14	15/17	14/15		177
MTV	18	18	21	15	25	16	15		128
WES	0	12	13	11	8	9	8	7	68

Upcoming Assessments

NWEA (Northwest Education Assessment): The NWEA is an online assessment, which measures student growth in mathematics, language arts and grammar usage. As students complete the assessment, it is automatically scored for the teacher. It provides the teacher with individual and class progress (data). The assessment window is from January 6th through February 7th and parents will be provided a copy of their child's results.

DRA: The Developmental Reading Assessment (DRA) is an individually administered assessment of a child's reading capabilities. It is a tool to be used by instructors to identify a student's reading level, accuracy, fluency, and comprehension. Once levels are identified, our teachers can use this information for instructional planning purposes.

The testing windows designated each year in our district for each grade level are as follows:

Grades K-2:

- * Kindergarten (two times a year) - January and May
- * First and Second (three times a year) - September, January and May

Grades 3-5:

- * three times a year (September, January and May).
- * a student does not need to be assessed in January if they are:
 - at or above the 50th percentile on the most recent NWEA
 - at Level 34 or above on the DRA 2 in September (Gr. 3)
 - at Level 40 or above on the DRA 2 in September (Gr. 4)
 - at Level 50 or above on the DRA 2 in September (Gr. 3)

NECAP (New England Common Assessment Program): At the end of January, schools across the state should be getting the results of this assessment in reading, math and writing (Grade 5 only) for students in grades 3-5. This information will be shared with the school board after we have had the opportunity to disaggregate the data. Parents will receive a copy of their child's results.

School Wide Fundraisers- Holiday Spirit

MTV- The Mt Vernon Elementary School ran another turkey drive in December this year to benefit the local food bank. The Mt Vernon food bank services our community and communities right around us.

Students were asked to bring in spare change/donations. Each \$10 earned by a class will earn them a turkey on the bulletin board. At the end of a two week period, the class with the most turkeys, Grade 5, presented Betty White, food bank coordinator, with a check for over \$300 and had their picture taken for the local newspaper.

MES- Each grade at MES chose a charity for a fundraising drive this season:

PreK - made cookie plates for local law enforcement, ambulance and fire departments.

Kindergarten - collected household items to support the local food banks

Grades 1 & 2 - collected non-perishable food items for local food banks.

Grade 3 - made ornaments for Meals on Wheels

Grade 4 - collected items for the Kennebec Valley Humane Society

Grade 5 - collected their "Average Weight" in Laundry Detergent to support local families and local food banks.

We thank all the students for their efforts to provide for those in need!

Special Events

December Music Presentations at RES and MES

Students in K-2 (afternoon concerts) and Grades 3-5 (evening concerts) participated in separate holiday concerts at each school! Melinda Kimball, Music teacher for RES and MES, chose a variety of songs from different cultures for students to perform. Holiday spirit was evident all around! Students were exuberant and the crowd was engaged the as well. All appreciated the energy, enthusiasm, and cheerfulness of the events!

Holiday Stations Activities MTV

The MTV staff planned an exciting afternoon of Multi-grade Holiday Activity Stations for the afternoon of December 20. Activities were integrated into the curriculum! Community volunteers, staff and students attended stations for story reading ornament making, baking, music and dance, snow sculptures, knitting/crochet, and other crafts. This was a wonderful experience for the students and staff!

WES Calendar Fundraiser

Miss Kravetz, our fourth and fifth grade teacher, and her students have designed a calendar for 2014-2015 to raise money for their trip to Chewonki in the spring. At the Home and School Craft Fair, the students raised over \$200. If you would like a calendar, please contact the WES main office.

Math Intervention at RES

Christine Mohlar, our math interventionist, is working with several teachers in grades 3-5 using a push in model. With this model, the teacher and interventionist collaborate on whole group and small group instruction, assessment and using data to support students in the classroom through interventions or enrichments. This model is occurring four to five times a week and we are observing academic progress.

Behavior Training and Strategies at MES

Jed Schwalm, our District behavior specialist, has been training a group of MES staff at their request in behavior intervention strategies. We are learning how to look for antecedents that signal the beginnings of a behavior and strategies to de-escalate a student's behavior. Helpful classroom strategies are also discussed. We appreciate Jed's time and expertise in teaching us effective ways to reach all of our students!

Maranacook Community Middle School
2100 Millard Harrison Drive
Readfield, ME 04355



Cathy Jacobs, Principal
Phyllis Cote, Office Coordinator

Phone: 207-685-3128
(ext. 1114 to reach the office)
Fax: 207-685-9876

“A Caring School Community Dedicated to Excellence”

Middle School Principal's report

January 8, 2014

Enrollment: Grade 8: 91 Grade 7: 104 Grade 6: 84 Total: 279

Transition Activities

As we head in to a new year, it is time to start gearing up for our upcoming transition events. In the next few months, you will start to hear a lot about how we prepare our 8th graders for a smooth transition to the high school and how we welcome our new 6th graders. Conversations have already started between high school and middle school guidance departments around what the transition activities and schedule for these activities will be. The first step happens around the end of January, when 8th grade teachers and advisors will join 9th, 10th and 11th grade teachers and advisors to hear more about course offerings at the high school. They will also learn how to help 8th grade students and parents register for high school courses. From then until June there are many planned events that will help our 8th graders move on!

The end of January is also the time that we start to reach out to 5th grade students, teachers and parents with information about upcoming transition activities for them. Each month I write an information piece about various aspects of our middle school for the 5th grade parents. I cover topics such as curriculum, teaming, advisor/advisee program, and extra curricular activities. These articles are included in the individual elementary school newsletters and go out to all 5th grade parents. They are also on our website for parents to view. During this time we are also planning our other activities which include our transition fair, 5th grade student visits, gathering information on each student and placing students on teams for next year.

This is always an exciting time of year and we look forward to helping all of our students move to the next phase in their educational journey!

Geography Bee

All of our middle school students participated in the annual school wide geography bee before we left for vacation. Each team held their own bee to determine two winners. Team winners will compete against each other on Thursday, January 10 to determine the school winner. The MCMS champion will represent our school at the regional geography competition to be held later in February. At this competition our champion will go up against middle school students from the surrounding area schools. The regional winners then go on to the state competition where the state geography champion will be crowned. We hope to continue our tradition of having a Maranacook Middle School student represent our region at the state competition. Good luck to all of the competitors and a huge thank you to Dan Holman for organizing this event!

Middle School Music Program is flourishing

Under the direction of our new music teacher, Adam Scarpone, our music program is growing by leaps and bounds! Anyone who attended the annual holiday concert will know what I mean!! The number of students involved in the various aspects of music here at the middle school is remarkable and the quality of the performance of the band, chorus, small group ensembles and individual students was phenomenal. In addition to the winter concert, the groups also performed for the student body during lunch for two days before vacation. The support that was given to these groups by the rest of their classmates during this time was a real testament to the work they have done under Adam's direction. It was also a wonderful experience to have Adam and Drew Albert, HS music director, working together to bring us The Sound of Music this fall. To have middle and high school students working as one to put this performance together was inspiring to all of us! We look forward to working more closely with the high school in many different ways in the future!

Once again, I would like to invite all of you to come visit us at MCMS and see for yourself all of the wonderful learning experiences that are happening here at our school.



MARANACOOK COMMUNITY HIGH SCHOOL

8a.

RSU#38

2250 Millard Harrison Drive

Readfield, Maine 04355

Office (207)685-4923

Fax (207)685-9597

Dwayne Conway, Principal
Al MacGregor, Student Services Director

Steve DeAngelis, Dean of Students
Pat Stanton, Dean of Students

School Board Report 1/01/14

On Monday December 16,th we held our academic awards presentation, in the student center. The National Honor Society conducted this presentation, which was lead by Ms. Weisberger. Roughly one-third of eligible students received either an academic letter, bronze or silver pin. Dr. Wolfrom opened the event and Peter Geiger, of Geiger Brothers, in Lewiston, gave the keynote speech. The awards ceremony was a great success. One of my goals, as the principal, is to have more school-wide celebrations, such as this, so that the community and student body are aware of what's being achieved at Maranacook Community High School.

My hope is that the winter sports awards will be held in the gym with all winter sports in attendance. Typically, for seasonal sports awards, each team holds an individual awards night. The drawback to this is community members typically only follow the sport their child is playing. There are great things happening in all our activities and it would benefit the students to be recognized in front of their peers, in different sports, and the community, as a whole.

Starting in March 2014, juniors who received a 40 or below in any section of the October 2013 administration of the PSAT, will be given an opportunity to prepare for the May 2014 SAT in the high school's new learning lab. Students will log on to their "My College Quick Start" site and will complete the "My Study Plan" section. My Study Plan allows students to review the questions they got wrong on the PSAT. This is one of the many interventions we are starting in the second semester of this year.

Respectfully submitted,
Dwayne Conway

Enrollment as of 1/01/14
Freshmen-95 same as last report,
Sophomore-117 same as last report
Juniors-100 +1 from last report
Seniors-101 + 1 from last report

A Caring School Community Dedicated To Excellence

**WARRANT ARTICLE RECONCILIATION
REGIONAL SCHOOL UNIT NO. 38
2013-2014
December 30, 2013**

<u>DESCRIPTION</u>	<u>APPROVED</u>	<u>10/2/2013 TRANSFER</u>	<u>ADJUSTED</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>REMAINING</u>	<u>% REMAIN</u>
Regular Instruction	6,678,656.00	(70,281.00)	6,608,375.00	3,222,694.59	42,596.73	3,343,083.68	50.06%
Special Education	1,953,987.00	29,481.00	1,983,468.00	864,006.44	0.00	1,119,461.56	57.29%
Career & Technical Educ.	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Instruction	403,384.00	1,967.00	405,351.00	182,031.20	1,920.61	221,399.19	54.89%
Student & Staff Support	1,591,639.00	23,050.00	1,614,689.00	807,694.14	65,728.90	741,265.96	46.57%
System Administration	496,364.00	4,152.00	500,516.00	279,211.55	1,002.11	220,302.34	44.38%
School Administration	840,480.00	11,631.00	852,111.00	440,203.76	2,967.61	408,939.63	48.66%
Transportation	956,127.00	0.00	956,127.00	518,568.46	11,924.01	425,634.53	44.52%
Facilities/Maintenance	1,939,559.00	0.00	1,939,559.00	1,051,080.87	218,359.76	670,118.37	34.55%
Debt Service	758,854.00	0.00	758,854.00	648,556.53	0.00	110,297.47	14.53%
All Other Expenses	105,737.00	0.00	105,737.00	80,713.50	0.00	25,023.50	23.67%
TOTAL BUDGET	15,724,787.00	0.00	15,724,787.00	8,094,761.04	344,499.73	7,285,526.23	46.33%

As of today's date we are optimistic that the overall budget for Regional School Unit No. 38 remains sound as budgeted for fiscal year 2013-2014.

Please do not hesitate to contact me with any questions, comments or suggestions through e-mail at brigitte_williams@maranacook.org or telephone at 685-3336.

1/2/14

8a.

To: RSU #38 Board of Directors
From: **Nancy Harriman**
Re: January 2014 Curriculum Report

What's Happening in Curriculum & Instruction?

A: A LOT! Thanks to the efforts of many including our highly skilled math and literacy coaches, teachers in multiple content areas, and school leaders — teachers and administrators... Fortunately, from what I've observed so far we have a lot of collective expertise to bring to the task of updating curriculum, assessments and instruction to integrate new standards and realize the vision of *"a caring school community dedicated to excellence"* that has been the hallmark of our schools over time.

HOWEVER... Rome was not built in a day — and neither will our comprehensive, coordinated instructional system be completed in one year. Let's take the challenge seriously, put our heads together now to come up with consistent approaches that we can sustain for learners as they progress through that system. While there is not one right answer for how to do it...there is efficiency in using common templates and approaches. Likewise, maintaining good communication and coordinating work among grade spans, schools, and different content areas can result in a system of expectations that can be clearly communicated to students and parents and prevent a lot of frustration down the road.

What is in the works?

Proficiency-based Diplomas

LD 1422, the legislative bill requiring proficiency-based diplomas, is now in law as Maine Department of Education Regulation 132. To earn a diploma *"students must . . . demonstrate proficiency in meeting state standards in all content areas of the learning results and demonstrate proficiency in each of the guiding principles."*

Developing a PreK-12 proficiency-based system to meet the aspirations we have for our students will require a collaborative, collective effort by all — and is an exciting opportunity to integrate a fair, accessible assessment system into our updated curriculum.

However, the first class to meet this requirement is **this year's 8th graders!** So..we will need to build the plane as it flies (something many of us have experienced and are learning to accommodate) and be able to clearly articulate our expectations for those students and their families as they start their pathway through high school.

Curriculum Committee of the School Board

Donna Wolfrom and I met with the Board's Curriculum Committee for the first time on December 11th. We had an opportunity to review the policy, guidelines for boards in overseeing curriculum from the Maine School Boards' Association, and some samples of work in progress. The Board members present seem very interested in updating curriculum based on new standards and the transition to a proficiency based assessment system. They reminded us of the importance of involving and informing families as the transition is made.

Curriculum Development Process

The Curriculum, Assessment & Instruction process depicted on the next page will guide our work in RSU 38. It has been developed collaboratively with multiple levels of review and revision since August. It is based on research on best practices and adapted from Ainsworth's Rigorous Curriculum Design Alignment Diagram (2010) to fit the context of our district. It reflects a *continuous improvement* approach. The teaching and assessment cycle in the center is the heart of it —the daily interactions of students and teachers - are key to students' progress.

For example, in grades K-5, teachers are in their second year of learning to apply this process by assessing students' knowledge of priority standards prior to teaching each unit in mathematics. Based on their performance teachers choose instructional activities to correct misconceptions, develop deeper understanding of big ideas, and learn efficient strategies. Then they reassess students with end of unit performance tasks or assessments to determine which students still need further instruction in those conceptual areas. Sarah Caban, our mathematics coach, also started working with middle and high school teachers last summer to identify priority standards, design and administer common assessments, and follow a similar process.

Another example is the work Foreign Language Faculty, 6-12, have undertaken. They have chosen the standards set by an internationally recognized organization, ACTFL, and are working on rubrics and common assessments for spoken language to use in each level of classes across languages. Their last step will be to formally document common instructional units. The new technology afforded by the iPads is instrumental in this work!

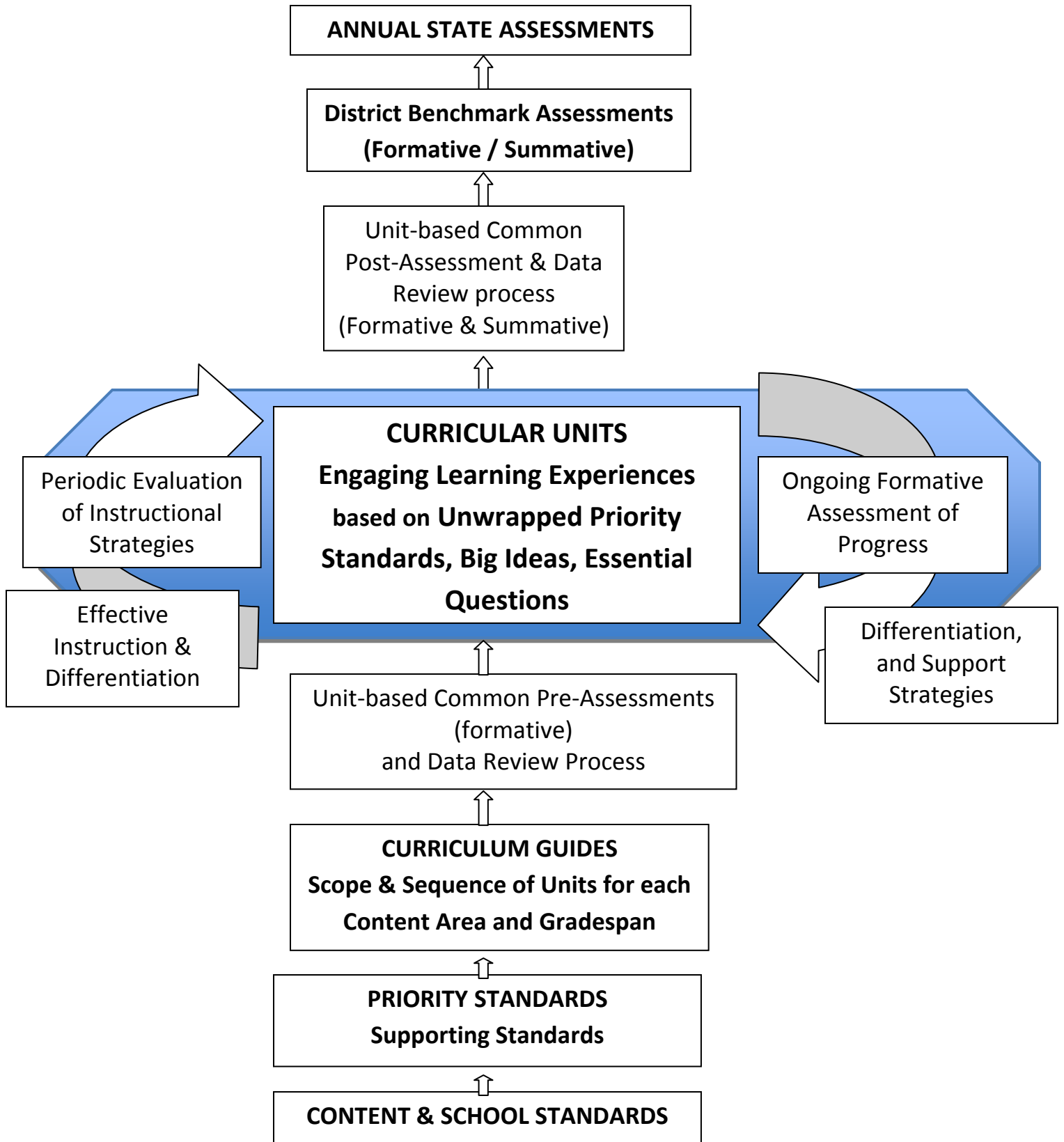
These are only two of many examples of work underway in literacy, science, health and other content areas. We will be turning to Instructional Leader Teams to help develop a practical plan for moving forward in multiple subjects simultaneously in a coordinated way.

Curriculum Templates

We have started to draft Curriculum Guides and Unit plans in some content areas. Using common templates for this work will make it easier to see K-12 progressions. Next we will be drafting guidelines and models for common rubrics and common assessments — for review. The more consistency among these tools the more reliable the ratings can be up through the levels and the simpler the system will be to implement.

Onward and upward...if we do this collectively in a thoughtful, deliberative way, we will not only be able to check off the boxes in state reports, but we will see an increase in students' ownership for their learning and success in meeting more rigorous standards for achievement.

RSU #38 CURRICULUM, INSTRUCTION & ASSESSMENT DESIGN



Adapted from Ainsworth: Rigorous Curriculum Design Alignment Diagram, 2010

Superintendent Report

December 20, 2013

This month we have focused on planning and gearing up for our work towards proficiency based diplomas, specifically around creating a cohesive and consistent district curriculum for identifying priority standards and creating assessments that can be used to show that students have met grade level standards. While we all feel a sense of urgency around this work, it is important that we proceed systematically as a district. Curriculum work for this project will be led by Nancy Harriman, Director of Curriculum, Assessment, and Instruction.

The administrative team and a group of teachers representing elementary, middle, and high school have been meeting to explore data management systems that are available. Such a system will be needed to track student progress towards meeting the proficiency standards as we work to meet the 2018 deadline for awarding proficiency-based diplomas. We have met with three companies and will continue to research available systems. Funding for this system will be through the proficiency based diploma money that was awarded to each district by the state for work in this area.

We have also been working on finalizing the RSU #38 Emergency Management Plan. Art True, from Kennebec Emergency Management Team worked with members of School Emergency Teams in early December to review common procedures and language that is in the process of being implemented. Members were introduced to a new flip chart of procedures which offers immediate instruction should an emergency arise. These flip charts will be provided to all teachers for their classrooms. When the district plan is finalized it will be brought to the Board for approval. Following approval staff at all schools will be trained in the procedures.

In January our food services department will participate in a state audit. Members of the auditing team will visit the schools in our district to determine the extent to which we comply with state and federal regulations. Food Service Director, Jeff Bridges has been working since before the start of the 2013-2014 school year to prepare for this audit and feels that RSU #38 is well prepared for the visit.

The Teacher Evaluation Committee continues to meet in order to design an effective teacher evaluation system. Various elements of systems have been researched, and at the January meeting elements that have been determined to be aligned with the dual purposes of accountability and professional growth will be identified. Future work will be the development of a timeline for the implementation of these elements.

I look forward to a busy and productive 2014 and am confident that RSU #38 is making great strides toward strengthening our caring school community that is dedicated to excellence!

Respectfully submitted,

Donna Wolfrom

CATC Advisory Committee

December 3, 2013

Present: Jim Anastasio, Katie Vose, Ike Dyer, Gary Rosenthal, Jeff Gosselin, Virgil Hammonds, Peter Gagnon, Phil Dow, Gerry Nault, Dwayne Conway

1. Shape Award, Phil Dow, Auto Collision Instructor
CATC is working toward this award given by the Department of Labor. The Shape program gives guidelines for written policies needed for safety. CATC has started with a chemical inventory and getting MSDS sheets in order. The next step will be to get written policies in place. This process will take over a year.
2. Introductions. Pat Hopkins, Deb Couture, Howie Tuttle were all unable to be here. Pat would like draft calendars to be sent to her by e-mail.
3. Cooperative Agreement: Please check over and have appropriate signatures added to the last page. The Director would like the document back at the next meeting on January 28. The Director will send it out electronically.
4. Budget update: looking at a 1% increase in the budget for next year due to inflation costs....food, welding rod, electrical, plumbing supplies. The Director will meet with the Superintendent on Dec. 9 and then the proposed budget will go thru the Board process.
5. Curriculum mapping: CATC is working with the Atlas curriculum mapping software. By the end of the year, each program is projected to have one year of curriculum mapped to our State/National Industry standards.
6. Calendar: Pat will work on a common calendar. Please send your calendar drafts to: phopkins@msad11.org
7. CATC office space relocation: The Superintendent's office will be moving to the current CATC office space, along with the space occupied by SKCDC. The CATC office will be relocated to the former CATC office space. There will be a separate entrance for the Superintendent's office. The Superintendent's office needs to relocate for needed classroom space.
8. Visioning: The Director is working with the CATC staff on the vision for CATC.
9. Items for the next meeting, please let Peter, Virgil or Jim know.
10. Update on Accreditation: NEASC is time consuming and costly. Most tech centers use the State process rather than NEASC. NEASC has a template and holds that template to evaluate schools. Postsecondary survey showed that they do not know if they are schools are accredited, nor do they care. It costs CATC \$67,000 over 10 years to participate in NEASC. The Director feels the State process would be more tailored to CATC. Cony is involved in the Innovative League of Schools. The Augusta School Board will be voting on NEASC accreditation.
11. Next meeting: January 28 at 10:30 a.m.

RSU #38 Curriculum Committee of Board
December 11, 2013
Superintendent's Office
6:00 p.m.

Minutes of Meeting

Present: Steve Hayes, Bonnie Simcock, Donna Wolfrom, Nancy Harriman

1. Elect a chair – the group decided it was not necessary to elect a Chair.
2. Review roles and responsibilities (*Three Areas for Board Focus* document)
3. Review Policy IG and Reports of Work in Progress
 - a. Policy IG – The Committee discussed the policy and board duties pertaining to curriculum from the Maine School Boards Association handbook.
 - b. Penmanship, K-5
 - c. Curriculum, Instruction & Assessment Design process
 - d. Curriculum Guide, Writing K-5
Nancy Harriman updated the group on the handwriting work with the teachers and shared the English, Language Arts, Writing curriculum guide for grades K-2. They also reviewed the RSU 38 Curriculum, Instruction and Assessment design flow chart. The Committee is very interested in updating the curriculum based on new standards and the transition to a proficiency based assessment system. The Board members reiterated the importance of involving and informing families as the transition is made. Presentations will be scheduled at the various schools.
4. Other – the next meeting will be scheduled for February.