

**MSAD #72 Board of Directors
Wednesday, June 10, 2015
Meeting Minutes
Molly Ockett Middle School
7:00 PM**

Call to Order: Bob Steller called the meeting to order at 7:00 and declared a quorum. Bob started off the meeting by welcoming two new Board Members: Christopher Burk, Denmark and Jack Jones, Lovell.

Members Present:

| | |
|-------------------|------------------|
| Burk, Christopher | Ontengco, Julie |
| Card, Linda* | Schasel, Dean |
| Dondero, Mitchell | Shorey, Kathiann |
| Fisher, Sharon* | Snow, Norma |
| Jones, Jack | Spooner, Ed |
| LeBlanc, Sharon* | Steller, Bob |
| Lyman, Kathleen* | Struven, Marie |
| Mattei, Chris | Trumbull, Anne |
| McGrath, Denise* | Weston, Laurie |
| Myrback, Louise | Williams, Jane* |

Administrators

Emily Kirkpatrick
Pat Menzel
Rhonda Poliquin
David Powers
Jay Robinson
Mark Schrader

Members not Present:

Cummings, Laura (Excused) Smethurst, Kevan*

Agenda:

1. **Public Discussion (15-Minute):**

Stephanie LeBlond, Denmark: She is a parent and counselor and spoke in support of Mark Schrader. She has had many interactions with Mark as a parent, coach to her son, and administrator. While she may not always have agreed with Mark she felt she was always treated respectfully by him. She also offered that the concept of advisory groups (families) that was implemented at Snow school this year was a very beneficial thing for students; especially those who may need another adult to talk to.

Amy Saunders, Fryeburg: She is a parent, school counselor and former school counselor at Brownfield Denmark School. She read a letter she had written in support of Mark Schrader. She shared that her experience working at BDES was a good one.

2. **Approval of Minutes from May 13, 2015 and May 27th District Budget Meeting:**

A motion was made to approve the minutes from the May 13, 2015 and May 27th District Budget meeting.

Motion: Norma Snow

Second: Julie Ontengco

Passed
All in favor

3. Communications:

● Letters of Resignation (2)

Jay shared that he had received 2 letters of resignation: one from Nathan Fogg, District-Wide Elementary Art Teacher, and the other from Rhonda Searles, District-Wide Occupational Therapist.

A motion was made to accept the resignations of Nathan Fogg and Rhonda Searles with regret.

Motion: Marie Struven

Second: Julie Ontengco

Passed
All in favor

● Certification Committee Report and Appointments

Jay shared the letter and annual report of the Certification committee (see attached). There are two vacancies for the 2015-2016 school year. The committee recommended Samantha Davis at Molly Ockett Middle School and Ashley Nickerson at Brownfield Denmark School.

A motion was made to accept the certification committee's recommendation for Samantha Davis and Ashley Nickerson to fill the vacancies on the committee.

Motion: Julie Ontengco

Second: Norma Snow

Passed
All in favor

4. Committee Reports:

Finance: Laurie Weston - No Report

Curriculum: Jane Williams - No Report

Transportation: Marie Struven - No Report

Facilities: Dave Powers - No Report.

Policy: Norma Snow reported that the Committee had met this evening and continue to review/revise policies. The Board will vote on policies later in tonight's meeting.

Special Education: Sharon LeBlanc - No Report

Personnel: Norma Snow reported that the Committee has been meeting to work on the PVEA and PVSSA contracts which will be voted on later in tonight's meeting. The committee met tonight to review three new staff members to be hired. The committee agreed the three applicants were qualified for the positions and the Board will vote on the new teacher nominations later in tonight's meeting.

5. Administrative Reports:

None

6. Superintendent's Report:

Jay gave a brief update on the School Construction project. Bids for site work were held and A.J. Coleman and Sons, Inc. will be doing the site work for the project. The good news is the bid came in \$240,000 under budget.

Probationary year 1 to 2 (cont.)

Maranda Drew (CAS Kindergarten Teacher)
Mark Fryover (Grade 8 Science Teacher)
Debra Goldstein (BDES Literacy Teacher)
Jessie Hinson (Occupational Therapist)
Molly Nunan (BDES Grade 2 Classroom Teacher)
Allyson Quinn (NS Grade 4/5 Classroom Teacher)
Becky Terrio (NS Grade 4/5 Classroom Teacher)
Sara Wallace (Elementary Bridge Program Teacher)

A motion was made to approve the Teachers listed above for Probationary year 1 to 2.

Motion: Norma Snow

Second: Chris Mattei

Passed
All in favor

Probationary year 2 to 3

Craig Bryan (District- Wide Instrumental Music/Chorus Teacher)
Carolyn Findeisen (Grade 8 Math Teacher)
Christina Zahn (District-Wide Elementary Music Teacher)

A motion was made to approve the Teachers listed above for Probationary year 2 to 3.

Motion: Norma Snow

Second: Laurie Weston

Passed
All in favor

1st Year Continuing Contract

Cheryl Baker (Special Services Consulting Teacher)
Dylan Ney (Grade 8 Social Studies Teacher)

A motion was made to approve the Teachers listed above for 1st Year Continuing Contract.

Motion: Norma Snow

Second: Laurie Weston

Passed
All in favor

- Approval of New Teacher nominations for 2015-2016 School Year
Jay nominated and the Personnel Committee recommended the following new teachers for the 2015-2016 School Year:

Amy Farrar (School Guidance Counselor, C.A. Snow School)
Alexandra Fleming (Grade 5 Classroom Teacher, C.A. Snow School)
April Noel (Grade 5 Classroom Teacher, C. A. Snow School)

A motion was made to approve the new teacher nominations listed above for the 2015-2016 school year.

Motion: Norma Snow

Second: Laurie Weston

Passed
All in favor

- Superintendent Authorization for Summer Hiring

A motion was made to authorize Superintendent, Jay Robinson, to hire as needed throughout the summer.

Motion: Norma Snow

Second: Kathiann Shorey

Passed
All in favor

10. Public Discussion: (15 Minutes)

Note: Discussions/questions should pertain to items discussed at this meeting.

In order not to hold up people who might want to make a comment, the Board held Public Discussion prior to entering into multiple Executive Sessions.

Daymond Steer, Conway Sun Reporter: He asked where we are at with the building project. Jay responded that we are a little behind schedule due to unforeseen issues, but that site work should begin in the next two weeks and we feel confident that the project will be completed on schedule.

11. Unfinished Business

- Executive Session to Discuss PVEA contract under 1 M.R.S.A. 405(6)(D)
A motion was made to enter Executive Session to discuss the PVEA contract under 1 M.R.S.A 405(6) (D).

Motion: Norma Snow

Second: Marie Struven

Passed
All in favor

The Board entered Executive Session at 7:40

A motion was made to leave Executive Session to discuss the PVEA contract under 1 M.R.S.A 405(6) (D).

Motion: Ed Spooner

Second: Laurie Weston

Passed
All in favor

Executive Session ended at 7:47

- Vote on PVEA Contract

A motion was made to approve the PVEA contract

Motion: Norma Snow

Second: Ed Spooner

Passed
All in favor

- Executive Session to Discuss PVSSA contract under 1 M.R.S.A. 405(6)(D)
A motion was made to enter Executive Session to discuss the PVSSA contract under 1 M.R.S.A 405(6) (D).

Motion: Norma Snow

Second: Ed Spooner

Passed
All in favor

The Board entered Executive Session at 7:49

A motion was made to leave Executive Session to discuss the PVSSA contract under 1 M.R.S.A 405(6) (D).

Motion: Ed Spooner

Second: Norma Snow

Passed
All in favor

Executive Session ended at 7:52

- Vote on PVSSA Contract

A motion was made to approve the PVSSA contract.

Motion: Norma Snow

Second: Dean Schasel

Passed
All in favor

- Executive Session to Discuss Personnel Matter Under 1 M.R.S.A. 405(6)(A)

A motion was made to enter Executive Session to discuss a Personnel matter under 1 M.R.S.A 405(6) (A).

Motion: Norma Snow

Second: Chris Mattei

Passed
All in favor

The Board entered Executive Session at 7:54

A motion was made to leave Executive Session to discuss a Personnel matter under 1 M.R.S.A 405(6) (A).

Motion: Ed Spooner

Second: Norma Snow

Passed
All in favor

Executive Session ended at 8:32.

11. Agenda Planning/Adjournment:

Next Meeting: July 8, 2015

Board Workshop @ 5:30 prior to Regular Board Meeting

A motion was made to adjourn the meeting.

Motion: Ed Spooner

Second: Norma Snow

Passed
All in favor

Meeting adjourned at 8:33.

Respectfully Submitted,



Heather Sheehan
Recording Secretary

MSAD #72 TEACHER CERTIFICATION COMMITTEE

ANNUAL REPORT 2014-15

May 27, 2015

Dear Mr. Robinson,

Please accept the following report of accomplishments of the Teacher Certification Committee for the 2014-15 school year.

The Certification Committee met 8 times beginning in September and ending in May.

The Committee appointed Mentors, approved teacher action plans, and reviewed progress through logs and observations for first year / new provisional/transitional teachers:

Prov: E. Avery ♦ M Drew ♦ N Fogg ♦ D Goldstein ♦ K Hatfield ♦ M Nunan ♦ A Quinn ♦ R Terrio
♦ S Wallace ♦ Tran: M Bell

The Committee reviewed observations, logs, and final teacher action plans from mentors for the second year Provisional teachers:

Carolyn Findeisen Christina Zahn

Tina Littlefield has completed our first Master Teacher renewal through the new process in alignment with National Board of Professional Teaching Standards.

The Committee reviewed Renewal Plans and verified the documentation requirements that were submitted for teachers whose certificates expire in 2015.

Teachers with expirations 2016 - 2017 have completed their Teacher Action Plans.

Resignations from Laura Naughton and Joseph Ferigno created a vacancy representing Snow School, and opened the position of chairperson. Karole Clark will become chairperson and Melissa Albert will fill the Snow School representative position. We have put forward a recommendation for the Board for Samantha Davis at Molly Ockett School and Ashley Nickerson at Brownfield-Denmark School.

As required by the DOE Certification, Karen Johnson is appointed alternate signer for renewal documentation.

The 2015-2016 representation is:

Karole Clark, Chair

Melissa Albert- Snow

Karen Johnson - New Suncook

Ashley Nickerson - Brownfield-Denmark

Samantha Davis - MOMS

Pat Menzel, Administrator

Respectfully Submitted,


Joseph Ferigno
Chair

MSAD #72

TO: Jay Robinson

FR: Teacher Certification Committee

Joe Ferigno, Chair

DA: May 27, 2015

RE: Nominations for Certification Committee Membership

The Certification Committee has received interest in serving on the Certification Committee to fill vacancies from:

Susan Whalen, Samantha Davis, Ashley Nickerson

Melissa Albert, current committee member, will replace Laura Naughton as Snow School Representative. Karole Clark will become chairperson, leaving an opening at Molly Ockett.

Our nominations to be presented to the Board of Directors for approval at the June Board meeting are:

Ashley Nickerson as the vacancy replacement for Brownfield-Denmark School and Samantha Davis as replacement at Molly Ockett.

Administrative Evaluation

Educator Effectiveness Legislation: LD 1858 – An Act to Ensure Effective Teaching and School Leadership (April 2012)

- Teachers:
 - Standards of Practice
 - Multiple Measures of Effectiveness (Professional Practice and Student Growth Mandatory)
 - Rating Scale with 4 Levels of Effectiveness

- Administrators:
 - All school leaders will be evaluated annually.
 - All school leaders will engage in some form of peer review.
 - All school leaders will receive a formative evaluation by December and a summative evaluation by June of each academic year.
 - Multiple methods will be used to gather evidence on leader performance.

2014-2015

- Pilot Year for teacher volunteers
- Administrators developed Professional Goals and School Improvement Plans
- Staff received training on a “System Overview” and establishing Professional-Growth Goals”
- The Steering Committee continued to meet to provide guidance and oversight for the system

2015-2016

- All teachers will develop one Student Learning Objective (SLO)
- All teachers will develop professional-growth goals.
- Teachers will work within cohorts made up of their peers to provide ongoing dialog and feedback about the work.
- Students will be surveyed to provide feedback on all teachers in grades 3-8 that will inform professional-growth goals.

2015-2016

- Administrators will develop professional-growth goals
- Administrators will develop School Improvement Plans (SIP)
- Administrators will lead development of data-driven student achievement goals
- Staff and Parents will provide feedback via Survey

The Principal Evaluation System

- Administrators and the Steering Committee made the determination to go with the Maine Principals' Association model.
- The model consists of six domains that span the gamut of administrative responsibilities.
- At the end of the year, an overall score is given reflecting one of four designations.

Domain 1: Professional Growth and Learning

- This domain focuses on the degree to which the principal has followed through on a professional growth and learning plan to improve his or her practice.
- Standards:
 - The principal develops a professional growth and learning plan to improve practice.
 - The principal engages in activities to improve professional practice and monitors the extent to which these activities enhance personal leadership skills and the staff's confidence about his or her ability to lead.
 - The principal demonstrates self-awareness, reflective practice, transparency, and ethical behavior.

Domain 2: Student Growth and Achievement

- This domain measures the principal's ability to ensure that data-driven student achievement goals are established, monitored, and revised on a regular basis.
- Standards:
 - The principal collects and analyzes data and information utilizing assessment and accountability standards.
 - The principal ensures that clear and measurable school goals are established and focus on improving student achievement.
 - The principal ensures that there is a consistent process to establish clear and measurable goals focused on improving individual student achievement.
 - The principal ensures that programs and practices are in place to provide instructional interventions as indicated by individual student data.

Domain 3: School Planning and Progress

- This domain focuses on the principal's ability to **manage school planning processes for achieving school improvement goals and ensuring quality implementation of programs and services**. It includes developing, implementing, and monitoring a school improvement plan (SIP).
- Standards:
 - The principal collects and uses data to identify school improvement goals, assess organizational effectiveness, and promotes organizational learning.
 - The principal monitors and evaluates progress and revises school improvement plans.
 - The principal ensures and monitors the implementation of a comprehensive, rigorous, and coherent curricular program.
 - The principal develops the instructional leadership capacity of the staff.

Domain 4: School Culture

- This domain focuses on the principal's ability to **develop and maintain a positive school culture** that includes not only the tone of a school but also school safety, enthusiasm of students and faculty, and level of connectedness with the community.
- Standards:
 - The principal promotes and protects the welfare and safety of students and staff.
 - The principal obtains, allocates, aligns, and effectively utilizes human, fiscal, and technological resources.
 - The principal develops the capacity for distributed leadership.
 - The principal acknowledges the success of the whole school, as well as individuals within the school.

Domain 5: Professional Qualities and Instructional Leadership

- This domain measures a principal's **leadership knowledge, skills, and behavior competencies as seen in daily practice.** These include the ability to lead instruction, build support for the organizational mission and vision, and behave in a professional manner.
- Standards:
 - The principal promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning.
 - The principal supervises instruction.
 - The principal monitors and evaluates the impact of the instructional program.
 - The principal promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

Domain 6: Stakeholder Support and Engagement

- This domain focuses on the **principal's ability to build strong community relationships with stakeholders within and outside the school.** This includes the ability to collaborate and partner with stakeholders and to identify and mobilize community resources for the good of the school program.
- Standards:
 - The principal promotes understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources.
 - The principal builds and sustains positive relationships with families and caregivers.
 - The principal builds and sustains productive relationships with community partners.

Assigning an Evaluation Rating

1. Review all evidence collected.
2. For each of the six domains, determine a rating (Exemplary, Proficient, Basic, Does Not Meet).
3. Assign an overall practice rating.

Evidence

- Professional Growth Goals and Progress
- Self-Reflection
- Documentation of Professional Learning Activities
- Degree to which student and teachers achieve individual student achievement goals.
- Data (Attendance, Behavioral, etc.)
- Survey Results
- Observations
- Stakeholder Participation
- Quality of Teacher Feedback and Support
- Newsletters or School Website Information

Overall Practice Rating

| <i>Exemplary (4)</i> | <i>Proficient (3)</i> | <i>Basic (2)</i> | <i>Does Not Meet (1)</i> |
|--|---|--|---------------------------------------|
| Exemplary on at least 3 standards | At least Proficient on at least 3 standards | At least Basic on at least 4 Standards | Does Not Meet on at least 2 Standards |
| AND | AND | | |
| No rating below Proficient on any Standard | No rating below Basic on any Standard | | |

Overall Rating Continued

- Exemplary or Proficient:

Principals performing at this level will continue to be evaluated annually using this tool.

Proficiency in all six domains will mean an administrator may either hone an area of strength or explore an area outside of one of the domains (i.e. technology).

Overall Rating Continued

- Basic or Does Not Meet:
 - Principals receiving a “basic” or “does not meet” rating in any of the six domains will continue to be evaluated annually using this tool.
 - Principals in this category will complete **a focused professional growth plan** to improve performance.
 - A **monitored growth plan** will identify: the standards to be improved immediately; the goals to be accomplished; the activities that must be undertaken to improve; and the timeline for improving performance.
 - **A principal who receives a score of “basic” or “does not meet” in any one of the six domains for two consecutive years should be considered for immediate release.**

Board’s Role

- Prior to approval from the State, our teacher/ administrative evaluation tool will need Board approval via a formal vote.
- At the next meeting in July, I will share the components of the teacher-evaluation system.