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**SUPERINTENDENT'S MEMO**

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TO:           **PROFICIENCY-BASED STEERING COMMITTEE**  
FROM:       **KATHY GERMANI**  
SUBJECT:    **10/14/14 MINUTES**

**Purpose** - to broaden the K-12 plan and facilitate the implementation of the plan including Board and Community outreach. The members of that team will then be the liaisons back to their building teams.

**Driving Questions:**

1. How will we ensure that every student has an opportunity – and is encouraged – to “exceed the standard?” How will we identify exemplary work?
2. How will we recognize exemplary accomplishments in the areas of learning (content and Habits of Work)?
3. What changes to eligibility policies need to be made
4. How do we accurately and meaningfully report learning? What does our report card/transcript look like?

**MEMBERS PRESENT:**

Becky Brown, Kim Bennett, Sarah Gay, Carrie Stilphen, Julie Lefebvre, Nancy Sparacio, Mary House, Jon Ingram, Heidi Watson, Teri Wark, Ryan Caron, Kathy Germani

**ABSENT:** Megan Welter, Lue Bagley, Ryan Levesque, Suzanne Godin

**Report outs**

1. MESSAGING GROUP
  - A. THE GROUP DISCUSSED HAVING THREE FORUMS NOV, JAN. AND MAY. IT WAS SUGGESTED THAT PEOPLE SIGN UP TO ATTEND. JON SUGGESTED USING “SIGN-UP GENIUS” WHICH ALLOWS YOU TO TRACK SIGN UP-S. THIS WAY YOU CAN COMMUNICATE WITH PEOPLE RIGHT BEFORE TO REMIND THEM OR AFTER TO FOLLOW-UP WITH THEM. YOU CAN ALSO BASE SOME OF YOUR TALKING POINTS ON THE COMPOSITION OF THE AUDIENCE.
    - THE NOV. TOPIC WOULD BE FOCUSED ON ANSWERING THE QUESTION “WHY ARE WE DOING THIS?” (HISTORY OF OUR PROCESS) AND GIVING INFORMATION ABOUT THE RESEARCH BEHIND THE “WHY” AND “BEST PRACTICE”. THEY WOULD COLLECT QUESTIONS WHILE THE PRESENTATION IS BEING DONE AND ANSWER THEM AT THE END. THE GROUP COULD ALSO CREATE AN FAQ SHEET OF THE AUDIENCE QUESTIONS AND SHARE THE FAQ SHEET WITH ALL OF THOSE THAT SIGNED UP.
    - THE JANUARY TOPIC WOULD FOCUS ON “HOW WE ARE COMMUNICATING”. WHAT DID THINGS LOOK LIKE BEFORE THE CHANGE AND WHAT DO THEY LOOK LIKE NOW.

- THE MAY FOCUS WOULD BE ON TEACHER TESTIMONIALS-HOW HAS THIS IMPACTED INSTRUCTION AND WHAT ARE THE POSITIVE RESULTS, PARENT VOICE-HOW HAS IT GONE FOR PARENTS, AND STUDENT VOICE-SO WHAT DOES IT MEAN TO THE STUDENTS, HOW HAS IT CHANGED WHAT THEY KNOW ABOUT THEIR LEARNING.
- B. DURING INTERIM MONTHS THERE WOULD BE COFFEE TALKS POSSIBLY WITH ADMINISTRATORS AND ALSO WITH BOARD MEMBERS.
- C. THE GROUP ALSO TALKED ABOUT CRAFTING 5-7 MESSAGES THAT THE COMMITTEE WANTS OUT THERE. THIS WOULD ALSO ADDRESS WHAT THE “MAJOR MISCONCEPTIONS THAT WE KNOW ARE OUT THERE” AS WELL AS “THE MOST FREQUENTLY ASKED PARENT QUESTIONS”.

2. POLICY GROUP

THE POLICY GROUP WORKED PRIMARILY FROM THE POLICY CRAFTED BY GREAT MAINE SCHOOLS. WE AGREED THAT WE COULD NOT SUPPORT THE INCLUSION OF A CAPSTONE PROJECT NOR COULD WE SUPPORT REQUIRING ALL STUDENTS TO COMPLETE AND SUBMIT AN APPLICATION TO A POST SECONDARY EXPERIENCE.

THE GROUP DID AGREE AFTER INPUT FROM RYAN THAT THERE SHOULD BE A 1 YEAR EDUCATIONAL EXPERIENCE IN FOREIGN LANGUAGE. THERE ARE ELTs THAT SUPPORT THIS AND CURRENTLY THE STATE HAS AGREED THAT LATIN COULD BE CONSIDERED EVEN THOUGH THE ELTs ARE MORE AROUND ORAL COMMUNICATION SKILLS.

THE GROUP DID LIKE THE ABILITY OF THE PRINCIPAL AND SUPERINTENDENT TO MAKE DECISIONS ABOUT TRANSFER STUDENTS, HOME-SCHOOLED STUDENTS, AND STUDENTS RECEIVING SPECIAL EDUCATION SERVICES.

THERE WAS A DISCUSSION ABOUT AWARDING CREDITS AND THE GROUP STEERED AWAY FROM THIS. THE POLICY COMMITTEE WILL WORK ON THE POLICY NEXT MONDAY AND BRING BACK A DRAFT TO THE NEXT PROFICIENCY MEETING.

3. NEXT AGENDA

- A. REVIEW OF THE DRAFT POLICY
- B. FORUM UPDATE