

Membership Manual

2012-2013



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www.westernmec.org



WMEC Members Packet

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Welcome to the WMEC

The Western Maine Educational Collaborative (WMEC) is committed to building a sustainable regional collaborative that meets the needs of the organization while also meeting the needs of the individual members. One way to support individuals, and strive for a degree of “commonness”, is to supply each member with the enclosed packet of information. The enclosed material is updated annually and is intended to provide you with core information about the organization and its members.

Most of these materials, along with much more, can be found on the WMEC web site: www.westernmec.org . This web site contains information that is open to the public as well as information in secure sections that are available only to members. Your member *username* and *password* for these secure sections are being updated and will be sent to you as soon as the system is ready.

For New Members Only

As a new member it is important to the organization that you are confident and comfortable with your WMEC role. In an effort to support you, a veteran member has volunteered to be your WMEC mentor. NAME of SUPERINTENDENT can answer questions, provide guidance and offer general support. Your mentor can be reached at Phone Number; [email](#) address or Street Address.

Insert WMEC Brochure



WMEC 2009 – 2012+ Futures Plan



Adopted November 18, 2009

Mission/Purpose: To build a sustainable regional collaborative that meets the needs of the organization while also meeting the needs of the individual members.

In order to further the Mission, the WMEC **Vision** for the next three to five years is to:

Improve student performance by working together to ensure effective and efficient use of resources (human, fiscal, technological, etc).

Guiding Commitments

In order to ensure success, members of the WMEC commit to:

- Keeping the focus on students, their needs and their performance while ensuring rigor.
- Building a trusting and respectful climate of collegiality and collaboration, recognizing that past practice often supported competition.
- Taking small steps toward our goals and celebrating accomplishments
- Being focused and purposeful while recognizing the need to be flexible and responsive
- Balancing the needs of individual members with the needs of clusters of districts and the entire WMEC organization, supporting mutual benefits
- Being accountable to ourselves, each other and our stakeholders
- Being risk-takers ready to take action
- Continuous improvement, adaptation and collective problem solving
- Keeping the focus on students, their needs and their performance
- Recognizing climate changes within the state and their impact on Collaboratives



I. Governance and Strategic Direction

The Board of Directors/the work of the Executive Director and the Plan for the organization require a balance between clarity/detail and being nimble enough to react and make decisions when necessary. All must buy into the Plan and continuously check the alignment of the actions with the mission. As a non-profit

organization with 501 (c) 3 status WMEC must ensure all legal requirements are met and the bylaws are followed.

Goal: To design and implement organizational structures that support the operation of the Collaborative

Actions:

- Regular board meetings
 - 09-10 – August 12, November 18, January 20, March 24, May 12
- Annual meeting with election of officers; review and input on year end report, etc
- Establish and use committee structure as appropriate
- Participate in overall planning, implementation and monitoring process
- Meet legal requirements of the organization
 - Annual Financial Audit
 - Annual Meeting/Election of Officers (Fall meeting)
- Employ a part time Executive Director

Goal: To allocate time and resources to strategic priorities

Actions:

- Include strategic level work in meeting plans/agendas
 - Review and feedback on Year End Reports
 - Research/Develop next 3-5 year *Futures Plan*
- Use input from an *Advisory Think Tank* charged with providing outside, creative perspectives to the strategic work of the organization.

II.  ***Communication and Community Relations***

In order to make sound decisions required to do the work of the WMEC successfully, there must be a commitment to clear, concise and compelling communication. Informative and meaningful messaging is also necessary to help others appreciate what we do.

Goal: To engage in multifaceted communication strategies that both informs and supports WMEC members and their stakeholders

Actions:

- Maximize use of technology
 - Tandberg System – use for meetings, course delivery across region, etc
 - Regional training on using technology to improve teaching and learning
- Coordinate/facilitate communication among stakeholders
- Keep printed and electronic materials up to date

Goal: To actively promote the goals and activities of the organization

Actions:

- Individually commit to building community relations
- Publish and disseminate, to a variety of stakeholder groups and organizations an electronic ¼ newsletter. The primary audience for the newsletter are school board members and the local communities (August, November, February, May)

III.  **Building Capacity**

In order to achieve the mission of becoming a sustainable organization, members must be responsive to both individual and collective needs. Share ownership, responsibility and commitment must be nurtured and encouraged if a new reality is to emerge.

Goal: To develop the collective ability, skills, knowledge, motivation and resources to act together in order to bring about positive change

Actions:

- Board participation in learning opportunities
- Regularly deal with organizational issues and strategic priorities
- Meeting and/or Board evaluations.

IV.  **Stake Holders**

Stakeholder: "A person who has an interest in the operation and performance of a company." (Webster) The WMEC must work to establish communication channels,

mutual understandings and natural alliances with stakeholders at the local, regional, State and National levels.

Goal: Form strategic alliances in order to achieve goals, improve effectiveness and efficiencies and strengthen connections.

Actions:

- Partner with outside organization on initiatives and opportunities (SPOC Grant; WMMSC Grant; CIPS Academies)
- Commit to ongoing public relations efforts
 - Newspaper articles
 - Presentations as requested (MSBA Fall 09)
- Seek out and establish new partnerships (MANP; UMF Math/RTI; University of Buffalo;
- Work with local, state and national elected officials

V.  *Monitoring Program and Service Delivery*

Meaningful engagement in dealing with strategic issues is paramount to success. The board of directors play a key role in this success by having a clear understanding of programs/services and monitoring their progress in furthering the goals of the organization.

Goal: To provide quality programs and service that meet the ongoing, changing needs of WMEC members

Actions:

- Use information and data to make program/service decisions
 - NWEA; Library Automation; VHS winter check-in
- Continuously evaluate the needs of the organization and clusters of districts (APEX; Powerschool Inform)
- Research, design and when appropriate establish Shared Operation Centers
- Gather information at each Board meeting about areas of potential collaboration deemed appropriate at that time.(ex. Special Education, Legal Services, etc.)

VI.



Accountability

With a commitment to continuous improvement comes the need for data driven decision making systems. These structures, along with celebrations and public sharing of “what we learn” on our journey will keep the focus on achieving the mission/vision.

Goal: Commit to achieving the goals of the organization, including measuring attainment and judging success of those goals (Plan –Do-Study-Act Cycle).

Actions:

- Use measures that include qualitative and quantitative data
 - Training evaluations
 - Board Assessment
- Collect and use measures that include data on efficiency and effectiveness
- Board review of results, including year end reports
- Publish/share information about WMEC results, activities, lessons learned, etc.
 - Summary of recommendations for Appropriations Committee; University of Buffalo report

VII.



Resource Development and Oversight

There must be shared fiscal responsibility for the organization with resources clearly linked to the priorities of the Plan. Success will be achieved only if the organization has the resources it needs to deliver on its mission.

Goal: Create and maintain a sustainable financial infrastructure

Actions:

- Document financial savings and enhanced educational opportunities of WMEC initiatives
- Conduct annual outside audits and share results with Board
- Annually engage in Board level budget approval process
- Board members actively explore and develop new resource generating opportunities for the organization

Goal: Identify, organize and maximize local, State and national resources

Actions:

- Partner with other strategic alliances
- Offer to partner with the MDOE to convene “collaboratives” from across the state to build networks and increase capacity.
- Lobby and campaign with legislature, government, state agencies, etc for support of collaboration.
 - MDOE literacy and technology grant;
 - Legislature – Appropriation Suggestions; legislative breakfast

WMEC one page plan 2009 [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View

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Western Maine Educational Collaborative Futures Plan 2009

Mission/Purpose: *To build a sustainable regional collaborative that meets the needs of the organization while also meeting the needs of the individual members.*

Governance and Strategic Direction: To design and implement org. structures that support the operation of the WMEC. To allocate time and resources to strategic priorities.

Communication and Community Relations: To engage in multifaceted communication strategies that both inform and support WMEC members and their Stakeholders. To actively promote the goals and activities of the organization

Accountability: Commit to achieving the goals of the organization, including measuring attainment and judging success of those goals.

Monitoring Program and Service Delivery: To provide quality programs and services to meet the ongoing, changing needs of WMEC members.

Building Capacity: To develop the collective ability, skills, knowledge, motivation and resources to act together in order to bring about positive change.

Vision: To Improve student performance by working together to ensure effective and efficient use of resources (human, fiscal, tech, etc.)

Resources Development and Oversight: Create and maintain a stable financial infrastructure. Identify, organize and maximize local, State and national resources.

Stakeholders: Form strategic alliances in order to achieve goals, improve effectiveness and efficiencies and strengthen connections.

11/18/09

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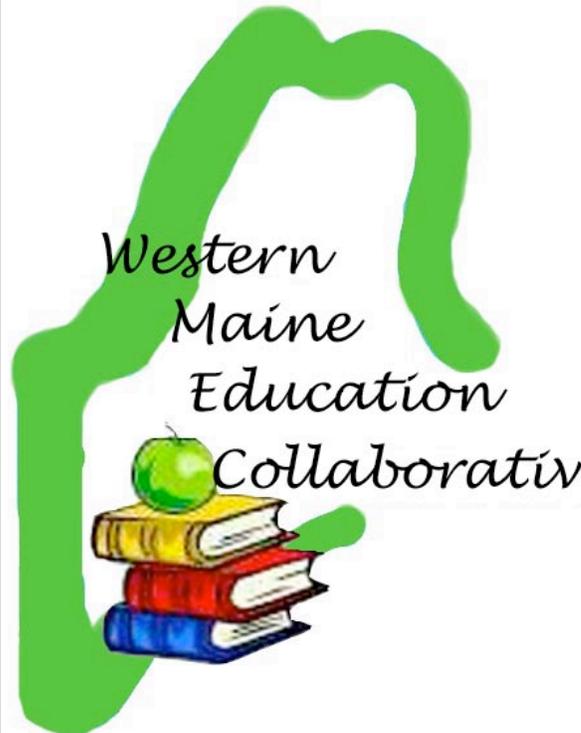
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WMEC Legal Documents are not available in electronic format.

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Western Maine Education Collaborative



The Western Maine Education Collaborative (WMEC) is a non-profit organization with membership from eleven school systems committed to building a sustainable regional collaborative that meets the needs of both the individual members and the organization. By working together WMEC members, business, and community partners strive to improve student performance through effective and efficient use of human, fiscal and technological resources.

The 2012-2013 Member Districts are:
Lisbon School Department; AOS 97; Mt Blue RSD; RSU4; RSU 10; RSU 38; RSU 44; RSU 58; RSU 73; RSU 74; RSU 78

NOTE: Some portions
of this web site are
password protected
and available to
WMEC members
only.

Contact:

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WMEC Executive
Director

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WMEC Executive Officers

WMEC Executive Officers are elected each year at the annual fall meeting. The 2011-2012 slate of officers is:

President	Brian Foster
Vice President	James Hodgkin
Treasurer	Michael Cormier
Secretary	Rick Green

A new slate of officers will be elected on 10/10/12

WMEC Board action (5/17/07) determined that the officer election protocol would be:

VP becomes President

Treasurer becomes VP

Secretary becomes Treasurer

Election of Secretary

WMEC MEMBER DISTRICTS 2012-2013

Lisbon

Rick Green – 19 Gartley Street, Lisbon, ME 04250

Phone: 353-6711 Fax: 353-3032 Email: rgreen@lisbonschools.org

Website: www.sad58.k12.me.us

Schools in this unit

Lisbon Community School
Lisbon High School
Phillip W Sugg Middle School

AOS 97 Winthrop/Fayette School Department

Gary Rosenthal– 17 A Highland Ave, Winthrop 04364

Phone: 377-2296 Fax: 377-3915 Email: groenthal@winthropschools.org Website: www.winthropk12.org

Schools in this unit:

Winthrop Grade School
Winthrop High School
Winthrop Middle School

Fayette Central School

Mt Blue RSD (SAD 9)

Michael R. Cormier – 115 Learning Lane, Farmington 04938

Phone: 778-6571 Fax: 778-4160 Email: mcormier@mtbluersd.org Website: www.mtbluersd.org

Schools in this unit:

Academy Hill School
Cape Cod Hill Elementary School
Cascade Brook School
Foster Reg Applied Tech Ctr
Gerald D Cushing School
Mt. Blue High School
Mt. Blue Middle School
W G Mallett School
Weld Elementary School

RSU 4 (Litchfield)

James Hodgkin – 971 Gardiner Rd, Wales, ME 04280

Phone: 375-4273 Fax: 375-2522 Email: james.hodgkin@rsu4.org website: www.rsu4.org

Schools in this unit:

Sabattus Primary
Sabattus Central School
Libby-Tozier School

Wales Central School
Carrie Ricker Middle School
Oak Hill High School

RSU 10

Thomas Ward Ed. D. – **33 Nash Street, Dixfield 04224**
Phone: 562-7254 Fax: 562-7059 Email: tward@rsu10.org
Website: www.rsu10.org

Schools in this unit:

Dirigo High School
Dixfield Elementary School
Peru Elementary School
T W Kelly Dirigo Middle School

Meroby Elementary School
Mountain Valley High School
Mountain Valley Middle School
Pennacook Lrn Ctr at Virginia School
Rumford Elementary
Hanover School Department

Buckfield Jr. – Sr. High School

Hartford-Sumner Elementary School

RSU 38 (Maranacook)

Donna Wolfrom – **44 Millard Harris Drive, Readfield 04355**
Phone: 685-3336 Fax: 685-4703 Email: donna_wolfrom@mranacook.org website:
www.u42.maranacook.org

Schools in this unit:

Manchester Elementary School
Mt Vernon Elementary School
Maranacook Community High School
Maranacook Community Middle School
Readfield Elementary School

Wayne Elementary School

RSU 44 (SAD 44)

David Murphy Ed. D. – **21 Philbrook Street, Bethel 04217**
Phone: 824-2185 Fax: 824-2725 Email: murphyd@sad44.org
Website: www.sad44.org

Schools in this unit:

Andover Elementary School
Crescent Park School
Telstar High School
Telstar Middle School
Woodstock School

Gilead School Department
Upton School Department

RSU 58 (Kingfield)

Brenda Stevens – 1401 Rangeley Road, Phillips, ME 04966

Phone: 639-2086 Fax: 639-4139 Email: bstevens@msad58.org website: www.sad58.k12.me.us

Schools in this unit:

Kingfield Elementary School
Mt Abram Regional High School
Phillips Elementary School
Statton Elementary School
Strong Elementary

RSU 73 (Jay/Livermore)

Robert Wall 9 Cedar Street, Livermore Falls 04254

Phone: 897-6722 Fax: 897-2362 Email: rwall@rsu73.org Website: www.rsu73.org

Schools in this unit:

Livermore Elementary School
Livermore Falls High School
Livermore Falls Middle School
Jay Elementary School
Jay High School
Jay Middle School

RSU 74 (North Anson)

Kenneth Coville – PO Box 360, Anson, ME 04911-0360

Phone: 635-2727 Fax: 635-3599 Email: kcoville@msad74.org website: www.sad74.k12.me.us

Schools in this unit:

Carrabec Community School

Carrabec High School

Garret Schenck School

Embden Elementary School

Solon Elementary School

RSU 78 (Rangeley)

Brian Foster – 43 Mendolia Road, Rangeley 04970

Phone: 864-3313 Fax: 864-2451 Email: bfoster@rlrs.org website: www.rlrs.org

Schools in this unit:

Lincoln Plt School Department
Magalloway Plt School Department
Rangeley Plt School Department
Rangeley School Department
Sandy River Plt School Department

WMEC Executive Director

Job Description

Job Summary: Executive Director is responsible to and is evaluated by the Board of Directors and works at the direction of the WMEC President. The position guides and supports the building of a self-sustaining regional collaborative that meets the needs of the organization while also recognizing/meeting the needs of each individual partner. It is the goal of the WMEC to improve student performance by working together to ensure effective and efficient use of resources.

Duties and Responsibilities – The Executive Director will:

- Provide vision and leadership in developing and furthering the WMEC goals and strategic plan as authorized by the Board of Directors.
- Represent and advocate for the WMEC at the local, regional, State and national levels.
- Communicate and promote WMEC goals and activities among internal and external partner members through a variety of means (newsletters, web sites, brochures, etc); promote and market WMEC programs and services among nonmembers as authorized.
- Analyze data and evaluate progress toward goals; report findings and make recommendations to the Board of Directors.
- Serve as liaison to other partnerships/programs/organizations that focus on improving student performance and the goals of the WMEC.
- Oversee development of databases and other record keeping activities designed to implement and evaluate the effectiveness of the strategic plan and progress toward the goals.
- Manage all aspects of the WMEC Board Meetings and, in consultation with the Executive Committee develop the agenda for the meetings.
- Provide leadership, which supports the Board of Directors in the development and implementation structures/procedures/practices of the WMEC including governance, organizational, professional development and financial plans (etc.), and carry out the plans and policies authorized by the board.
- Provide focus for the organization, act as a broker for programs and services, prioritize the work to ensure equity and overall fairness across the Collaborative
- Oversee the preparation of the organizational budget and see that the organization operates within budget guidelines.

Knowledge, Skills and Abilities - The Executive Director has:

- Local, Regional and State perspectives
- High-level written and oral communication skills; interpersonal, organizational and collaborative skills.
- Knowledge of Systems Change theories and implementation strategies – including ability to execute a strategic plan
- Strong leadership skills; self directed/independent work skills; can plan, develop, and coordinate multiple initiatives; can problem solve and make sound decisions
- Ability to apply the principles of Action Research Cycles
- Ability to work effectively with a variety of organizations and individuals of diverse perspectives
- Good listening skills, inspiring confidence and trust and is open to ideals of others.
- Knowledge of the unique characteristics of partnerships/collaboratives
- Ability to maximize the methods and tools of technology.



WMEC Board of Directors



Meeting Dates 2012-2013

August 21	UMF Ed Building	2:00-4:30
October 10	Auburn Supers Office - noonish - after the WMSA monthly meeting –lunch ordered in	
January 16	MT Blue Campus	4:00-6:30 dinner (complements of the Culinary Arts Program)
April 3	via Tandberg	4:00-6:30
June 5	Location TBD	4:00-6:30

WMEC Happenings Newsletters are distributed electronically four times a year.