

# School Administrative District Eight

22 Arcola Lane  
Vinalhaven, ME 04863

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October 17, 2014

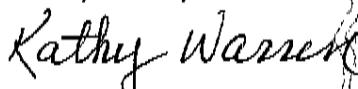
Bruce Mailloux  
Superintendent of Schools MSAD#8  
22 Arcola Lane  
Vinalhaven, Maine 04863

Dear Ms. Doiron,

Please find attached the Proficiency Based Diploma Extension application and pages of evidence for MSAD# 8 Vinalhaven. Please feel free to contact Superintendent Mailloux if there are any questions or follow up required.

You may also contact me at if there is anything amiss with the pdf or if there is some other issue I may help resolve.

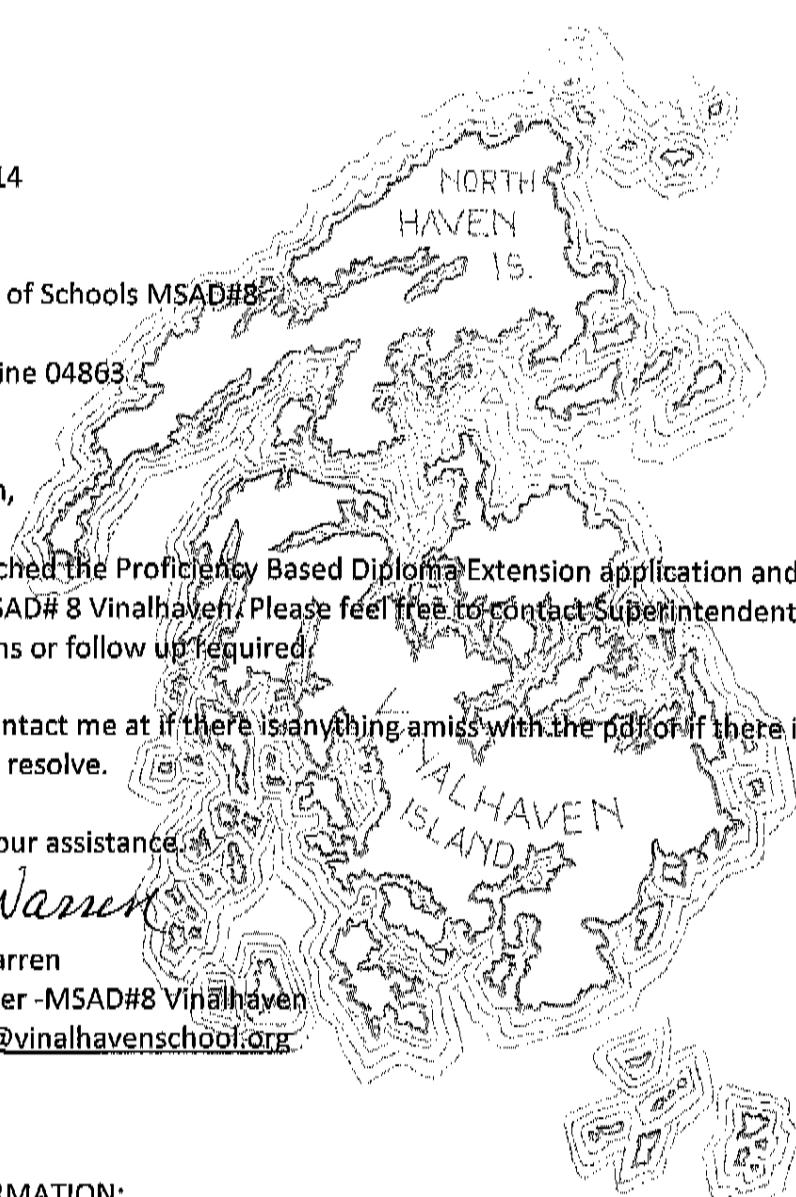
Thank you for your assistance.



Katherine JH Warren  
Business Manager -MSAD#8 Vinalhaven  
Email: [kwarren@vinalhavenschool.org](mailto:kwarren@vinalhavenschool.org)

### CONTACT INFORMATION:

Bruce Mailloux  
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School Administrative Units (SAUs) award diplomas. The Maine Department of Education's role is to ensure that SAUs base the awarding of a diploma on student proficiency for students graduating after January 1, 2018. The following Proficiency-Based Diploma Extension application is intended to provide the Department and the school administrative unit with evidence of a good fit between the district's current progress and their extension request.

#### **Directions for submitting an extension application**

1. Complete the document and provide evidence to support the responses. Our intent is to keep the process streamlined and reasonable and have therefore set word limits of 1000 words for each section in the application and request that districts submit a total of no more than 25 pages of evidence.
2. Convert the extension application document and all pages of evidence to a PDF format and fax your complete application to Diana Doiron at the following fax number: 1-877-227-9838.

**Note:** Extension applications that are incomplete or lack sufficient evidence will receive feedback requesting additional information. Our plan is to process all submissions within a month of the submittal window. This plan is dependent on the number of submissions received per submittal deadline.

## Proficiency-Based Diploma Extension Option 6

At the time of the extension application the SAU will:

- Provide evidence of the SAU's greatest strength and its greatest challenge as it transitions to awarding diplomas based on proficiency in the standards of all 8 content areas and the standards of the Guiding Principles.
- Provide a multi-year implementation plan indicating quarterly benchmarks for 2014-2015 and annual benchmarks for each year for which the extension is requested that outline the steps the SAU will take to ensure that students graduating after July 1, 2020 will be awarded a diploma based on proficiency in the standards of the eight content areas and the standards of the Guiding Principles.
- Include a budget for the use of all existing targeted proficiency-based diploma transition funds during 2014-2015 and any 2013-2014 funds that were carried over to support the implementation of proficiency-based diplomas

LIMIT RESPONSES TO QUESTIONS TO 1000 WORDS PER QUESTION AND LIMIT TOTAL ATTACHED EVIDENCE TO 25 PAGES

### Submittal Window

1. Indicate the submitting date.

August 18, 2014, 5 pm  September 17, 2014, 5 pm  October 18, 2014, 5 pm

### Superintendents Region

2. Indicate the superintendent region in which your SAU is a member.

Aroostook	
Cumberland	
Hancock	
Kennebec Valley	
Midcoast	x
Penquis	
Washington	

Western Maine	
York	

3. **School Administrative Unit: MSAD #8**
4. **High School(s): Vinalhaven High School**
5. **Name and title of person completing the extension request:**  
Bruce Mailloux , Superintendent
6. **Superintendent's name, address, phone number and email:**  
Bruce Mailloux  
22 Arcola Lane  
Vinalhaven, Maine 04863  
  
863-4800      bmailloux@vinalhavenschool.org

### **Evidence of Preparedness**

7. **Describe the SAU's greatest strength and its greatest challenge as it builds capacity and builds infrastructures to award diplomas based on proficiency in the standards of all 8 content areas and the standards of the Guiding Principles. Limit your description to 1000 words (approximately 2 pages single spaced or four pages double spaced) and attach evidence to support your description referencing the name of the document(s) and specific page(s).**

#### **Criteria:**

- **Clear description of the SAU's greatest strength and greatest challenge in transitioning to awarding a proficiency-based diploma**
- **Clear connection between evidence and description of the greatest strength and greatest challenge**
- **Clear alignment to extension option**

Vinalhaven school is a small rural school comprised of 180, pre-K -12 students and a teaching staff of 23 with 12 supporting staff. In the past five years many members of the staff have attended various standards based/proficiency diploma workshops, presentations, visited schools in Searsport, Sydney, and Gray-New Gloucester, participated in a day long in-service that included a webinar from GSP and detailed discussion about high school graduation standards. Three of our staff attended the "Jump Rope" presentation in Portland to learn more about how schools are addressing Standards Based accountability.

Last year we committed funds to hire a "guide" to get started the formal process of moving to a proficiency based diploma system. The person retained was very interested and anxious to take on this project, but by November realized it was much more than

she had thought and resigned from the position. We then pursued an organization that is supporting schools all over the State and contracted with them to start again with a full in-service day in August and the use of all in-service days for the 2014-2015 school year. This promising approach failed to materialize when our consultant suddenly had a scheduling conflict two days prior to the full in-service day. Additional details came to light that gave us cause to cancel the contract with that company. We are currently working with four other school districts that have been very willing to share their experiences and have been extremely helpful in getting us started.

Our staff is ready to go and three members of the high school team are already aligning standards and utilizing standards based instruction techniques in their classroom. They are doing this work based on what they have observed and researched without the direction usually provided by a school wide approach. They are anxious, they are ready to go, and they need some direction.

Our greatest challenge will be to find the time to work through all the materials and create the model that works for Vinalhaven School. This is an educationally traditional community, and change come with resistance. Our greatest asset is the fact that we are a small staff and, because we can work as a group, we are able to work effectively and quickly.

#### **Multi-year Implementation Plan**

- 8. Provide a description of the multi-year plan to meet the goal of awarding diplomas based on proficiency in the standards 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. Limit your description to 1000 words (approximately 2 pages single spaced or four pages double spaced) and attach evidence to support your description referencing the name of the document(s) and specific page(s).**

#### **Criteria:**

- **Multi-year plan is aligned with the SAU shared vision 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**

**Vinalhaven's Timeline Towards Proficiency  
2014-2015**

October	November	December	January
<ul style="list-style-type: none"> <li>• Introduce timeline</li> <li>• Discuss reviewing standards and performance indicators</li> </ul>	<ul style="list-style-type: none"> <li>• Identify standards</li> <li>• Align curriculum with performance indicators</li> <li>• Explore data/reporting platforms</li> <li>• Introduce common vocabulary to faculty</li> <li>• Develop system of interventions K-12</li> </ul>	<ul style="list-style-type: none"> <li>• Align curriculum with performance indicators</li> <li>• Explore data/reporting platforms</li> <li>• Draft policy for January consideration</li> <li>• Develop common K-12 rubrics</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct parent forum</li> <li>• Develop common K-12 rubrics</li> <li>• Develop rubrics and assessments</li> <li>• Incorporate Guiding Principles</li> </ul>
February	March	April	May
<ul style="list-style-type: none"> <li>• Develop common K-12 rubrics</li> <li>• Develop rubrics and assessments</li> <li>• Incorporate Guiding Principles</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct parent forum</li> <li>• Develop common K-12 rubrics</li> <li>• Develop rubrics and assessments</li> <li>• Incorporate Guiding Principles</li> <li>• Investigate evidence warehouse options</li> </ul>	<ul style="list-style-type: none"> <li>• Develop common K-12 rubrics</li> <li>• Develop rubrics and assessments</li> <li>• Incorporate Guiding Principles</li> <li>• Pilot at least one unit based on standards</li> <li>• Board discussion on grade 2,5,8 stop gap</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct parent forum</li> <li>• Incorporate Guiding Principles</li> </ul>

Summer

To be determined based on the work accomplished

### System of Supports for Student Learning

9. Describe the system of supports you have in place for secondary school students when proficiency is not demonstrated. Limit your description to 1000 words (approximately 2 pages single spaced or 4 pages double spaced) and attach evidence to support the description referencing the name of the document(s) and specific page(s).

#### Criteria:

- Clear description of the practices/protocols for improving student performance and ensuring feedback is timely, specific to each student and delivered when and where it has the most benefit
- Clear description of practices for regular monitoring of student progress
- Clear description of equity of opportunity for support in any content area and Guiding Principle

Opportunities for students to acquire extra help during the course of the day have been established in the past utilizing a variety of names – study hall, directed study, learning labs, and intervention time. These have been marginally successful at best. In an attempt to make the time more useful for students, the high school has put in place a common time for all students that includes advisory and “intervention time”. During the intervention time, students with privileges may leave and students needing extra help may move between high school classrooms to seek assistance from teachers they need to see. As we move to PBDs, we see intervention time as being required if a student is not meeting a standard and the times being expanded to before and after school as needed. Many of our teachers currently offer help before and after school.

In the middle school, we also have established an “intervention time” but it is not a common time in the current schedule. The goal for next year is to have it be a common time like the high school.

Student progress is monitored on a weekly, sometimes daily, basis. In the past, teachers have referred students in academic trouble to the guidance or principal’s office with the expectation those administrators will contact parents. Parents now have access to our grading module in Infinite Campus, and it will be the responsibility of the teachers to contact parents when students are in academic trouble. Administrators as a go between for early concerns does not provide for positive effective communication.

### Proficiency-Based Diploma Transition Funds

10. Identify the approximate percentage of the 2013-2014 proficiency-based transition funds and how these were applied to proficiency-based education expenditures in the following areas:

- Policy: 0 %

- Practice: 0 %
- Community Engagement: 0 %
- One-year Carry Over: 100 % (\$2771.68)

**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. Limit your description to 1000 words (approximately 2 pages single spaced or 4 pages double spaced). Attach a budget document and limit the budget document to 2 pages.**

**Criteria:**

- Clear description of intended impact for your use of transition funds
- Budget aligns to intended impact

**Estimated PBD Budget for 2014/2015 (\$ 5,498.39 available)**

The initial focus will be on the high school and their work identifying standards and developing assessments that demonstrate proficiency. The high school will work closely with the middle school as they identify standards and, in turn, the middle school will work with the elementary teachers. Throughout the process, the collective staff will meet and make sure we are vertically aligned in our subject areas and standards. Estimated costs are as follows:

CONTENT AREA	ACTIVITY	#TEACHERS	# DAYS	COST
English	std. work / vertical alignment	2	3	\$600.00
Social Studies	std. work / vertical alignment	1	2	\$200.00
Mathematics	std. work / vertical alignment	2	3	\$600.00
Science	std. work / vertical alignment	2	3	\$600.00
World Lang.	std. work / vertical alignment	1	2	\$200.00
Visual & Per.	std. work / vertical alignment	3	3	\$900.00
Career & Ed.	std. work / vertical alignment	1	2	\$200.00
<u>Elementary</u>	<u>std. work / vertical alignment</u>	<u>6</u>	<u>3</u>	<u>\$1800.00</u>
TOTAL				\$5100.00

In-service days and early release days will also be utilized for PBD work and as we move through the standards identification process available times will be used for the development of assessments.

**School Board Vote and Approval of the Extension Request**

**12. Provide the agenda and minutes from your SAU school board meeting reflecting a formal board vote and approval of the extension request. Reference the page numbers that specifically address the board vote and approval of the extension request option.**

The minutes of the October 15, 2014 meeting are attached and the agenda follows:

**MSAD #8 School Board Monthly Meeting****October 15, 2014****Middle School Math Rm.****Warrant Signing 6:00 PM****Business Meeting 6:30 PM**

1. Call to order by Board Chair
2. Approval of minutes for the September 17th meeting
3. Communications
4. Approval of the agenda
5. Questions and comments from the public
6. Principal's report
7. New Business
  - a. Opening of Oil Bids for 2014-2015
  - b. Action on Oil Bid for 2014-2015
  - c. Action on extension request for Proficiency Based Diploma requirement**
  - d. Report on 2103-2014 sabbatical leave – Yvonne Thomas
  - e. Action to approve a cooperative team(s) request with North Haven
  - f. Sabbatical Leave request – Jud Raven
  - g. Playground Committee update
  - h. Discussion and possible action on eligibility change
  - i. Set time for policy committee to discuss Drug and Alcohol policy
  - j. Action on Personnel matters –election of winter coaches
8. Old Business
  - a. Superintendent's Report.
9. Set date and room choice for the November meeting
10. Adjournment

**MSAD #8 School Board Monthly Meeting  
October 15, 2014  
Middle School Math Rm.  
Warrant Signing 6:00 PM  
Business Meeting 6:30 PM**

**In attendance : Annette Cash, Sharon Philbrook, Bruce Philip, Kathi Young, Bruce Mailloux, Kathy Warren, Tim Kane, Ivy Oxtan, Virginia Wadleigh, Mae Applegate, Bryan Feezor, Megan Day, Patience Trainor, Kelsey Byrd, Jud Raven, Kerrie Green, Sarah Baird Forner, Chet Warren, Kris Osgood, Rachel Noyes, Chris DiSalvatore, Ed Conway, Martha Conway, Alan Koenig, Samantha Thompson, Jen Feezor, Ann Osgood, Matt Slivinsky,**

1. Call to order by Board Chair - **meeting called to order at 6:31 by Chair Renee Jones**
2. Approval of minutes for the September 17th meeting - **Motion to approve the minutes of the September 17th meeting as presented Sharon Philbrook, Second Kathie Young 5y**
3. Communications-  
**Follow up on our food service audit will be taking place in early November**  
**Communications from MSMA regarding fall conference, elections and charter schools**
4. Approval of the agenda - **Motion to approve the agenda as amended . Move Principals report to number 5. Add 7k a request by FIEC to set a telephone pole at the bottom of the back path. Deletion of 7d due to scheduling conflict - item will be postponed to November. Renee Jones, Second Annette Cash 5y**
5. Questions and comments from the public- **Annette asked if she could comment about the risks involved in the senior class trip given the recent unrest in the world and issues around the recent disease outbreaks.**  
**No other comments**

6. Principal's report- moved to item 5. Tim reviewed his recent activities learning our policies and procedures and getting to know the staff, students and community. He attended a conference at BBH on the Marzano method of teacher evaluation, he has talked with Bryan and Robb about how and where to begin the pilot process. We had our workshop day last Friday and the staff along with 10 teachers PSAT's today !

7. New Business

a. Opening of Oil Bids for 2014-2015 -

**Vinalhaven Fuel - the bid is fixed price bid for 14-15 at 3.29 per gallon. Alternative Oil - the bid is a constant differential at .23 cents over rack. Today's rack price is 2.65.**

b. Action on Oil Bid for 2014-2015 - Motion to approve for the 14-15 oil bid for the fixed price from Vinalhaven Fuel Bruce Philip, Second Kathie Young 3Y, 2N  
In a question from the floor Martha quoted \$3.28 per gallon as Maritime Oil's average price from April-June. We list our average price for 14-15 to be 3.48 per gallon

c. Action on extension request for Proficiency Based Diploma requirement - Motion to approve submission of the request for a 2 year extension of our compliance with the Maines Proficiency Based Diploma requirement Renee Jones, Second Bruce Philip 5y

d. Report on 2103-2014 sabbatical leave – Yvonne Thomas - tabled to November

e. Action to approve a cooperative team(s) request with North Haven - Motion to approve a request to MPA for cooperative teams with North Haven for the 14-15 school year Annette Cash, Renee Jones 5y

f. Sabbatical Leave request – Jud Raven - Motion to approve Jud Ravens request for a sabbatical for the 15-16 school year. Jud will be traveling with his family around the United States. He will be gathering information for the more current issues social studies based curriculum that will be coming in with Proficiency Based Diplomas. He will also be invigorating his geography knowledge and has plans to interact as much

**as is practicable with Isa and Addie's classes and with the HS Social Studies classes.**

**Motion to approve Jud's sabbatical request for the 15-16 school year. Tabled to the November meeting due to the fact that the FITA Contract states a sabbatical request deadline is December 1st and their may be another teacher who wishes to request a sabbatical and only one may be approved in each school year.**

**g. Playground Committee update - Kerrie Green presented the concept proposal for the new playground.**

**h. Discussion and possible action on eligibility change - Tabled due to the absence of Principal Kane until a special meeting on Wednesday, November 5th at 6:00.**

**i. Set time for policy committee to discuss Drug and Alcohol policy - The board will discuss the Drug and Alcohol policy on Wednesday October 29th at 6:00.**

**j. Action on Personnel matters –election of winter coaches - Motion to approve the Supts nomination of Matt Slivinsky for Varsity Boys basketball, Chris DiSalvatore for MS girls and Pete Farrelly for 5/6 boys Renee Jones, Sharon Philbrook 5y**

**k. FIEC request for phone pole installation - Motion to approve the installation of a utility pole at the bottom of the back path including a guide wire to stabilize it. Renee Jones, Second Bruce Philip 5y**

**8. Old Business**

**a. Superintendent's Report - October 29th & 30th Dan Hupp will be here to continue Amy Yankees work on our math curriculum.**

Annette, Bruce and Bruce continue to work on the softball field issue. He will be communicating with Doug Littlefield by the end of the month.

Bruce will be heading to the MSMA conference next week.

Bruce passed out the brochures for the I LEAD program at the end of November.

The scoreboard chase arrived. It is a multi use board and will be able to be used for baseball/softball season.

Bruce told a story of Tim's successful attendance situation with a student. It was a smile worthy event.

9. Set date and room choice for the November meeting - **Wednesday November 19th at 6:00 & 6:30 in the MS English room**

10. Adjournment - **Motion to adjourn at 8:45 Renee Jones, Second Bruce Philip**

**Option 6 Authorization Page**

Annually, the SAU will host two site visits from the Maine DOE. During the second site visit which must precede June 1, your SAU will provide evidence of progress and will submit an extension renewal request to the Maine DOE by July 1. This request will include:

- classroom visits
- evidence of progress toward quarterly benchmarks for the year
- goals and quarterly benchmarks for continued progress over the next school year toward the awarding of diplomas based on proficiency of the standards of the eight content areas and the standards of the Guiding Principles
- a budget for use of additional proficiency-based diploma transition funds.
- one of the site visits must include a meeting with the members of the SAU School Board to discuss the development and adoption of policies supporting the awarding of proficiency-based diplomas

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:

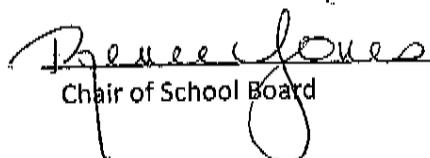
A. Demonstrate that the student engaged in educational experiences relating to English language arts, mathematics and science and technology in each year of the student's secondary schooling;

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 10/15/14  
Date

  
 \_\_\_\_\_  
 Chair of School Board 10/15/2014  
Date