

## 8-12 Transition Advisory Group – Continuing Work Plan

Phase 1 = May 2010 – August 2010

Phase 3 = January 2011 – June 2011

TAG = Transition Advisory Group

Phase 2 = September 2010 – December 2010

Phase 4 = July 2011 - August 2011

GSP = Great School Partnership

POS = Program of Studies

### Phase 1 – Transition Projects & Progress Benchmarks

(May 2010 – August 2010)

Developmental Projects/Benchmarks:	Staff Involved/Work Elements	Timeframe:	Progress Notes & Recommended Adjustment:
<p>1A: Formalization of RSU 13 graduation requirements</p> <p><b>Benchmark:</b> Compete graduation policy with transition steps.</p>	Administrators and RSU 13 Policy Committee	Final adoption anticipated June 2010.	<i>Completed May 6<sup>th</sup> 2010 RSU 13 School Board meeting.</i>
<p>1B: Begin faculty discussions of curriculum &amp; programs – auditing commonalities &amp; differences – soliciting recommendations for 8-12 program of studies.</p> <p><b>Benchmark:</b> Document faculty input regarding 8-12 curriculum &amp; programs - to make available to future working groups.</p>	Existing high school faculties to meet in departmental teams with structured discussions prompts and feedback tool.	May 14, 2010	<p><i>Occurred at RDHS on date anticipated. Initial feedback documented .</i></p> <p><i>Continue this as a structured process model for on-going 8-12 departmental work during available in-service days and departmental meetings throughout the 2010-2011 school year. Short, highly focused meetings – maximize the use of work beyond contract resources &amp; TANDBERG system.</i></p>
<p>1C: Identify <u>transition design team</u> with balanced representation from both HS &amp; 8<sup>th</sup> grade faculty to begin working together during the summer of 2010.</p> <p><b>Benchmark:</b> Articulate a <u>draft</u> program of studies (POS) sequence for grades 8-12 by the end of August 2010.</p>	<p>T. Forti &amp; L. Schooley identify a recruit approx 20 faculty members.</p> <p>Review and solicit input re TAG work plan</p> <p>T. Forti/L. Schooley/N. Guyer sequence work meetings throughout the summer of 2010 via allotted 'work beyond contract' provisions. Great Schools Partnership (GSP) co-facilitation.</p>	<p>By mid-June 2010</p> <p>Work sessions TBD</p> <p>Draft POS ready to share by the end of August 2010.</p>	<p><i>Utilize data &amp; information from May 14<sup>th</sup> departmental meetings to inform POS draft planning.</i></p> <p><b>24 faculty members from GVHS/RDHS met for three half-day work sessions, August 9<sup>th</sup>, 10<sup>th</sup>, &amp; 11<sup>th</sup>. Participants constructed a working draft POS profiling an initial proposal for course sequencing by grade &amp; content area, and then began developing individual course descriptions.</b></p> <p><b>Note: mid-level participation was limited to the non-availability of of faculty. Future POS development will need to emphasize the participation of existing 8<sup>th</sup> grade teams &amp; applicable allied arts personnel.</b></p>



<p>1G: Working draft professional development plan</p> <p><b>Benchmark:</b> PD plan drafted and distributed.</p>	<p>L. Schooley, T. Forti, N. Guyer &amp; C. Kesselheim (GSP)</p> <p>Draft plan for faculty &amp; RSU 13 Curriculum Committee review and input.</p>	<p>Late summer 2010</p>	<p><i>The focus of this plan will identify core PD needs and how they will be addressed within the context of day-to-day work &amp; coordinated with Leadership Team responsibilities – coordination with GSP consultation.</i></p> <p><b>Consultation and planning through the summer months identified the following as the focus for PD efforts within the school year:</b></p> <ul style="list-style-type: none"> <li>• Collaborative 9<sup>th</sup> grade teaming</li> <li>• Differentiating instruction – effective interventions</li> <li>• Unifying grading procedures</li> <li>• Improving the use of one/one technology</li> </ul> <p><b>Continuing PD planning will be the focus of on-going meetings involving both principals, N. Guyer, &amp; C. Kesselheim – with strategies for embedding within the day-to-day work of the schools. Consistent updates to be shared at monthly TAG meetings.</b></p>
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## Phase 2 – Transition Projects & Progress Benchmarks

(September 2010 – December 2010)

Developmental Projects/Benchmarks:	Staff Involved/Work Elements	Timeframe:	Progress Notes & Recommended Adjustments
<p>2A: Joint faculty meeting -</p> <p><b>Benchmark:</b> Joint 8-12 faculty meeting.</p>	<p>Principals share parameters for the work that will take place during the school year. Articulate the foundational elements that will guide program development – grading, tracks, expectations for interventions, etc.</p>	<p>Early September – 2010 &amp; continuing as needed.</p>	<p><b>Principals Schooley &amp; Forti reported on the joint faculty meeting that occurred on Sept. 29<sup>th</sup> at GVHS. Faculty members met in departmental groupings to review and discuss program of studies (POS) work that took place in the summer of 2010 and identify next steps. Faculty expressed a clear preference for continuing 'face-to-face' work sessions for advancing POS work and requested that these occur in half-day sessions supported by substitute coverage.</b></p> <p><b>A schedule of anticipated half-day work sessions will be shared at the Nov. TAG meeting – highlighting strategies for the involvement of mid-level faculty in this over-all effort.</b></p>

<p>2B: Solicit faculty preferences for grade 8-12 assignments in the 2011-2012 school year.</p> <p><b>Benchmark:</b> Create and implement a survey to solicit faculty preferences for 2011-2012 grade level assignments in grades 8-12.</p>	<p>J. Lucarelli</p>	<p>Late September 2010</p>	<p>Surveys were distributed Sept. 30<sup>th</sup> with a request that they be returned to school principals by Oct. 8<sup>th</sup>. A tentative roster of assignments is to be shared with faculty by the middle of November.</p> <p>TAG meeting discussion 10-04-10 recommended that further clarification should occur regarding the conditions and implications of the tentative assignments that will become known in Nov., and what further process steps &amp; considerations may be anticipated before final determinations are made.</p>
<p>2C: Unified grading - one working sub group with diverse faculty membership identified for 2010-2011 school year inclusive of grade 8 members.</p> <p><b>Benchmark:</b> Create and document plan for accomplishing a <b>unified grading guide</b>.</p> <p><b>Instructional day schedules for the two campus, and unified student handbook to be accomplished administratively (modification of original benchmark).</b></p>	<p>Principals consult &amp; identify participants</p> <p>Working sub group members in collaboration with admin &amp; GSP facilitation</p> <p>School visitations to learn more</p>	<p>Mid-Sept – early October 2010 &amp; continuing .</p>	<p>Principals Schooley &amp; Forti recommended and TAG membership agreed that a 'working group' be maintained for developing a unified grading system, but that scheduling and handbook formulations be delegated to administrative functions.</p> <p>Principals to update &amp; provide status report at the November TAG meeting as this work continues. The work plan will include a schedule of intended model school visitations to inform collaborative grading development efforts as well as other professional development aspects.</p>
<p>2D: Organize procedures, materials, and PD sequence for fall writing assessment thru grade 12. Pilot assessments for grades added.</p> <p><b>Benchmark:</b> Successful writing assessment process 8-12, collaborative scoring sessions, and use of data to plan instruction &amp; POS development.</p>	<p>N. Guyer, Writing Assessment Task Force &amp; other designated assessment team lead faculty</p> <p>All faculty involved in PD &amp; collaborative scoring sessions 8-12</p>	<p>Fall 2010</p> <p>October 8<sup>th</sup></p> <p>TBD – after fall assessment</p>	<p>Consider recommendation for instituting writing standard attainment as an RSU 13 graduation requirement - faculty input &amp; consideration – referral to RSU Curriculum &amp; Policy Committees if &amp; when appropriate.</p> <p>Grade 9-11 assessment occurred &amp; all high school faculty participated in collaborative scoring on October 8<sup>th</sup>. The grade 12 assessment will take place later in the fall.</p> <p>RSU 13 Curriculum Committee will receive update 10/21/10</p>

<p>2E: Begin the process of identifying faculty assignments for grades 8-12.</p> <p><b>Benchmark:</b> Tentative roster of faculty assignments for 2011-2012 identified.</p>	<p>Administrative team:</p>	<p>Mid-November</p>	<p>See benchmark recommendation 2B Oct. 4<sup>th</sup> work plan update.</p>
<p>2F: Project evaluation plan drafted to determine how the intended goals for 8-12 reorganization will be quantified and assessed over time.</p> <p><b>Benchmark:</b> Project evaluation plan drafted and distributed.</p>	<p>Transition Advisory Group (TAG) in consultation with faculty.</p>	<p>Beginning fall of 2010 and continue as necessary.</p>	<p>Stage has been set for continuing this work within TAG via agenda items at TAG meetings in Nov. &amp; Dec.. of 2010. This work will proceed with GSP facilitation.</p> <p>This benchmark will not be completed by early November as originally intended, and the timeframe should be extended until the TAG membership is satisfied that a comprehensive and workable plan can be advanced for RSU 13 School Board consideration.</p>
<p>2G: Begin series of joint departmental meetings to review and provide feedback on draft 8-12 POS &amp; input on <b>unified grading</b>.</p> <p><b>Benchmark:</b> Final draft 8-12 POS completed and submitted to RSU 13 Curriculum Committee for review &amp; comment by January 2011.</p>	<p>T. Forti/L. Schooley/N. Guyer – organize system for on-going wkshp &amp; after school meetings &amp; structured feedback systems.</p> <p>Existing departmental groups &amp; mid-level representatives as scheduled on rotating meeting basis.</p> <p>Joint (GVHS/RDHS) Leadership team finalizes 8-12 POS</p>	<p>Beginning mid September 2010 thru early December 2010.</p> <p>End of December 2010.</p>	<p>Administrative meetings have occurred to confirm plans for a continuing series of joint, half-day content area work sessions to advance POS work and unified grading approaches. These work sessions will take place during regular working hours and be supported with sub coverage for participating faculty.</p> <p>Principals Forti and Schooley to update TAG membership at the Nov. meeting.</p>
<p>2H: Assessment of facility needs for both Rockland &amp; Thomaston campuses based upon anticipated programming.</p> <p><b>Benchmark:</b> Facilities assessment report with recommendations &amp; budgetary implications submitted to Supt. Lucarelli &amp; forwarded to RSU 13 Facilities and Maintenance Committee by December meeting 2010.</p>	<p>Administrative team in consultation with:</p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Director of Maintenance</li> <li>• Business Manager</li> </ul> <p>This report will be prepared and submitted by the Dir. Of Maintenance &amp; Business Manager.</p>	<p>Begins late October 2010 :</p> <p>Report to Facilities &amp; Maintenance Committee December 2010.</p>	<p>TAG recommendation from 9-13-10 to move up timeframe.</p> <p>Review meeting held with RSU 13 Business Manager 09/20/10 – work plan progressing with reporting timeline confirmed.</p>

<p>2I: Evaluate and plan for special education programming needs – both campuses .</p> <p><b>Benchmark:</b> Completed Sp ED report with recommendations &amp; budgetary implications – submitted to Supt. Lucarelli in December 2010.</p>	<p>R. Newbert &amp; special education faculty.</p> <p>This report will be prepared and submitted by the Director of Special Education.</p>	<p>Begin late fall 2010</p> <p>By mid-December 2010.</p>	<p><i>TAG recommendation from 9-13-10 to move up timeframe.</i></p> <p><i>Review meeting held with RSU 13 Special Education Director 09/20/10 – work plan progressing with reporting timeline confirmed.</i></p>
<p>2J: Evaluate and plan for <b>alternative education &amp; GT</b> programming needs for both campuses .</p> <p><b>Benchmark:</b> Completed Alt. Ed/GT report with recommendations &amp; budgetary implications – submitted to Supt. Lucarelli (December 2010) &amp; forwarded to Curriculum Committee for review (early January 2011)</p>	<p>T. Wright &amp; alternative education faculty:</p> <p>This report will be prepared by the Special Projects Coordinator.</p>	<p>Begin late fall 2010</p> <p>By mid- December 2010.</p>	<p><i>TAG recommendation from 9-13-10 to move up timeframe.</i></p> <p><i>Review meeting held with RSU 13 Special Projects Director 09/20/10 – work plan progressing with reporting timeline confirmed.</i></p>
<p>2K: Formation of NEASC Steering Committee for 8-12 programming</p> <p><b>Benchmark:</b> NEASC Steering Committee Action Plan in place.</p>	<p>T. Forti &amp; L. Schooley :</p> <p>Recruit Steering Committee members &amp; outline work plan – <b>coordinate 8-12 work plan initiatives with NEASC requirements.</b></p>	<p>Adjusted at the Oct. 4<sup>th</sup> TAG meeting – work now anticipated to begin mid-January 2011.</p>	<p><i>Principal Forti recommended and TAG membership agreed that the timeframe for initiating NEASC Steering Committee work be moved to the mid-January of 2011. This will need to involve faculty representatives 8-12.</i></p> <p><i>This benchmark will be included within to Phase III of the continuing work plan.</i></p>
<p>2L: Monitoring &amp; updates of emerging 8-12 <b>Student Activities.</b></p> <p><b>Benchmark:</b> Establish regular updates and monitoring of emerging social &amp; cultural activities, student government, clubs, etc, that will become</p>		<p>Begins mid-Sept.</p> <p>On-going</p>	<p><i>Principals Schooley &amp; Forti recommended and TAG membership agreed that a specially formed working group is not needed as originally anticipated. They noted that appropriate planning and responses to envisioning new features for student activities are coming forward generically via joint student government meetings, co-curricular &amp; athletic collaborations, and other social activities that are arising naturally within the day-to-day life of the schools.</i></p> <p><i>The principals will provide regular updates regarding student activity development s and monthly TAG meetings.</i></p>

<p>2M: Formation of <b><u>Counselors Advisory Group</u></b></p> <p><b>Benchmark:</b> Counselors Advisory Group formed &amp; meeting regularly to identify issues and forward recommendations regarding class rank, unifying transcripts, graduation procedures &amp; student recognitions thru transition period.</p>	<p>Secondary &amp; Mid-level CG-13 to meet regularly beginning early September :</p> <p>Counselors Advisory Group will designate a 'chair' responsible for maintaining the work effort and maintaining communications:</p> <p>Regularly include input and feedback from interested constituents – admin, parent groups, students, and others as appropriate.</p>	<p>Begins early Sept.</p> <p>Report to Admin Team Mid-March 2011</p> <p>Confirm recommendations &amp; actions early April 2011</p>	<p><i>This process began with a meeting of HS counselors on September 24, 2010. Counselors met again for a second work session on October 8<sup>th</sup> to identify &amp; prioritize issues that need to be considered and dealt with to meet the immediate needs for program coordination as of Sept, 2011.</i></p> <p><i>N. Guyer to report out on how the work plan for this benchmark will progress at the TAG November meeting.</i></p>
<p>2N: Assessment of technology needs for both Rockland &amp; Thomaston campuses based upon anticipated needs to support teaching &amp; learning.</p> <p><b>Benchmark:</b> Technology needs report with recommendations &amp; budgetary implications submitted to Supt. Lucarelli &amp; forwarded to RSU 13 Technology Committee by December meeting 2010.</p>	<p>RSU 13 Technology Director in consultation with:</p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Principals</li> <li>• Technology Staff</li> </ul> <p>This report will be prepared and submitted by the Dir. Of Technology.</p>	<p>Begins late September 2010 :</p> <p>Report Technology Committee December 2010.</p>	<p><i>TAG recommendation from 9-13-10 .</i></p> <p><i>Review meeting held with RSU 13 Technology Director 09/20/10 – work plan progressing with reporting timeline confirmed.</i></p>

### Phase 3 – Transition Projects & Progress Benchmarks

(January 2011 – June 2011)

Developmental Projects/Benchmarks:	Staff Involved/Work Elements	Timeframe:	Progress Notes & Recommended Adjustment:
3A: Review and consult with RSU 13 Curriculum Committee regarding draft POS.  <b>Benchmark:</b> Confirm 8-12 POS for 2011-2012 – February 2011.	Administrative team members in consultation with RSU 13 Curriculum Committee members review and confirm.	January/February 2011  Confirm POS – February 2011.	
3B: Assess staffing needs for 2011-2012 based upon confirmed POS and enrollment projections 8-12.  <b>Benchmark:</b> Determine staff needs for 2011-2012 – grades 8-12.	Administrative Team	January 2011	
2K: Formation of NEASC Steering Committee for 8-12 programming  <b>Benchmark:</b> NEASC Steering Committee Action Plan in place.	T. Forti & L. Schooley :  Recruit Steering Committee members & outline work plan – <b>coordinate 8-12 work plan initiatives with NEASC requirements.</b>	Adjusted at the Oct. 4 <sup>th</sup> TAG meeting – work now anticipated to begin mid-January 2011.	<p style="background-color: yellow;"><i>Principal Forti recommended and TAG membership agreed that the timeframe for initiating NEASC Steering Committee work be moved to the mid-January of 2011. This will need to involve faculty representatives 8-12.</i></p> <p><i>This benchmark will be included within to Phase III of the continuing work plan.</i></p>
3C: Complete unified grading guide (draft) and share with full faculty.  <b>Benchmark:</b> Confirm Unified 8-12 Grading Guide and distribute to faculty.	Administrative team in consultation with faculty leadership team, informed via faculty input – co-facilitation via GSP.  March 11 <sup>th</sup> wkshp day organized to review and solicit additional full faculty input  Administrative team members in consultation with RSU 13 Curriculum Committee members review and confirm	September 2010 – late February 2011  March 11, 2011  April 2011.	



<p>3D: Plan instructional day schedules for the respective campuses.</p> <p><b>Benchmark :</b> Instructional day schedules published for 8-9 &amp; 10-12.</p>	<p>Leadership team working in conjunction with school administrators.</p>	<p>Late January 2011</p> <p>Early April 2011.</p>	
<p>3E. Receive recommendations from the Counselors Advisory Group;</p> <p><b>Benchmark:</b> Confirm Counselors Advisory Group report and pursue necessary administrative or RSU School Board Committee review.</p>	<p>Admin team meets with Counselors Advisory Group to receive report and determine needed follow-up.</p>	<p>Mid- March 2011</p> <p>Early April 2011</p>	
<p>3F: Produce grade 8-12 student handbook &amp; course scheduling guides.</p> <p><b>Benchmark:</b> Student handbook and course scheduling guides produced and distributed mid-April 2011.</p>	<p>School principals in conjunction with guidance faculty – opportunities for student review &amp; suggestions</p>	<p>Begin early March 2011</p> <p>Distribution to students mid-April 2011.</p>	
<p>3G: Plan and execute post (spring) writing assessment for grades 8-12 – complete writing assessment pilot.</p> <p><b>Benchmark:</b> Confirm finalized writing assessment protocols &amp; procedures for addition to district's procedures &amp; review with RSU 13 Curriculum Committee</p>	<p>N. Guyer, Writing Assessment Task Force &amp; other designated assessment team lead faculty</p> <p>All faculty involved in collaborative scoring sessions 8-12</p>	<p>Spring 2011</p> <p>May 13th</p>	<p><i>Curriculum Committee review anticipated June 2011</i></p>

### Phase 4 – Transition Projects & Progress Benchmarks

(July 2011 – August 2011)

Developmental Projects/Benchmarks:	Staff Involved/Work Elements	Timeframe:	Progress Notes & Recommended Adjustment:
<p>4A: Convene 8<sup>th</sup> and 9<sup>th</sup> grade teams for joint team training and curriculum/program coordination activities.</p> <p><b>Benchmark:</b> Joint 8<sup>th</sup> &amp; 9<sup>th</sup> team training accomplished. Teaming handbook containing protocols, procedures, and responsibilities confirmed and made available to faculty</p>	L.Schooley and designated faculty, co-facilitated via GSP.	Early July 2011	
<p>4B: Create a unified student writing guide for grades 8-12 highlighting guidelines &amp; expectations for student writing.</p> <p><b>Benchmark:</b> Unified 8-12 writing guide completed and prepared for distribution to students.</p>	N. Guyer, Writing Assessment Task Force & other designated assessment team lead faculty	Late June/Early July 2011.  Writing guide prepared by mid-August 2011.	
<p>4C: Advance necessary summer work to support NEASC efforts:</p> <p><b>Benchmark:</b> Continuing NEACS work efforts in unified syllabi/program coordination – in alignment with Common Core Standards.</p>	8-12 faculty working groups within 'work beyond contract provisions.	Summer 2011	
<p>4D: Continuing planning work at respective campuses for the opening of school.</p> <p><b>Benchmark:</b> Work plan in place to insure that both campuses are prepared to welcome students:</p>	Admin & faculty working groups convene to prepare & address issues as needed.	August 2011	

## TAG Work Plan Summary:

**Phase 1:**

BM #: Progress Benchmark:

Target Date:

1A	<b>Benchmark:</b> Compete graduation policy with transition steps.	Completed 5/6/10
1B	<b>Benchmark:</b> Document faculty input regarding 8-12 curriculum & programs - to make available to future working groups.	Completed 5/14/10 On-going
1C	<b>Benchmark:</b> Articulate a <u>draft</u> program of studies (POS) sequence for grades 8-12 by the end of August 2010.	August 2010
1D	<b>Benchmark:</b> Writing assessment procedures defined and organized for implementation thru grade 12 for fall of 2010.	August 2010
1E	<b>Benchmark:</b> Respective 9 <sup>th</sup> grade teams trained with congruent operating norms & protocols	July-August 2010
1F	<b>Benchmark:</b> Leadership teams for both campuses identified and organized for 2010-2011	Late summer 2010
1G	<b>Benchmark:</b> Working draft <u>Professional Development Plan</u> prepared & ready to share with RSU 13 faculty & Curriculum Committee	Late summer 2010

**Phase 2:**

BM #: Progress Benchmark:

Target Date:

2A	<b>Benchmark:</b> Joint 8-12 faculty meeting.	September 2010 On-going
2B	<b>Benchmark:</b> Create and implement a survey to solicit faculty preferences for 2011-2012 grade assignments in grades 8-12.	Late September 2010
2C	<b>Benchmark:</b> Create and document plan for accomplishing a <b>unified grading guide</b> for 8-12 configuration.	Early October 2010
2D	<b>Benchmark:</b> Successful writing assessment process 8-12, collaborative scoring sessions, and use of data to plan instruction & POS development.	October 2010
2E	<b>Benchmark:</b> Tentative roster of faculty assignments for 2011-2012 identified.	Mid- November 2010
2F	<b>Benchmark:</b> Project evaluation plan created for 8-12 program reorganization effort .	On-going until accomplished
2G	<b>Benchmark:</b> Final draft 8-12 POS completed and submitted to RSU 13 Curriculum Committee for review by January 2011.	December 2010
2H	<b>Benchmark:</b> Facilities assessment report with recommendations & budgetary implications submitted to Supt. Lucarelli & forwarded to RSU 13 Facilities and Maintenance Committee by December meeting 2010.	December 2010
2I	<b>Benchmark:</b> Completed Sp ED report with recommendations & budgetary implications – submitted to Supt. Lucarelli in December 2010.	December 2010
2J	<b>Benchmark:</b> Completed Alt. Ed/GT report with recommendations & budgetary implications – submitted to Supt. Lucarelli (December 2010) & forwarded to Curriculum Committee for review (early January 2011)	December 2010
2K	<b>Benchmark:</b> NEASC Steering Committee Action Plan in place. (Moved to Phase 3)	NA

2L	<b>Benchmark:</b> Establish process for regular updates and monitoring of emerging social & cultural activities, student government, clubs, etc, that will become features of the 8-12 configuration.	Begins Fall 2010 On-going
2M	<b>Benchmark:</b> Counselors Advisory Group formed & meeting regularly to identify issues and forward recommendations regarding class rank, unifying transcripts, graduation procedures & student recognitions thru transition period.	Begins Fall 2010 On-going (see 3D)
2N	<b>Benchmark:</b> Technology needs report with recommendations & budgetary implications submitted to Supt. Lucarelli & forwarded to RSU 13 Technology Committee by December meeting 2010	December 2010

**Phase 3:**

BM #: Progress Benchmark:

Target Date:

3A	<b>Benchmark:</b> Confirm 8-12 POS for 2011-2012 – February 2011.	January/Feb. 2011
3B	<b>Benchmark:</b> Determine staff needs for 2011-2012 – grades 8-12	January 2011
2K	<b>Benchmark:</b> NEASC Steering Committee Action Plan in place. (Moved to Phase 3)	NA
3C	<b>Benchmark:</b> Confirm Unified 8-12 Grading Guide and distribute to faculty.	April 2011
3D	<b>Benchmark:</b> Instructional day schedules published for 8-9 & 10-12.	April 2011
3E	<b>Benchmark:</b> Confirm Counselors Advisory Group report and pursue necessary administrative or RSU School Board Committee review.	April 2011
3F	<b>Benchmark:</b> Student handbook and course scheduling guides produced and distributed mid-April 2011.	Late April 2011
3G	<b>Benchmark:</b> Confirm finalized writing assessment protocols & procedures for addition to district's procedures & review with RSU 13 Curriculum Committee	May 2011

**Phase 4:**

BM #: Progress Benchmark:

Target Date:

4A	<b>Benchmark:</b> Joint 8 <sup>th</sup> & 9 <sup>th</sup> team training accomplished. Teaming handbook containing protocols, procedures, and responsibilities confirmed and made available to faculty	June/July 2011
4B	<b>Benchmark:</b> Unified 8-12 writing guide completed and prepared for distribution to students.	By August 2011
4C	<b>Benchmark:</b> Continuing NEACS work efforts in unified syllabi/program coordination – in alignment with Common Core Standards.	Summer 2011 on-going
4D	<b>Benchmark:</b> Work plan in place to insure that both campuses are prepared to welcome students:	Summer 2011