

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

Phase 1 = May 2010 – August 2010  
 Phase 2 = September 2010 – December 2010

Phase 3 = January 2011 – June 2011  
 Phase 4 = July 2011 - August 2011

TAG = Transition Advisory Group  
 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, Recommendations/Adjustment, Completed
1A: Formalization of RSU 13 graduation requirements  <b>Benchmark:</b> Compete graduation policy with transition steps.	Administrators and RSU 13 Policy Committee	Final adoption anticipated June 2010.	Last updated 09/13/10:  <span style="background-color: #e0f0ff;">Completed</span> May 6 <sup>th</sup> 2010 RSU 13 School Board meeting.
1B: Begin faculty discussions of curriculum & programs – auditing commonalities & differences – soliciting recommendations for 8-12 program of studies.  <b>Benchmark:</b> Document faculty input regarding 8-12 curriculum & programs - to make available to future working groups.	Existing high school faculties to meet in departmental teams with structured discussions prompts and feedback tool.	May 14, 2010	Last updated 09/13/10:  <i>Occurred at RDHS on date anticipated. Initial feedback documented .</i>  <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>
1C: Identify <u>transition design team</u> with balanced representation from both HS & 8 <sup>th</sup> grade faculty to begin working together during the summer of 2010.  <b>Benchmark:</b> Articulate a <u>draft</u> program of studies (POS) sequence for grades 8-12 by the end of August 2010.	T. Forti & L. Schooley identify a recruit approx 20 faculty members.  Review and solicit input re TAG work plan  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.	By mid-June 2010  Work sessions TBD  Draft POS ready to share by the end of August 2010.	Last updated 09/13/10:  <i>Utilize data &amp; information from May 14<sup>th</sup> departmental meetings to inform POS draft planning.</i>  <span style="background-color: #e0ffe0;">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.</span>  <span style="background-color: #ffffe0;">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; allied arts personnel.</span>



<p>1F: RDHS &amp; GVHS Leadership Team membership identified for 2010-2011.</p> <p><b>Benchmark:</b> Teams identified &amp; organized.</p>	<p>T. Forti &amp; L. Schooley</p> <p>Begin meeting with clear, joint &amp; expectations regarding LT's role in providing leadership within curriculum, assessment, instruction, &amp; PD.</p> <p>Begin working with Grade 8-12 Core Program Planning Elements</p> <p>Begin creating a 'working draft' mission/vision statement – connect to beginning NEASC efforts.</p>	<p>Late summer 2010 and continuing</p>	<p>Last updated 09/13/10:</p> <p><i>Principals Schooley and Forti met consistently throughout the summer months to formulate common expectations &amp; expectations for school-based leadership (LT). Additionally, a set of Core Planning Elements were drafted and shared with TAG in late spring, and with faculty in August to guide the draft POS work that occurred. These same Core Planning Elements will be shared in individual and joint faculty meetings as the new school year begins.</i></p> <p><i>Collaborative mission/vision work needs more specific planning &amp; task organization in order to move this forward. Possibly revise timeframe based upon NEASC expectations?</i></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 &amp; continuing throughout the school year.</p>	<p>Last updated 12/13/10:</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><i>Consultation and planning through the summer months identified the following as the focus for PD efforts within the school year:</i></p> <ul style="list-style-type: none"> <li><i>• Collaborative 9<sup>th</sup> grade teaming</i></li> <li><i>• Differentiating instruction – effective interventions</i></li> <li><i>• Unifying grading procedures</i></li> <li><i>• Improving the use of one/one technology</i></li> </ul> <p><i>12/13/10 - Principals Forti and Schooley reported that collaborative teams consisting of faculty from both RDHS &amp; GVHS have completed professional development visitations to Searsport and Noble high schools. A third visitation will take place at Mt. Desert High School on December 15<sup>th</sup>. These opportunities are highlighting model approaches for providing academic interventions; structuring writing, literacy, and math labs; showcasing other methods for providing differentiated instruction; and providing examples for alternative, standards-based grading methods. Participating faculty have been providing feedback and visitation overviews to colleagues during faculty meetings. A fourth visitation to Casco Bay High School will be planned for January.</i></p>

**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>Last updated 12/13/10:</p> <p><i>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.</i></p> <p><i>These meetings will be continuing throughout the school year and into the summer of 2011. The next joint faculty meeting will occur on January 5, 2010.</i></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>Last updated 12/13/10:</p> <p><i>This benchmark is progressing as planned. 11/01/10 - Superintendent Lucarelli reported that all surveys that were returned have been collated and that an initial analysis indicates that by in large the district will be able to honor the majority of faculty assignment preferences. In any instance where this is not the case, it was recommended by TAG members that administrative meetings with individuals precede the issuing of tentative assignments later in Nov. TAG membership also recommended that it continue to be stressed that tentative assignments will be made at this time for planning purposes and that final assignments are contingent (as they typically are) on the outcome of the budget process and final staffing decisions that will occur in the spring of 2011.</i></p> <p><i>A report on tentative assignments will occur at the December 6<sup>th</sup> TAG meeting.</i></p> <p><b>Completed</b></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>Last updated 12/13/10:</p> <p><i>Principals Schooley &amp; Forti recommended (10/04/10) 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.</i></p> <p><i>School visitations to learn more about alternative grading practices are continuing (see Benchmark 1G). A study group for unified grading is functioning with faculty membership from both high schools under the leadership of Principal Schooley. This group has been sampling different models and reviewing best practices for grading. This group will soon begin work on constructing a draft unified grading guide. It is intended that a unified system for grading will be in place for the 8-9 school in 2011-2012, and will then transition up a grade on a yearly basis to ultimately include grades 10 – 12 by 2014-2015.</i></p> <p><i>12/13/10 – Confirmation that this benchmark has been modified to intend implementation of unified grading procedures for the 8-9 campus within the established timeline, which will then transition to grades 10-12 on a successive, yearly basis. A working group remains in place to carry this work forward and is currently deliberating the degree to which related factors (homework, class participation, classroom behavior, habits of work, etc.) should, or will impact grading procedures. This group will also consider any formal policy recommendations that may be necessary.</i></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>Last updated 12/13/10:</p> <p><i>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.</i></p> <p><i>All 9-11 outcome data for the fall will be compiled and included in the RSU 13 Writing Assessment Study. Both high schools have developed goals for improved writing based upon their analysis of outcome data, and these goals and instructional strategies will be implemented by all faculty across the content areas. Completed</i></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>Last updated 12/13/10:</p> <p>See benchmark 2B of the work plan updated 11/01/10. It is anticipated that tentative 8-12 assignments will be made available during the week of November 22<sup>nd</sup>. – Completed</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>Last updated 12/13/10:</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>Work on the evaluation plan continued at the 12/13/10 TAG meeting and will be pursued in subsequent TAG work sessions.</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>Last updated ; 12/13/10</p> <p>This benchmark is continuing to progress as intended. Joint faculty work sessions are continuing, typically after school hours and grant funding has been leveraged to pay participants for this work beyond contract. Another round of work sessions for most content areas is anticipated for December 14<sup>th</sup>. It is intended that a first draft document will be compiled over the holiday break so that it can be shared at a joint faculty meeting scheduled for early January.</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>Last updated 12/13/10:</p> <p><i>TAG recommendation from 9-13-10 to move up timeframe.</i></p> <p><i>A comprehensive walk-through/survey process for both campuses has been completed resulting in highlighted facility enhancement needs indentified in advance of the 2011-2012 budgeting process. The RSU 13 Business Manager, Scott Vaitones has assigned priority status to needs related to essential program issues. Based upon initial survey results there are clearly more facility enhancement needs indicated for the Rockland campus. Enhancements that need to be considered at that location include science labs, rest rooms, cafeteria, reconfiguration of technology labs, and additional furniture.</i></p> <p><i>Facilities &amp; Maintenance Committee report scheduled for January to be supported by committee visitation to both campuses.</i></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>Last updated 12/13/10:</p> <p><i>TAG recommendation from 9-13-10 to move up timeframe.</i></p> <p><i>Director Newbert to meet with 8-12 special education faculty 12/14/10 &amp; confirm planning with Supt. Lucarelli.</i></p> <p><i>Completed</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>Last updated 12/13/10:</p> <p><i>TAG recommendation from 9-13-10 to move up timeframe.</i></p> <p><i>Special Projects Director is made an initial report to the RSU 13 Curriculum Committee 11/18/10. This included recommendations for relocating the mid-level Alt Ed program within the 8-9 campus and continued coordination with Herring Gut Learning Center. Continuing plans for GT programming were also confirmed.</i></p> <p><i>Planning work continuing regarding programming space availability at the Thomaston 8-9 campus.</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>Last updated 12/13/10:</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>12/13/10 - Principals Schooley &amp; Forti noted the need to begin developing a formal mission statement for Oceanside High School (OHS). This work will commence in January with the formation of the NEASC Accreditation Steering Committee. This is a component of benchmark 2K within the continuing work plan, and at an earlier TAG meeting this benchmark was repositioned to phase 3 of the plan upon principals' recommendation.</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>Last updated 12/13/10:</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><i>12/13/10 - Principals Forti &amp; Schooley updated the TAG membership regarding student activities planned to facilitate unification of the student body and advance transition planning. Student bodies from both schools will meet together at RDHS for a joint student government meeting on December 20<sup>th</sup>. In this joint session four student generated bills will be introduced and acted upon. In January a joint student dance is being held, and plans are advancing for tours of the Rockland campus for all students in grades 9-11, and tours of the Thomaston campus for all 7-8 grade students in the RSU. Plans are also being contemplated for bringing students together for additional transition activities facilitated by Trekkers or Camp Kieve.</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>Last updated 12/13/10:</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>12/13/10 – Principals are meeting regularly with the Counselors Advisory Group. As program of studies work nears 1<sup>st</sup> draft status, principals will work closely with this group to formulate recommendations relative to how class rank, course weighting, and other structural matters will be dealt with in this new configuration.</i></p> <p><i>Principals to update at the February TAG 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>Last updated 12/13/10:</p> <p><i>The benchmark was added to the work plan as per TAG recommendation from 9-13-10.</i></p> <p><i>The RSU 13 technology director continues to solicit information from faculty and school principals. Highlighted issues to date include software conversions to minimize the need for standing technology labs, determining adequate levels of charging and storage capacity for one/one, and increasing band-width availability to accommodate increased on-line utilization – particularly at the Rockland campus.</i></p> <p><i>Schedule update for February TAG meeting.</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