

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 & Recommended Adjustment:
1A: Formalization of RSU 13 graduation requirements Benchmark: Compete graduation policy with transition steps.	Administrators and RSU 13 Policy Committee	Final adoption anticipated June 2010.	<i>Completed May 6th 2010 RSU 13 School Board meeting.</i>
1B: Begin faculty discussions of curriculum & programs – auditing commonalities & differences – soliciting recommendations for 8-12 program of studies. Benchmark: 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	<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 & TANDBERG system.</i>
1C: Identify <i>transition design team</i> with balanced representation from both HS & 8 th grade faculty to begin working together during the summer of 2010. Benchmark: 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.	<i>Utilize data & information from May 14th departmental meetings to inform POS draft planning.</i> <i>Identify additional opportunities for learning that this restructuring will allow us to create – while remaining within existing resources.</i> <i>Existing RDHS & GVHS POS will become one 8-12 POS</i> <i>Principals will define the parameters that will guide this work</i>

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>Benchmark: 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 TBD</p>	
<p>2B: Solicit faculty preferences for grade 8-12 assignments in the 2011-2012 school year.</p> <p>Benchmark: Create and implement an electronic survey to solicit faculty preferences for 2011-2012 grade level assignments in grades 8-12.</p>	<p>G. Eichel & J. Lucarelli</p>	<p>Late September 2010</p>	
<p>2C: Three working sub groups with diverse faculty membership identified for 2010-2011 school year inclusive of grade 8 members.</p> <p>Benchmark: Create and document plan for accomplishing a unified grading guide, schedule for the 8-9 campus, and unified student handbook.</p>	<p>Principals consult & identify participants</p> <p>Working sub group members in collaboration with admin & GSP facilitation</p> <p>School visitations to learn more</p> <p>Each group will maintain a work schedule with target dates for completion – see Phase 3.</p>	<p>Mid-Sept – early October 2010</p> <p>Planning steps and work goals shared with all faculty & TAG by early October</p>	<p><i>Work plan may include visitations to model school programs – facilitation via GSP.</i></p>

<p>2D: Organize procedures, materials, and PD sequence for fall writing assessment thru grade 12. Pilot assessments for grades added.</p> <p>Benchmark: Successful writing assessment process 8-12, collaborative scoring sessions, and use of data to plan instruction & POS development.</p>	<p>N. Guyer, Writing Assessment Task Force & other designated assessment team lead faculty</p> <p>All faculty involved in PD & collaborative scoring sessions 8-12</p>	<p>Fall 2010</p> <p>October 8th</p> <p>TBD – after fall assessment</p>	<p><i>Consider recommendation for instituting writing standard attainment as an RSU 13 graduation requirement - faculty input & consideration – referral to RSU Curriculum & Policy Committees if & when appropriate.</i></p>
<p>2E: Begin the process of identifying faculty assignments for grades 8-12.</p> <p>Benchmark: Faculty assignments for 2011-2012 identified.</p>	<p>Administrative team:</p>	<p>Mid-late October</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>Benchmark: Project evaluation plan drafted and distributed.</p>	<p>Transition Advisory Group (TAG) in consultation with faculty.</p>	<p>Early November 2010</p>	
<p>2G: Begin series of joint departmental meetings to review and provide feedback on draft 8-12 POS & input on unified grading.</p> <p>Benchmark: Final draft 8-12 POS completed and submitted to RSU 13 Curriculum Committee for review & comment by January 2011.</p>	<p>T. Forti/L. Schooley/N. Guyer – organize system for on-going wkshp & after school meetings & structured feedback systems.</p> <p>Existing departmental groups & 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><i>In addition to regularly scheduled meetings – PM session on October 8th to be scheduled for 8-12 departmental consultation & planning. (see 1B)</i></p>

<p>2H: Assessment of facility needs for both Rockland & Thomaston campuses based upon anticipated programming.</p> <p>Benchmark: Facilities assessment report with recommendations & budgetary implications submitted to Supt. Lucarelli & 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"> • Faculty • Director of Maintenance • Business Manager <p>This report will be prepared and submitted by the Dir. Of Maintenance & Business Manager.</p>	<p>Begins late October 2010 :</p> <p>Report to Facilities & Maintenance Committee December 2010.</p>	
<p>2I: Evaluate and plan for special education programming needs – both campuses .</p> <p>Benchmark: Completed Sp ED report with recommendations & budgetary implications – submitted to Supt. Lucarelli in December 2010.</p>	<p>R. Newbert & 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>2J: Evaluate and plan for alternative education & GT programming needs for both campuses .</p> <p>Benchmark: Completed Alt. Ed/GT report with recommendations & budgetary implications – submitted to Supt. Lucarelli (December 2010) & forwarded to Curriculum Committee for review (early January 2011)</p>	<p>T. Wright & 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>2K: Formation of NEASC Steering Committee for 8-12 programming</p> <p>Benchmark: NEASC Steering Committee Action Plan in place.</p>	<p>T. Forti & L. Schooley :</p> <p>Recruit Steering Committee members & outline work plan – coordinate 8-12 work plan initiatives with NEASC requirements.</p>	<p>Begins Sept, 2011</p> <p>Work plan in place Fall 2010 on-going</p>	<p><i>Redrafting of course syllabi and program/curriculum alignment to Common Core Standards will occur within the context of continuing NEASC activities (see Phase 4)</i></p>

<p>2L: Formation of <u>Student Activities Advisory Group</u></p> <p>Benchmark: Student Activities Advisory Group formed & meeting regularly with faculty facilitators to consider and formulate recommendations for needed administrative support or action inclusive of social & cultural activities, student government, clubs, etc.</p>	<p>Assistant principals & guidance personnel :</p> <p>Recruit student participants & create a process to identify cultural & student life considerations requiring administrative support or action.</p>	<p>Begins mid-Sept.</p> <p>On-going</p>	<p><i>Referrals to the RSU 13 Activities Committee as appropriate for review and consideration.</i></p>
<p>2M: Formation of <u>Counselors Advisory Group</u></p> <p>Benchmark: Counselors Advisory Group formed & meeting regularly to identify issues and forward recommendations regarding class rank, unifying transcripts, graduation procedures & student recognitions thru transition period.</p>	<p>Secondary & 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 & actions early April 2011</p>	

Phase 3 – Transition Projects & Progress Benchmarks

(January 2011 – June 2011)

Developmental Projects/Benchmarks:	Staff Involved/Work Elements	Timeframe:	Progress Notes & Recommended Adjustment:
<p>3A: Review and consult with RSU 13 Curriculum Committee regarding draft POS.</p> <p>Benchmark: Confirm 8-12 POS for 2011-2012 – February 2011.</p>	<p>Administrative team members in consultation with RSU 13 Curriculum Committee members review and confirm.</p>	<p>January/February 2011</p> <p>Confirm POS – February 2011.</p>	
<p>3B: Assess staffing needs for 2011-2012 based upon confirmed POS and enrollment projections 8-12.</p> <p>Benchmark: Determine staff needs for 2011-2012 – grades 8-12.</p>	<p>Administrative Team</p>	<p>January 2011</p>	
<p>3C: Complete unified grading guide (draft) and share with full faculty.</p> <p>Benchmark: Confirm Unified 8-12 Grading Guide and distribute to faculty.</p>	<p>Administrative team in consultation with faculty leadership team, informed via faculty input – co-facilitation via GSP.</p> <p>March 11th wkshp day organized to review and solicit additional full faculty input</p> <p>Administrative team members in consultation with RSU 13 Curriculum Committee members review and confirm</p>	<p>September 2010 – late February 2011</p> <p>March 11, 2011</p> <p>April 2011.</p>	
<p>3D: Plan instructional day schedules for the respective campuses.</p> <p>Benchmark : Instructional day schedules published for 8-9 & 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>Benchmark: 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 & course scheduling guides.</p> <p>Benchmark: 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 & 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>Benchmark: Confirm finalized writing assessment protocols & procedures for addition to district's procedures & review with RSU 13 Curriculum Committee</p>	<p>N. Guyer, Writing Assessment Task Force & 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 8th and 9th grade teams for joint team training and curriculum/program coordination activities.</p> <p>Benchmark: Joint 8th & 9th team training accomplished. Teaming handbook containing protocols, procedures, and responsibilities confirmed and made available to faculty</p>	<p>L.Schooley and designated faculty, co-facilitated via GSP.</p>	<p>Early July 2011</p>	
<p>4B: Create a unified student writing guide for grades 8-12 highlighting guidelines & expectations for student writing.</p> <p>Benchmark: Unified 8-12 writing guide completed and prepared for distribution to students.</p>	<p>N. Guyer, Writing Assessment Task Force & other designated assessment team lead faculty</p>	<p>Late June/Early July 2011.</p> <p>Writing guide prepared by mid-August 2011.</p>	
<p>4C: Advance necessary summer work to support NEASC efforts:</p> <p>Benchmark: Continuing NEACS work efforts in unified syllabi/program coordination – in alignment with Common Core Standards.</p>	<p>8-12 faculty working groups within 'work beyond contract provisions.</p>	<p>Summer 2011</p>	
<p>4D: Continuing planning work at respective campuses for the opening of school.</p> <p>Benchmark: Work plan in place to insure that both campuses are prepared to welcome students:</p>	<p>Admin & faculty working groups convene to prepare & address issues as needed.</p>	<p>August 2011</p>	

TAG Work Plan Summary:

Phase 1:

BM #: Progress Benchmark:

Target Date:

1A	Benchmark: Compete graduation policy with transition steps.	Completed 5/6/10
1B	Benchmark: Document faculty input regarding 8-12 curriculum & programs - to make available to future working groups.	Completed 5/14/10 On-going
1C	Benchmark: Articulate a <u>draft</u> program of studies (POS) sequence for grades 8-12 by the end of August 2010.	August 2010
1D	Benchmark: Writing assessment procedures defined and organized for implementation thru grade 12 for fall of 2010.	August 2010
1E	Benchmark: Respective 9 th grade teams trained with congruent operating norms & protocols	July-August 2010
1F	Benchmark: Leadership teams for both campuses identified and organized for 2010-2011	Late summer 2010
1G	Benchmark: 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	Benchmark: Joint 8-12 faculty meeting.	September 2010 On-going
2B	Benchmark: Create and implement an electronic survey to solicit faculty preferences for 2011-2012 grade assignments in grades 8-12.	Late September 2010
2C	Benchmark: Create and document plan for accomplishing a unified grading guide, schedule for the 8-9 campus, and unified student handbook.	Early October 2010
2D	Benchmark: Successful writing assessment process 8-12, collaborative scoring sessions, and use of data to plan instruction & POS development.	October 2010
2E	Benchmark: Faculty assignments for 2011-2012 identified.	Mid-late October 2010
2F	Benchmark: Project evaluation plan created for 8-12 program reorganization effort .	Early November 2010
2G	Benchmark: Final draft 8-12 POS completed and submitted to RSU 13 Curriculum Committee for review & comment by January 2011.	December 2010
2H	Benchmark: 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	Benchmark: Completed Sp ED report with recommendations & budgetary implications – submitted to Supt. Lucarelli in December 2010.	December 2010
2J	Benchmark: 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	Benchmark: NEASC Steering Committee Action Plan in place.	Fall 2010 - TBD

2L	Benchmark: Student Activities Advisory Group formed & meeting regularly with faculty facilitators to consider and formulate recommendations for needed administrative support or action inclusive of social & cultural activities, student government, clubs, etc	Begins Fall 2010 On-going
2M	Benchmark: 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)

Phase 3:

BM #: Progress Benchmark:

Target Date:

3A	Benchmark: Confirm 8-12 POS for 2011-2012 – February 2011.	January/Feb. 2011
3B	Benchmark: Determine staff needs for 2011-2012 – grades 8-12	January 2011
3C	Benchmark: Confirm Unified 8-12 Grading Guide and distribute to faculty.	April 2011
3D	Benchmark: Instructional day schedules published for 8-9 & 10-12.	April 2011
3E	Benchmark: Confirm Counselors Advisory Group report and pursue necessary administrative or RSU School Board Committee review.	April 2011
3F	Benchmark: Student handbook and course scheduling guides produced and distributed mid-April 2011.	Late April 2011
3G	Benchmark: 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	Benchmark: Joint 8 th & 9 th team training accomplished. Teaming handbook containing protocols, procedures, and responsibilities confirmed and made available to faculty	June/July 2011
4B	Benchmark: Unified 8-12 writing guide completed and prepared for distribution to students.	By August 2011
4C	Benchmark: Continuing NEACS work efforts in unified syllabi/program coordination – in alignment with Common Core Standards.	Summer 2011 on-going
4D	Benchmark: Work plan in place to insure that both campuses are prepared to welcome students:	Summer 2011