

## 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  <b>Benchmark:</b> Compete graduation policy with transition steps.	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>
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	<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 <b><u>transition design team</u></b> 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.	<i>Utilize data &amp; information from May 14<sup>th</sup> departmental meetings to inform POS draft planning.</i>  <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>  <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>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 TBD</p>	<p><i>Principals Forti &amp; Schooley are planning a joint faculty meeting for September 29, 2010. This meeting will occur at GVHS.</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 an electronic survey to solicit faculty preferences for 2011-2012 grade level assignments in grades 8-12.</p>	<p>G. Eichel &amp; J. Lucarelli</p>	<p>Late September 2010</p>	<p><i>TAG meeting discussion 9-13-10 recommended moving forward with this benchmark as soon as possible in response &amp; in respect to faculty interest regarding possible future assignments. It was additionally recommended that the survey not be conducted electronically. Supt. Lucarelli will devise a strategy for conducting a non-electronic survey to solicit faculty assignment preferences.</i></p>
<p>2C: Three working sub groups 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, schedule for the 8-9 campus, and unified student handbook.</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>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 &amp; TAG by early October</p>	<p><i>Work plan may include visitations to model school programs – facilitation via GSP.</i></p> <p><i>Principals to update &amp; provide status report at the October TAG meeting as this over-all plan is being modified.</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><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>Grade 10-12 pilot moving forward with 10 &amp; 11 assessment occurring on schedule. Collaborative faculty assessment scoring involving all HS faculty confirmed for 10/8/10. Grade 12 assessment will occur later in the fall and conclude in mid-January 2011.</i></p> <p><i>RSU 13 Curriculum Committee will receive update 10/21/10</i></p>

<p>2E: Begin the process of identifying faculty assignments for grades 8-12.</p> <p><b>Benchmark:</b> 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><b>Benchmark:</b> Project evaluation plan drafted and distributed.</p>	<p>Transition Advisory Group (TAG) in consultation with faculty.</p>	<p>Early November 2010</p>	<p>Stage has been set for continuing this work within TAG via agenda items at TAG meetings in June &amp; Sept. of 2010. This work will proceed with GSP facilitation 10/4/10.</p> <p>Determine a further review and input process once TAG has completed an initial draft?</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>In addition to regularly scheduled meetings – PM session on October 8<sup>th</sup> to be scheduled for 8-12 departmental consultation &amp; planning. (see 1B)</p> <p>PM session planned for 10/08/10 (above) will not be possible due to the time needed for collaboratively scoring writing assessments on that date involving all HS faculty members. Principals &amp; N. Guyer to update planning &amp; implementation efforts for this benchmark at the 10/04/10 TAG 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>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 <b>Student Activities Advisory Group</b></p> <p><b>Benchmark:</b> Student Activities Advisory Group formed &amp; meeting regularly with faculty facilitators to consider and formulate recommendations for needed administrative support or action inclusive of social &amp; cultural activities, student government, clubs, etc.</p>	<p>Assistant principals &amp; guidance personnel :</p> <p>Recruit student participants &amp; create a process to identify cultural &amp; 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><i>Principals to update &amp; provide status report at the October TAG meeting.</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><b>This process will begin with a meeting of HS counselors on September 24, 2010.</b></p> <p><b>N. Guyer to report out on how this benchmark will progress beyond this initial meeting at the TAG October meeting.</b></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><b>TAG recommendation from 9-13-10 .</b></p> <p><b>Review meeting held with RSU 13 Technology Director 09/20/10 – work plan progressing with reporting timeline confirmed.</b></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	
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.	
3D: Plan instructional day schedules for the respective campuses.  <b>Benchmark :</b> Instructional day schedules published for 8-9 & 10-12.	Leadership team working in conjunction with school administrators.	Late January 2011  Early April 2011.	



<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>	<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 &amp; expectations for student writing.</p> <p><b>Benchmark:</b> Unified 8-12 writing guide completed and prepared for distribution to students.</p>	<p>N. Guyer, Writing Assessment Task Force &amp; 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><b>Benchmark:</b> 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><b>Benchmark:</b> Work plan in place to insure that both campuses are prepared to welcome students:</p>	<p>Admin &amp; faculty working groups convene to prepare &amp; address issues as needed.</p>	<p>August 2011</p>	

## 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 an electronic 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, schedule for the 8-9 campus, and unified student handbook.</b>	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> Faculty assignments for 2011-2012 identified.	Mid-late October 2010
2F	<b>Benchmark:</b> Project evaluation plan created for 8-12 program reorganization effort .	Early November 2010
2G	<b>Benchmark:</b> Final draft 8-12 POS completed and submitted to RSU 13 Curriculum Committee for review & comment 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.	Fall 2010 - TBD

2L	<b>Benchmark:</b> 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	<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
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