

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, Recommendations/Adjustment, Continuing Completed |
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| <p>1A: Formalization of RSU 13 graduation requirements</p> <p>Benchmark: Compete graduation policy with transition steps.</p> | Administrators and RSU 13 Policy Committee | Final adoption anticipated June 2010. | <p>Last updated 09/13/10:</p> <p>Completed May 6th 2010 RSU 13 School Board meeting.</p> |
| <p>1B: Begin faculty discussions of curriculum & programs – auditing commonalities & differences – soliciting recommendations for 8-12 program of studies.</p> <p>Benchmark: Document faculty input regarding 8-12 curriculum & 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>Last updated 09/13/10:</p> <p><i>Occurred at RDHS on date anticipated. Initial feedback documented .</i></p> <p>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.</p> |
| <p>1C: Identify <u>transition design team</u> with balanced representation from both HS & 8th grade faculty to begin working together during the summer of 2010.</p> <p>Benchmark: Articulate a <u>draft</u> program of studies (POS) sequence for grades 8-12 by the end of August 2010.</p> | <p>T. Forti & 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>Last updated 09/13/10:</p> <p><i>Utilize data & information from May 14th departmental meetings to inform POS draft planning.</i></p> <p>24 faculty members from GVHS/RDHS met for three half-day work sessions, August 9th, 10th, & 11th. Participants constructed a working draft POS profiling an initial proposal for course sequencing by grade & content area, and then began developing individual course descriptions.</p> <p>Note: mid-level participation was limited to the non-availability of of faculty. Future POS development will need to emphasize the participation of existing 8th grade teams & allied arts personnel.</p> <p>Completed</p> |

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| <p>1D: Faculty Writing Assessment Task Force (2 GVHS/2RDHS) convenes to refine writing assessments protocols & procedures for HS grades thru grade12.</p> <p>Benchmark: Writing assessment procedures defined and organized for implementation thru grade 12 for fall of 2010.</p> | <p>N. Guyer to identify project participants</p> <p>Needed work sessions scheduled</p> | <p>Mid June 2010</p> <p>July – August 2010</p> | <p><i>Last updated 09/13/10:</i></p> <p><i>This project serves as a continuing catalyst for building collegial relationships across the RSU while also serving the interests of program coordination and improvement. This will also be sustained as <u>one</u> venue for imbedded, on-going professional development. The RSU 13 Curriculum Committee to be updated regularly.</i></p> <p>A working group of teachers from both high schools met consistently & developed content, procedures, and rubrics for extending the writing assessment to grade 12. The new procedures for grades 10-12 will be piloted beginning in the fall of 2010 – will be the focus of full-day teacher wkshp on 10/8/10.</p> <p>Completed</p> |
| <p>1E: RDHS & GVHS 9th Grade Team membership identified for 2010-2011.</p> <p>Benchmark: Respective 9th grade teams trained with congruent operating norms & protocols.</p> | <p>L. Schooley & T. Forti</p> <p>Professional development – team training (2days) with school principals – facilitated by GSP – C. Kesselhiem.</p> | <p>Late June 2010</p> <p>TBD Late July – August 2010.</p> | <p><i>Last updated 09/13/10:</i></p> <p><i>The beginning of setting mutual norms for how teaming will function within the new configuration – team structure, roles & responsibilities, communications, how learning interventions will be structured, etc.</i></p> <p>Two full day training & planning sessions were held for each team. A joint training day was held on Aug. 23rd bringing both teams together in a collaborative work effort focused on developing congruent operating norms and expectations.</p> <p>Completed</p> |

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| <p>1F: RDHS & GVHS Leadership Team membership identified for 2010-2011.</p> <p>Benchmark: Teams identified & organized.</p> | <p>T. Forti & L. Schooley</p> <p>Begin meeting with clear, joint & expectations regarding LT's role in providing leadership within curriculum, assessment, instruction, & 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: Principals Schooley and Forti met consistently throughout the summer months to formulate common expectations & 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 join faculty meetings as the new school year begins.</p> <p>Collaborative mission/vision work needs more specific planning & task organization in order to move this forward. Possibly revise timeframe based upon NEASC expectations? Continuing 2K/Phase III</p> |
| <p>1G: Working draft professional development plan</p> <p>Benchmark: PD plan drafted and distributed.</p> | <p>L. Schooley, T. Forti, N. Guyer & C. Kesselheim (GSP)</p> <p>Draft plan for faculty & RSU 13 Curriculum Committee review and input.</p> | <p>Late summer 2010 & continuing throughout the school year.</p> | <p>Last updated 03/07/11: <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 & coordinated with Leadership Team responsibilities – coordination with GSP consultation.</i></p> <p>Consultation and planning through the summer months identified the following as the focus for PD efforts within the school year:</p> <ul style="list-style-type: none"> • Collaborative 9th grade teaming • Differentiating instruction – effective interventions • Unifying grading procedures • Improving the use of one/one technology <p>A report at the May 2011 TAG meeting will profile professional development initiatives anticipated for the summer of 2011.</p> <p>Continuing</p> |

Phase 2 – Transition Projects & Progress Benchmarks
(September 2010 – December 2010)

| Developmental Projects/Benchmarks: | Staff Involved/Work Elements | Timeframe: | Progress Notes & Recommended Adjustments |
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| <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 & continuing as needed.</p> | <p>Last updated 12/13/10: Principals Schooley & Forti reported on the joint faculty meeting that occurred on Sept. 29th 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.</p> <p>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.</p> <p><i>Continuing</i></p> |
| <p>2B: Solicit faculty preferences for grade 8-12 assignments in the 2011-2012 school year.</p> <p>Benchmark: 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: 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.</p> <p>A report on tentative assignments will occur at the December 6th TAG meeting.</p> <p><i>Completed</i></p> |

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| <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>Benchmark: Create and document plan for accomplishing a unified grading guide.</p> <p>Instructional day schedules for the two campus, and unified student handbook to be accomplished administratively (modification of original benchmark).</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>Mid-Sept – early October 2010 & continuing .</p> | <p>Last updated 12/13/10:</p> <p>Principals Schooley & 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.</p> <p>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.</p> <p>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.</p> <p>Continuing – see 3C</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>Last updated 12/13/10:</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>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</p> |

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| <p>2E: Begin the process of identifying faculty assignments for grades 8-12.</p> <p>Benchmark: Tentative roster of faculty assignments for 2011-2012 identified.</p> | <p>Administrative team:</p> | <p>Mid-November</p> | <p><i>Last updated 12/13/10:</i></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 22nd – 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>Benchmark: 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><i>Last updated 03/07/11:</i></p> <p>Work on a 'final draft' of the on-going evaluation plan concluded with a TAG work session that was held on March 7, 2011. The completed evaluation plan will be presented to the RSU 13 School Board at a special board meeting to be held on March 28 2011. The plan is also included within 'working documents' on the TAG website.</p> <p>Completed</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>Last updated ; 03/07/11</p> <p>Continuing joint faculty meetings and work sessions have been occurring regularly, with the primary focus devoted to completing the program of studies document and budget preparation for 2011-2012. It is intended that a newly developed website for Oceanside High School be up and running by March 28th, and that the final draft of the 2011-2012 program of studies be posted there concurrent with the web sites opening. It is expected that joint faculty meetings will continue throughout the remainder of this school year and into the summer of 2011 as necessary.</p> <p>POS document completed on schedule & will be reviewed by the RSU 13 School Board at a special board meeting to be held March 28, 2011.</p> <p>Joint departmentsl meetings Continuing</p> |

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| <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>Last updated 02/07/11: 02/07/11 - Supt. Lucarelli noted that highlighted facility needs are primarily at Oceanside East, and include upgrades to the science labs for 2011-2012 and renovations of bathroom facilities. These project recommendations are making their way through the RSU 13 Facilities & Maintenance Committee and evolving budget process. Painting and other lower impact transition related projects are also being pursued for the summer of 2011.</p> <p>Completed</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>Last updated 12/13/10: TAG recommendation from 9-13-10 to move up timeframe. Director Newbert to meet with 8-12 special education faculty 12/14/10 & confirm planning with Supt. Lucarelli.</p> <p>Completed</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>Last updated 03/07/11: N. Guyer reported that Oceanside West will be home base for alternative education programming connected to the Herring Gut Learning Center. Beginning in 2011-2012 this program will serve students in grades 7 through 9. For grades 10 – 12, alternative education programming will remain status quo at the McLain Building in Rockland and students enrolled will continue to access classes at Oceanside East and MCST as needed. GT services will continue within its current structure with students in grades 5-8 receiving services via individualized learning plans coordinated by the GT teacher. Students in grades 9- 12 will receive services focused upon advanced coursework and other enrichment opportunities. Teacher coordinators at both Oceanside locations will facilitate and monitor individualized learning plans and will receive stipends for this work.</p> <p>Completed</p> |

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| <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>Adjusted at the Oct. 4th 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>12/13/10 - Principals Schooley & 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.</p> <p><i>Continuing – see 2K Phase III</i></p> |
| <p>2L: Monitoring & updates of emerging 8-12 Student Activities.</p> <p>Benchmark: Establish regular updates and monitoring of emerging social & cultural activities, student government, clubs, etc, that will become</p> | | <p>Begins mid-Sept.</p> <p>On-going</p> | <p>Last updated 05/02/11:</p> <p>05/02/11 Principals Forti & Schooley reported that both campuses recently held an Open House @ OHS-W, and a Parents' Night @ OHS-E. Both of these events were well attended with over 300 participants for the OHS-W Open House. OHS-W also recently hosted a joint campus dance on April 29th and will also host a 'Step-Up Dance' for transitioning middle school students on May 13th. Future events being planned include day long transition programming for in-coming 8th graders at the YMCA Camp, and two days of transition and team building activities for in-coming 9th graders at Camp Kieve later this spring.</p> <p><i>Continuing</i></p> |

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| <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> | <p>Last updated 03/07/11:</p> <p>12/13/10 – Principals are meeting regularly with the Counselors Advisory Group. As program of studies work nears 1st 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.</p> <p>02/07/11 - N. Guyer reported that the most recent Counselors Advisory group meeting was postponed due to a weather cancellation. A meeting with the counselors group is anticipated for February 15th., and this group continues to focus on advancing recommendations for administrative decision making regarding organizing guidance services, course weighting & class standing procedures, preparation for course planning and scheduling within the new POS, and other associated transition matters.</p> <p><i>Continuing – see 3E –</i></p> |
| <p>2N: Assessment of technology needs for both Rockland & Thomaston campuses based upon anticipated needs to support teaching & learning.</p> <p>Benchmark: Technology needs report with recommendations & budgetary implications submitted to Supt. Lucarelli & 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"> • Faculty • Principals • Technology Staff <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 05/02/11:</p> <p>RSU 13 Business Manager, Scott Vaitones reported on May 5th, 2011 that a full assessment of educational technology has been completed and a work plan established to address identified needs – primarily at Oceanside East. Summer maintenance projects have been budgeted for and will provide for the installation of needed laptop storage and charging stations, and provisions have been put into place to increase band-width capacity and software access prior to the opening of school. It was noted that this benchmark should be marked as 'completed.'</p> <p>Completed</p> |

Phase 3 – Transition Projects & Progress Benchmarks
(January 2011 – June 2011)

| Developmental Projects/Benchmarks: | Staff Involved/Work Elements | Timeframe: | Progress Notes & Recommended Adjustment: |
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| <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>Last Updated 02/07/11: 02/07/11 - N. Guyer noted that principals Schooley and Forti joined the Curriculum Committee at its monthly meeting on January 20th to review and discuss the draft POS. The response and discussion was highly favorable and the Curriculum Committee advanced a recommendation that a special, full school board workshop be held as soon as possible so that all RSU 13 school board members may benefit from learning more about the proposed POS for 8-12 programming.</p> <p>Completed</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>Last Updated 03/07/11: Supt. Lucarelli noted that the assessment of staffing needs for academics and guidance are completed and known. Staffing needs for allied arts are continuing to be assessed and final determinations will be made in the near future.</p> <p>Completed</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>Adjusted at the Oct. 4th TAG meeting – work now anticipated to begin mid-January 2011.</p> | <p>Last updated 05/02/11: 05/02/11 - This 8-12 committee has been formed and has begun to meet regularly to plan and pursue accreditation activities.</p> <p>Completed</p> <p>Note: at the 05/02/11 TAG meeting, TAG membership agreed to join an ad hoc committee to assist in the drafting of a guiding document stating the Core Values, Beliefs, and Learning Expectations for Oceanside High School. This one of the first steps in the NEASC self-study process and it was suggested that TAG is well positioned to contribute to this effort being planned and coordinated by the NEASC Steering Committee.</p> |

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| <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>Last updated 05/02/11</p> <p>This benchmark has been scaled back for the near term. TAG membership have endorsed the modification of this benchmark</p> <p>05/02/11 - L. Schooley reiterated that this benchmark has been scaled back for the near term. A grading committee with representatives from both campuses continues to meet and work together with the goal of producing a unified grading guide that will be piloted at Oceanside West in 2011-2012. This will deal with a unified grading scale, the treatment of 'extra credit,' grading weights for homework, etc.</p> <p>Principal Schooley also presented a three year proposal for transitioning to standards based grading. This process involves a sequential process for creating unified learning targets, drafting syllabi/unit plans linked to established learning targets, and the adoption of common assessments. A final step in the process will be to determine a grading/reporting system. Discussions will continue regarding making a district-wide commitment to this endeavor and potential coordination with NEASC efforts.</p> <p><i>Continuing</i></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>Last updated 05/02/11:</p> <p>05/02/11 - Principal Schooley noted that Oceanside West will maintain a day-to-day schedule consisting of seven periods. Logistical issues related to scheduling lunch periods are still in the process of being resolved. Oceanside East will maintain the rotating schedule currently in place. It was noted that this benchmark should be marked as 'completed.'</p> <p><i>Completed</i></p> |

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| <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>Last updated 05/02/11:</p> <p>05/02/11 - Principal Forti noted that he and Principal Schooley have accepted the recommendation to maintain co-valedictorians & salutatorians for the 2011-2012 school year. Recommendations are forthcoming regarding a two to three year phase in plan for class standing procedures and transitioning to a unified system.</p> <p>TAG membership endorsed the formation of a special committee to review and recommend graduation procedures for the spring of 2012 & beyond. The committee will be formed by Principals Forti & Schooley in the fall of 2011.</p> <p>Continuing</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>Last updated 08/09/11</p> <p>05/02/11 TAG report - Student Handbook. Work is progressing and will be completed before the conclusion of this school year. This unified 8-12 document will be made available via download to student laptops.</p> <p>Completed</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>Last updated 08/09/11</p> <p>05/02/11 - N. Guyer reported that this assessment process is progressing as planned and pre/post assessments have been expanded to include grades 10 & 11 this year. All faculty will convene to collaboratively score student writing on May 13th</p> <p>Curriculum Committee review anticipated June 2011</p> <p>Completed</p> |

Phase 4 – Transition Projects & Progress Benchmarks
(July 2011 – August 2011)

| Developmental Projects/Benchmarks: | Staff Involved/Work Elements | Timeframe: | Progress Notes & Recommended Adjustment: |
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| <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>Last updated 08/09/11</p> <p>This benchmark was expanded to involve joint team leader meetings and planning sessions which occurred on 06/30/11 and 07/19/11 involving all team leaders from OHS E & W. In collaboration with Great Schools Partnership (GSP) these sessions involved team leaders in reviewing core planning elements, providing feedback on early NEASC work, adopting a unified team leader job description, creating a unified syllabus design, planning for the on-going program evaluation, and planning for on-going two campus collaboration. The leadership team has also made a commitment to employ i-walkthrough technology via GSP support during the 2011/2012 school year. This will be a valuable form of collegial data gathering to inform continuing program development & improvement efforts.</p> <p>While this initial benchmark has been completed, leadership team development will continue to be a year-to-year focus within OHS.</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>Last updated 08/09/11</p> <p>Work dates around this initiative have been consistently pursued throughout the summer, beginning on 07/26/11 and concluding on 08/02/11. A writing guide has been completed and will be shared with all faculty at the beginning of the school year. Improvements to the 9-12 writing assessment have also been components of this on-going work that consisted of six working sessions involving four faculty members. Reinforcing standards and instructional strategies for improved writing across all content areas will also be a primary focus for embedded professional development during the 2011/2012 school year.</p> <p>Completed</p> |

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| <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>Last updated 08/09/11</p> <p>The Transition Advisory Group contributed to this effort during the early summer – participating with students, parents, school board members, and addition teachers in formulating a draft statement of core values, beliefs, and learning expectations for Oceanside High School. This draft statement will be shared with the full faculty and RSU 13 School Board at the beginning of the school year within a NEACS process for formal adoption.</p> <p>Over the summer months, the OHS Leadership Team reviewed and adopted a unified syllabus format. This electronic document is being shared with all teachers with the expectation all OHS courses will follow this format beginning in Sept. of 2011. Throughout the year a web site presence will be established for routine student and parent access.</p> <p>NEASC accreditation activities will continue throughout the coming school year and beyond.</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> | <p>Last updated 08/09/11</p> <p>The work plan to prepare for the opening of school has been quite extensive ranging from class scheduling, creating a unified student handbook, instructional team meetings, curriculum development work, planning for literacy and other content area intervention services, planning professional development themes and strategies that will be pursued, and meeting extensive facility needs and upgrades. While not every detail will be resolved for the opening of school, principals Schooley and Forti report that each campus will be prepared to welcome students on August 30th.</p> <p>Completed</p> |

TAG Work Plan Summary:

Phase 1:

BM #: Progress Benchmark:

Target Date:

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| 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:

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| 2A | Benchmark: Joint 8-12 faculty meeting. | September 2010 On-going |
| 2B | Benchmark: Create and implement a 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 for 8-12 configuration. | 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: Tentative roster of faculty assignments for 2011-2012 identified. | Mid- November 2010 |
| 2F | Benchmark: Project evaluation plan created for 8-12 program reorganization effort . | On-going until accomplished |
| 2G | Benchmark: Final draft 8-12 POS completed and submitted to RSU 13 Curriculum Committee for review 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. (Moved to Phase 3) | NA |

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| 2L | Benchmark: 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 | 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) |
| 2N | Benchmark: 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:

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|----|---|-------------------|
| 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 |
| 2K | Benchmark: NEASC Steering Committee Action Plan in place. (Moved to Phase 3) | NA |
| 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:

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| 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 |