

TRSD Continuing and Alternative Education
2017-18 Action Plan Steps

- **Goal #1 –By June 2018, the Timberlane Continuing and Alternative Education Program will work to develop processes and protocols associated with the HiSET program to include accountability measures, expectations for participation, parental involvement, eligibility requirements, and redefined roles and responsibilities of participating parties.**

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Create a HiSET Team that meets regularly to discuss student progress and support	October 2017	Scott Strainge, Dan Donovan, Raymond Moore, Barry Chooljian
2	Clarify and strengthen the attendance system and tracking of student hours	Ongoing	Scott Strainge, Lisa Petry
3	Incorporate Work Hours, Internships, and ELO's for HiSET students.	Ongoing	Nash Ready, Scott Strainge, Barry Chooljian, Lisa Petry
4	Establish clear communication pathways for the program that extends to the Day Division and SAU.	Ongoing	High School Administrative Team
5	Support teachers in efforts to prepare students for the HiSET Exam	Ongoing	Evening Division Admin Team

- **Goal #2 – By June 2018 the Timberlane Regional School District Evening Division Program will develop a dual enrollment program that will offer at least two college level classes during the evening division program hours of operation (4-8 PM).**

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Assemble a team that includes Academic	September 2017	Scott Strainge

	Deans and potential partners for the program		
2	Establish program structure and offerings	January, 2018	Academic Team
3	Create a schedule structure for the program	January 2018	Academic Team
4	Recruit teachers for the program	January 2018	Scott Strainge

- **Goal #3 – By June of 2018 the Timberlane Continuing and Alternative Education Program will utilize various data-based measures to monitor and report out student and program progress and to make programmatic decisions for the enhancement of the Continuing and Alternative Education Program.**

Action Steps/Monitoring

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Identify pertinent data points	Ongoing	Scott Strainge, Christi Michaud
2	Establish collection and reporting schedule for Evening Division and Summer School data	Ongoing	Scott Strainge, Christi Michaud
3	Utilize both STAR testing and Achieve 3000	Ongoing	Scott Strainge Mary Widman