

Evening and Continuing Education 2016-2017 Reflections and Highlights

GOAL #1

By June 2017, 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.

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Create a HiSET Team that meets regularly to discuss student progress and support, ONGOING	October 2016	Scott Strainge, Dan Donovan, Raymond Moore, Barry Chooljian
2	Clarify and strengthen the attendance system and tracking of student hours, COMPLETE	Ongoing	Scott Strainge, Brian O'Connell, Krista Moreau, Lisa Petry
3	Incorporate Work Hours, Internships, and ELO's for HiSET students. ONGOING	Ongoing	Nash Ready, Scott Strainge, Joanne Markevitch, Barry Chooljian, Brian O'Connell, Paul Sullivan, Lisa Petry
4	Establish clear communication pathways for the program that extends to the Day Division and SAU. COMPLETE	Ongoing	High School Administrative Team
5	Support teachers in efforts to prepare students for the HiSET Exam, COMPLETE	Ongoing	Evening Division Admin Team

GOAL #2

By June 2017 the Timberlane Regional School District Grant Management Team will develop a data-driven, needs based system for grant writing, Acquisition, and management as measured by the development of a grant writing handbook and the acquisition of at least one grant this year.

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Assemble a team that includes members from each school and district level administration. ONGOING	November 2016	Scott Strainge
2	Establish protocol for the Grant Management Team to work with all stakeholders in the district. ONGOING	December 2016	Scott Strainge
3	Establish a needs based system that is supported by data for identifying and applying for grants district-wide. ONGOING	January 2017	Scott Strainge

GOAL #3

By June of 2016 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.

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Identify pertinent data points. COMPLETE	Ongoing	Scott Strainge, Christi Michaud
2	Establish collection and reporting schedule for Evening Division and Summer School data. COMPLETE	Ongoing	Scott Strainge, Christi Michaud