

**IMPLEMENTATION PLAN FOR THE TRANSITION OF SECONDARY LEARNING CENTER STUDENTS TO  
HOME/CONSORTIA COMPREHENSIVE SECONDARY SCHOOLS**

<b>Date</b>	<b>Activity</b>	<b>Targeted Audience</b>	<b>Person(s) Responsible</b>
January 2007	<p>Review the plan designed to support the middle schools to ensure that ongoing monitoring of student performance and achievement and the implementation of appropriate instructional services are provided. This plan, which is consistent with the current practices of the DSBSES, consists of the following:</p> <ul style="list-style-type: none"> <li>• Job-embedded coaching for the implementation of reading interventions</li> <li>• Staff development on best practices of co-teaching</li> <li>• Participation on Achievement Steering Committees (ASC) and school-based Literacy Teams, Instructional Councils, and data monitoring teams</li> <li>• Monthly meetings held with designated staff to discuss the instructional supports needed during the 2007–2008 school year</li> </ul>	Special Education Supervisors, Reading Instructional Specialists, Itinerant Resource Teachers (LRE facilitators), and Special Education Instructional Specialists	Ms. Ellen Schaefer, Director, Division of School-Based Special Education Services (DSBSES)

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January 2007	Conduct a meeting regarding implications for staffing in January 2007	Ms. Susan Marks, Associate Superintendent, Office of Human Resources (OHR); Ms. Jane Woodburn, Director, Department of Recruitment and Staffing (DRS); Ms. Rae Korade, Human Resources Coordinator, DRS; Ms. Linda Kimmel-Johnson, Special Education Staffing Specialist, DRS; Mr. Duane Merson, Staffing Analyst, DRS; Ms. Merle Cuttita, SEIU 500 President	Ms. Gwendolyn J. Mason, Director, Department of Special Education Services (DSES); Ms. Vickie Strange-Moscoco, Director, Department of Special Education Operations (DSEO)
January 2007	Meet to discuss the proposal to provide special education services in the home schools and the implications for professional development	Ms. Betty Collins, Director, Staff Development Initiatives, Office of Organizational Development (OOD); Mr. Carl Baskerville, Director, Curriculum Training and Development, OOD	Ms. Gwendolyn J. Mason, Director, DSES; Ms. Ellen Schaefer, Director, DSBSES
January 2007	Verify the list of learning center students projected to enter Grade 6 during the 2007–2008 school year	Elementary and Middle School Special Education Coordinators	Special Education Supervisors/ Instructional Specialists; Ms. Ellen Schaefer, Director, DSBSES; Ms. Karen Kosian, Data Systems Specialist, DSEO

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January 2007	Consult with school-based staff on the development of the master schedule for the 2007–2008 school year to ensure the implementation of a continuum of services	Resource Teachers in Special Education (RTSEs), Counselors, School-based Administrators, School Schedulers	Special Education Supervisors/ Instructional Specialists
January 2007	Advise principals and student services staff to ensure that parents of learning center students receive information regarding the upcoming school year activities for all transitioning students	Principals, Counselors	Mr. Steve Zagami, Director, Department of Student Services (DSS); Mr. Kent Weaver, Supervisor, School Counseling Services, DSS
January 2007	Notify OHR to share information about the proposed phase out of the of Secondary Learning Centers and the implications for staffing for the 2007–2008 school year	Ms. Susan Marks, Associate Superintendent, OHR; Ms. Jane Woodburn, Director, DRS; Ms. Rae Korade, Human Resources Specialist, DRS; Ms. Linda Kimmel-Johnson, Special Education Staffing Specialist, DRS; Mr. Duane Merson, Staffing Analyst, DRS	Ms. Gwendolyn J. Mason, Director, DSES; Ms. Vickie Strange-Moscoco, Director, DSEO

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<b>Date</b>	<b>Activity</b>	<b>Targeted Audience</b>	<b>Person(s) Responsible</b>
January 2007	Meet to discuss the proposed phase out of the Secondary Learning Centers and the implications for instruction	Ms. Betsy Brown, Director, Department of Curriculum and Instruction (DCI); Ms. Janice Faden, Director, Elementary School Instruction and Achievement; Ms. Linda Ferrell, Director, Middle School Instruction and Achievement; Ms. Carol Blum, Director, High School Instruction and Achievement	Ms. Gwendolyn J. Mason, Director, DSES; Ms. Ellen Schaefer, Director, DSBSES
January 2007	Meet to discuss the proposed phase out of the Secondary Learning Centers and the implications for the Department of Transportation	Mr. John Matthews, Director, Department of Transportation; Ms. Katrina Wright, Supervisor, Special Education Transportation	Ms. Ellen Schaefer, Director, DSBSES
Beginning in January 2007	Review the files and observe the learning center special education students in Grade 5 to identify their specific instructional programming needs in the area(s) of reading and/or mathematics	Grade 5 Learning Center Students	Ms. Lisa Heck, Ms. Diane Rosenfeld and Ms. Genevieve Goodman— Itinerant Resource Teachers (IRTs), DSBSES
Beginning in January 2007	Conduct monthly meetings regarding the status of the transition of students focusing on the instructional and program supports needed	Middle school principals impacted by the transition of learning center students	Special Education Supervisors/ Instructional Specialists

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<b>Date</b>	<b>Activity</b>	<b>Targeted Audience</b>	<b>Person(s) Responsible</b>
January 17, 2007	Provide an overview of information and discuss the transition of students from Secondary Learning Centers to neighborhood schools; roles, responsibilities of staff; strategies for supporting students and staff	All Secondary RTSEs	Ms. Ellen Schaefer, Director, DSBSES; Special Education Supervisors, DSBSES
January 17, 2007	Meet with itinerant resource teachers, RTSEs, special education supervisors, and special education instructional specialists to review the information collected regarding specific instructional programming needs in the area(s) of reading and/or mathematics to ensure appropriate interventions are identified for all transitioning students	Central Office and School-based Special Education Staff	Ms. Lisa Heck, Ms. Diane Rosenfeld, Ms. Genevieve Goodman, Ms. Charlene Parilla, Ms. Elena Dennis, and Ms. Jackie Hongladarom, IRTs; Ms. Jane Easton and Ms. Brenda Browne, Special Education Instructional Specialists in Reading
January 18, 2007	Provide an overview of information on the transition of students from learning centers to neighborhood schools	All Elementary Learning Center Coordinators	Ms. Ellen Schaefer, Director, DSBSES; Special Education Supervisors, DSBSES
January–June 2007	Conduct monthly meetings as needed with the community superintendents and principals to discuss the status of the transition of learning center students to their home schools and the specific needs of individual schools	Community Superintendents, Directors of School Performance, Principals	Supervisors/Instructional Specialists and Ms. Ellen Schaefer, Director, DSBSES

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Date	Activity	Targeted Audience	Person(s) Responsible
January–June 2007	Collaborate with OOD to identify professional development in the areas of inclusive practices, co-teaching and reading and mathematics interventions for all secondary schools	DSBSES Staff	Supervisors/Instructional Specialists, and Ms. Ellen Schaefer, Director, DSBSES
February–March 2007	Facilitate parental visitation to the home schools of current learning center students in Grade 5	Parents of Learning Center Students in Grade 5	Special Education Supervisors, Instructional Specialists, RTSEs/IRTs
February–March 2007	Conduct annual review meetings beginning in February. RTSEs from receiving schools and central office staff will attend the Individualized Education Program (IEP) meetings for rising Grade 6 students	RTSEs	Special Education Supervisors, Instructional Specialists, RTSEs/IRTs
February–June 2007	Continue consultation with school-based teams to develop the master schedule to ensure the implementation of a continuum of services	RTSEs, Administrators, Counselors	Special Education Supervisors/Instructional Specialists
March–April 2007	Continue participation in IEP meetings	IEP Teams at Secondary Learning Centers	Special Education Supervisors/Instructional Specialists and/or IRTs

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Date	Activity	Targeted Audience	Person(s) Responsible
April 2007	<p>Collaborate with OOD to develop the plan for professional development for general and special education teachers and paraeducators in the following areas:</p> <ul style="list-style-type: none"> <li>• English/reading and/or mathematics</li> <li>• Behavior management strategies</li> <li>• Use of technology to access the curriculum</li> <li>• Universal Design for Learning (UDL)</li> <li>• Effective co-teaching strategies</li> <li>• Providing accommodations and modifications</li> <li>• Effective utilization of paraeducators</li> <li>• Effective collaboration practices</li> <li>• Training and coaching on researched-based reading/mathematics interventions</li> </ul>	Principals, RTSEs, Staff Development Teachers	Special Education Supervisors, Instructional Specialists; IRTs; Ms. Betty Collins, Staff Development Initiatives, OOD; Mr. Carl Baskerville, Director, Curriculum Training and Development, OOD

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<b>Date</b>	<b>Activity</b>	<b>Targeted Audience</b>	<b>Person(s) Responsible</b>
May 2007	Finalize the 2007–2008 central office assignments to targeted secondary schools to monitor student performance and achievement	Central Office Staff–DSBSES	Ms. Ellen Schaefer, Director, DSBSES; Ms. Gwendolyn J. Mason, Director, DSES
July–August 2007  August 2007–May 2008 (Provide on-site coaching and job-embedded professional development)	Conduct professional development activities in collaboration with OOD on effective co-teaching practices, reading and mathematics interventions, and behavior management strategies	General/Special Education Teachers and Paraeducators	Special Education Instructional Specialists  OOD Content Specialist in Special Education, Mathematics, and English/Reading
July–August 2007	Verify the status of the master schedule for secondary schools receiving learning center students	School-based Administrators, RTSEs	Special Education Supervisors
August 2007	Review the schedules of former learning center students to ensure appropriate programming  Conduct professional development for new assistant principals on providing a continuum of services in a comprehensive secondary school	RTSEs, Administrators, and Counselors	Special Education Supervisors/ Instructional Specialists



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September 2007	Verify implementation of the master schedule	RTSEs, Counselors, Administrators	Special Education Supervisors
September 2007	Conduct on-site walk-throughs of co-taught classes to obtain teacher feedback, see how students are performing, and adjust programming as needed	General and Special Education Classes	Special Education Supervisors, Instructional Specialists, and/or IRTs
September 2007– June 2008	Participate monthly on one of the following school committees to monitor special education student performance and achievement: <ul style="list-style-type: none"> <li>• Instructional Council</li> <li>• Data Chat Committee</li> <li>• Literacy Teams</li> <li>• Achievement Steering Committee</li> </ul>	Content Resource Teachers and Instructional Leadership Teams, Administrators	Special Education Supervisors, Instructional Specialists, and/or IRTs
October 2007	Observe former learning center students and conduct 30-day reviews to discuss their instructional programming needs and progress	Learning Center Students and Parents, School Staff	Special Education Supervisors, Instructional Specialists, and/or IRTs
November 2007	Review the report cards for all former learning center students  Review/monitor IEP progress towards goals and objectives	Learning Center Students	Special Education Supervisors, Instructional Specialists, and/or IRTs

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December 2007	Conduct walk-throughs in co-taught classes to see how the students are performing and adjust programming as needed	General and Special Education Teachers	Central Office Special Education Staff
January 2008	Review the second quarter report cards and unit assessment data of former learning center students	Special Education Coordinators, Special and General Education Teachers	Special Education Supervisors/ Instructional Specialists
January 2008	Verify the list of learning center students projected to enter Grade 6 during the 2008–2009 school year	Elementary and Middle School Special Education Coordinators	Special Education Supervisors/ Instructional Specialists; Ms. Ellen Schaefer, Director, DSBSES; Ms. Karen Kosian, Data Systems Specialist, DSEO
February 2008	<p>Conduct annual review meetings beginning in February. RTSEs from receiving schools and central office staff will attend the IEP meetings for rising Grade 6 students</p> <p>Participate in IEP meetings of former learning center students to determine progress and programming needs for Fiscal Year 2009</p>	RTSEs	Special Education Supervisors, Instructional Specialists, and/or IRTs

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Date	Activity	Targeted Audience	Person(s) Responsible
February–March 2008	Identify the participants assigned to provide accommodations during the administration of the Maryland School Assessment (MSA)	Central Office Special Education Staff	Central Office Special Education Staff; Ms. Ellen Schaefer, Director, DSBSES
April 2008	Review the third quarter report cards and unit assessment data for all former learning center students	RTSEs, Counselors, Administrators	Special Education Supervisors, Instructional Specialists, and/or IRTs
May 2008	Collect summative data to develop the end-of-year report on the progress of former learning center students	General and Special Education Teachers	Special Education Supervisors, Instructional Specialists, and/or IRTs; Dr. Heather Wilson, Instructional Specialist, DSEO; Dr. Faith S. Connolly, Director, Department of Shared Accountability (DSA)
June 2008	Review the final report cards and unit assessment data for all former learning center students	RTSEs, Counselors, Administrators	Special Education Supervisors, Instructional Specialists, and/or IRTs
August 2008	Review Spring 2008 MSA data to compare the student performance and achievement data from the Spring 2007 MSA results	School-based Staff/ Administrators, OSP	Ms. Gwendolyn Mason, Director, DSES; Ms. Ellen Schaefer, Director, DSBSES; Special Education Supervisors and Instructional Specialists; Dr. Heather Wilson, Instructional Specialist, DSEO

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September 2008	Present final report on the progress of former learning center students	OSP, Executive Leadership Staff, Secondary Principals, Special Education Advisory Committee, Montgomery County Council of Parent Teacher Associations, Special Education Advisory Continuous Improvement Committee	Dr. Carey M. Wright, AS, OSESS; Ms. Gwendolyn Mason, Director, DSES; Ms. Vickie Strange-Moscoco, Director, DSEO, Dr. Heather Wilson, Instructional Specialist, DSEO; Dr. Faith S. Connolly, Director, DSA