



JAN 30 2018

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.  
COMMISSION ON PUBLIC SCHOOLS

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January 26, 2108

Jeffrey Shedd  
Principal  
Cape Elizabeth High School  
345 Ocean House Road  
Cape Elizabeth, ME 04107

Dear Mr. Shedd:

The Committee on Public Secondary Schools, at its January 21-22, 2018 meeting, reviewed the Special Progress Report of Cape Elizabeth High School and continued the school's accreditation.

The Committee was pleased to learn of the following:

- the implementation of two Habits of Work expectations, including corresponding rubrics and a system for reporting student progress in achieving the expectations
- the development of academic criteria and rubrics that define targeted levels of achievement to measure targets across disciplines and reflecting the school's 21<sup>st</sup> century learning expectations for ninth grade students
- the creation of a plan and timeline to implement a formal process to assess whole school and individual student achievement of the school's 21<sup>st</sup> century learning expectations
- the provision of professional development on proficiency-based education, grading and reporting

In addition to responding to the five (5) recommendations highlighted in the Committee's November 4, 2016 notification letter, the school's Two-Year Progress Report should provide detailed information on action taken to address the following:

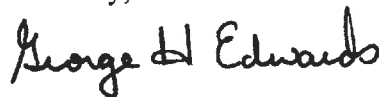
- identify and articulate learning targets and align assessments with those targets for all grades using a process that involves all stakeholders

Jaffrey Shedd  
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The Committee will review the school's accreditation status when it considers the Two-Year Progress Report, due October 1, 2018. The school is reminded that information about the proper preparation of the Two-Year Progress Report which can be found at <http://cpss.neasc.org> under the "Ongoing Accreditation" tab, *Two-Year Progress Report*. In that report school officials are required to respond to two types of recommendations: Section I, highlighted recommendations from notification letter(s) and Section II, general report recommendations from the school's decennial evaluation report, as well as the requested information in Sections III-IX.

The school's Two-Year Progress Report should be submitted only by the principal through the Accreditation Portal by clicking on the green "mark progress report complete" button. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to [cpss-air@neasc.org](mailto:cpss-air@neasc.org).

Sincerely,



George H. Edwards

GHE/mms

cc: Howard Colter, Interim Superintendent, Cape Elizabeth School Department  
John Christie, Chair, Cape Elizabeth School Board  
Gregory B. Myers, Chair, Committee on Public Secondary Schools