



Welcome to Rising Star

An Introductory Webinar for Internal Coaches

Illinois State Board of Education
Fall, 2011

Who might be participating in today's webinar?

- Internal coaches for schools in a Title I district
- Internal coaches from a Title III school/district that has not met **ANNUAL MEASURABLE ACHIEVEMENT OBJECTIVES (AMAOs)**

Learning Outcomes

Participants Will:

- Understand how the Rising Star tool supports the process of Continuous Improvement
- Develop a shared understanding of the Eight Essential Elements and Service Cycle
- Gain an understanding of research- and evidence-based school indicators of effective practices
- Review the process of developing an improvement plan using indicators of effective practice and the Rising Star web-based planning tool
- Understand the internal coach roles and responsibilities for guiding school teams through the continuous improvement process

What is Rising Star?



It is a Performance Positioning System.

It provides a structure for teams to examine their practices so they can improve performance.

The tool offers plenty of “how” flexibility

http://www.youtube.com/watch?feature=player_detailpage&v=EQ8cKY6MEKU

Evidence Of Effectiveness

- Between 2007 and 2009, 27 schools demonstrated the following results:

Schools with Gains in Reading: 26 (96.2%)

Schools with Gains in Math: 26 (96.2%)

- **2007 Reading**

Mean Percent of Students Scoring Proficient or Better: 67.01%

2009 Reading

Mean Percent of Students Scoring Proficient or Better: 80.48%

Mean Gain in Reading: 13.47 percentage points

2007 Math

Mean Percent of Students Scoring Proficient or Better: 55.28%

2009 Math

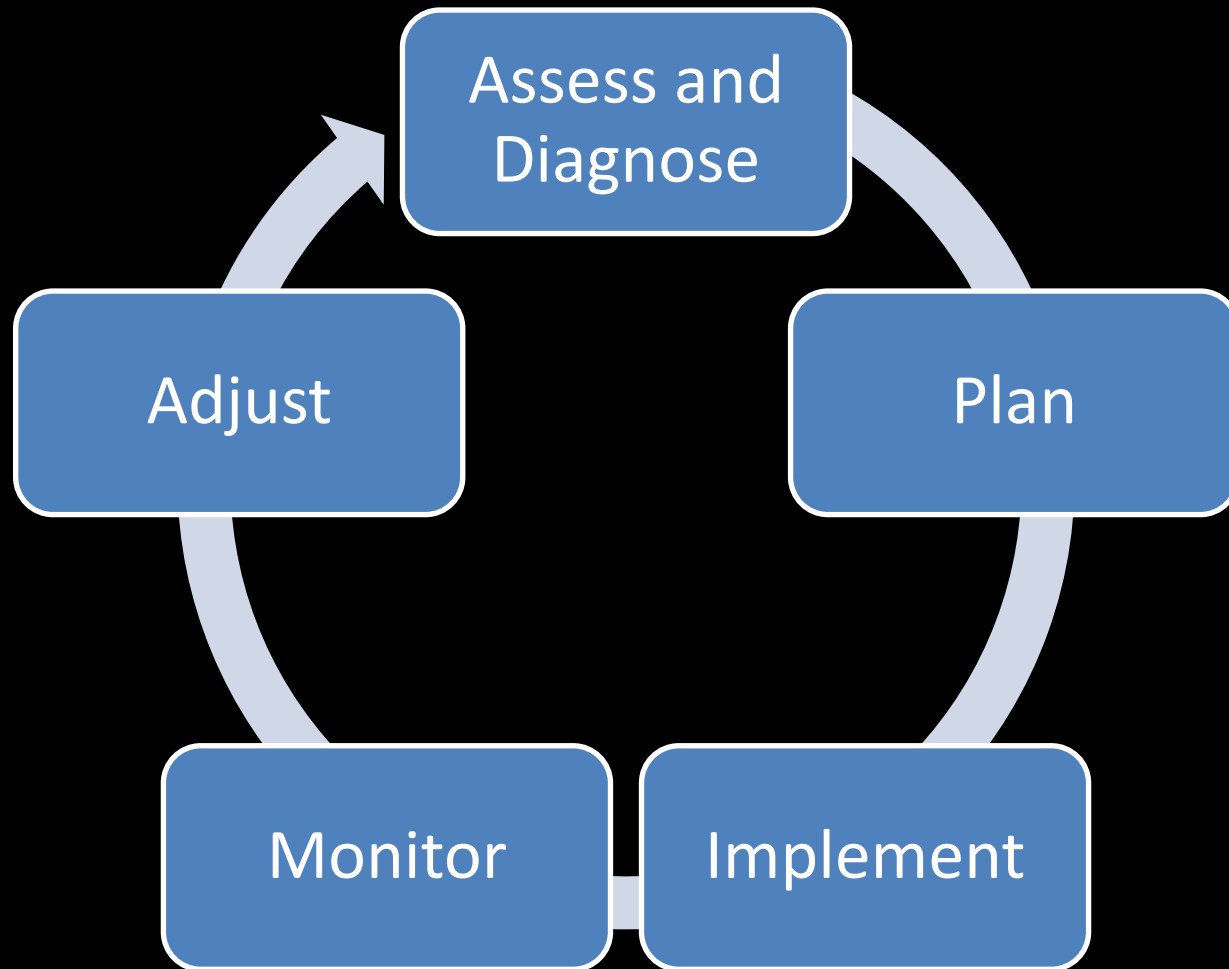
Mean Percent of Students Scoring Proficient or Better: 75.37%

Mean Gain in Math: 20.09 percentage points

What are Principles of Continuous Improvement ?

- Recognize the School's Strengths
- Know Effective Practice
- Identify Needs for Improved Practice
- Design Path to Improvement
- Confirm Successes as Effective Practices are Implemented

The Continuous Improvement Cycle



What does Rising Star Offer?

- Opportunities for quality collaboration among school personnel
- An efficient and effective continuous improvement process
- Support from Coaches (SSoS or Internal)
- Convenient, electronic reporting
- Resources, *Wise Ways*, *Indicators in Action* videos, all aligned with evidence...

Foundations for Success

Culture of Candor

Formal Team Structures

Leadership

Coaching and Support

Indicators of Effective Practice

Culture of Candor

- Breaking the habit of hiding our challenges
- Step 1 is admitting where we REALLY are, Step 2 is doing something about it
- Follow through by modeling and supporting a culture of candor

Formal Team Structures

- Leadership Team
- Agendas and Minutes
- Benchmarked Progress
- Quality Work



Team Considerations

- Size & Working Structure (whole group, sub-committees, etc.)
- Length & Frequency of Meetings
- Leadership Participation
- Accountability (Minutes, Agenda, etc.)
- Team Norms
- How Responsibilities are Distributed
- Plan for Sharing Work & Info with Others
- The REAL Work Happens with the Team
 - Without the Team, this Work is Meaningless

High Quality Team Performance Requires...

- Regular and well-attended team meetings
- Focused and difficult discussions
- Honest and reflective self-examination
- Sincere and collaborative effort
- Use of the Rising Star protocols & consistent documentation



Leadership



School Leadership Team

Principal

Process Manager – selected by the Principal (School Leadership Team) to interface with the online system

- Prepare agendas
- Prepare worksheets and Wise Ways
- Record minutes
- Record the team's work
- Prepare reports

Be Sure to Select a “Process Manager”



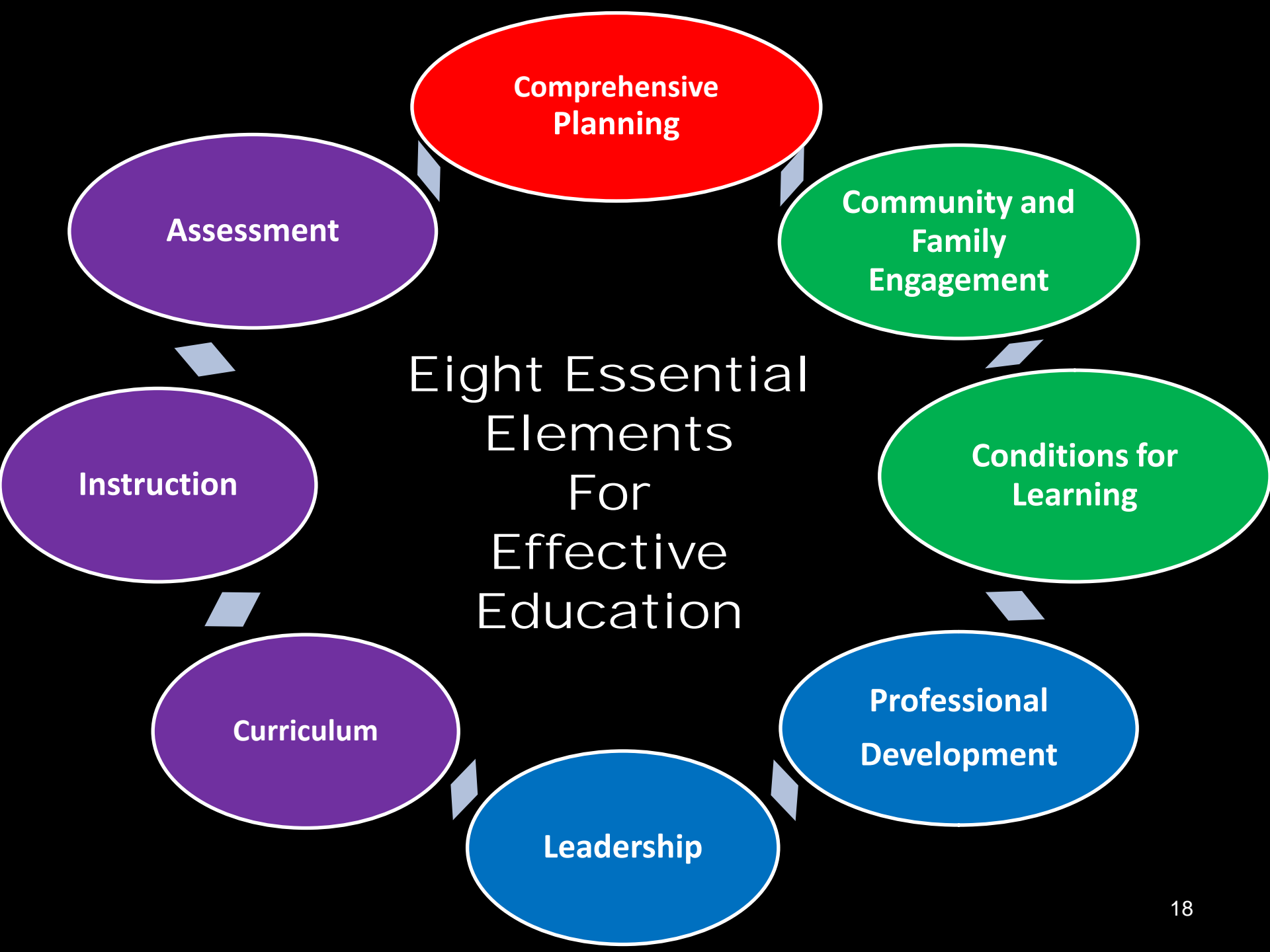
As an Internal Coach...



- You will respond to the teams' work by entering "coaching comments" to which the team can reply.
- When you post a coaching comment, the principal and process manager receive an email alerting them to the posting.
- You have access to training supports like *Indicators in Action*
 - Web-based videos demonstrating indicators of effective practice
 - Also available on DVDs

So, what are Indicators of Effective Practice?

- Guideposts of effective, evidence-based strategies for classrooms, schools, and districts
 - Culled, analyzed, and organized in the *Handbook on Restructuring and Substantial School Improvement*
 - named “outstanding publication of the year” by Division H of AERA at 2008 convention in New York City
- Help teams move beyond personal opinion to focused discussion in a “culture of candor”
- Each is supported with a Wise Way research brief
- Plain language, behavioral (Who does what?)



Eight Essential
Elements
For
Effective
Education

**Comprehensive
Planning**

**Community and
Family
Engagement**

**Conditions for
Learning**

**Professional
Development**

Leadership

Curriculum

Instruction

Assessment

There are...

4 *Categories* for Improvement

8 Essential *Elements*

152 *Indicators* of Effective Practice

4
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Continuous Improvement

Comprehensive Planning

Learning Environment

Conditions for Learning

Community and Family

Educator Quality

Professional Development

Leadership

Teaching and Learning

Curriculum

Instruction

Assessment

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Comprehensive Planning

48 Indicators

Conditions for Learning

11 Indicators

Community and Family

9 Indicators

Professional Development

6 Indicators

Leadership

15 Indicators

Curriculum

3 Indicators

Instruction

46 Indicators

Assessment

14 Indicators

Examples of School Team Indicators

- **A Leadership Team** consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).
- **A team** structure is officially incorporated into the school improvement plan and school governance policy.
- **All teams** have written statements of purpose and guidelines for their operation.
- **The Leadership Team** monitors school-level student learning data.
- Yearly learning goals are set for the school by **the Leadership Team** utilizing student learning data.

Examples of Teacher Indicators

- All teachers clearly state the lesson's topic, theme, and objectives.
- All teachers incorporate the use of technology in their classrooms when it enhances instruction and builds 21st Century Learning Skills.
- All teachers use modeling, demonstration, and graphics.
- All teachers review with questioning.

Examples of Principal Indicators

- **The principal** celebrates individual, team, and school successes, especially related to all student learning outcomes throughout the year.
- **The principal** maintains a file of the agendas, work products, and minutes of all teams.
- **The principal** keeps a focus on instructional improvement and student learning outcomes.
- **The principal** monitors curriculum and classroom instruction regularly.

School Level Process – 6 Steps

Step 1
Register School



Step 2
Provide School
Information



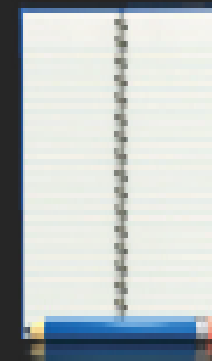
Step 3
Form School
Team



Step 4
Assess School
Indicators



Step 5
Create School
Plan



Step 6
Monitor School
Plan



Test School School Improvement Team
 Illinois Sample District, IL



Set Up School	Started	Last Update	
Step 1 - Register School	06/28/10	07/27/10	
Step 2 - Provide School Information	06/30/10	07/27/10	
- Provide School Assessment Scores	07/15/10	07/26/10	
Step 3 - Form School Team	07/12/10	07/26/10	6 (count)

Assess - Create - Monitor	Started	Last Update	Progress
Step 4 - Assess School Indicators	06/29/10	07/26/10	37 of 119
Step 5 - Create School Plan	07/12/10	07/20/10	6 of 23
Step 6 - Monitor School Plan	10/01/11	10/01/11	1 of 6

Coaches & Leaders	Name	Position	Phone	Email
Principal	Mr. Ima Principal		x	test@sbcglobal.net
Process Manager	Mr. Ima Principal			test@sbcglobal.net

The “Roll Up Your Sleeves, Real Work” is done in steps...

1. Register District/School
2. Provide District/School Information
3. Form District/School Team

- 
- 
4. Assess Indicators
 5. Create Plan
 6. Monitor the Plan

Where Do We Start?

www.centerii.org

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CENTER ON INNOVATION & IMPROVEMENT

Twin paths to better schools

Information.

Tools.

Training.

HOME

EXTENDED TIME AND SES

CHARTER SCHOOLS

FAMILIES AND SCHOOLS

SCHOOL AND DISTRICT IMPROVEMENT

RESTRUCTURING & TURNAROUNDS

STATE SYSTEMS OF SUPPORT

national network of state school improvement leaders (NNSIL)



[Learn more](#)



Mississippi Department of Education prepares to launch SIG Online Tool.

[Download CII Publications](#)



Academy of Pacesetter Districts

Seeing Change Through to the Classroom

Project Summary:

The Academy of Pacesetter Districts is a year-long opportunity for high-level leaders in an LEA to explore their current district operations with a particular focus on...

[Learn more >](#)

[Register for October Training in Philadelphia](#)



Academy of Pacesetter States

Seeing Change Through to the Classroom

[Learn more](#)

[SSOS Operations Manuals](#)

Productivity!

How to Search this Web Site

1. [Research, Reports, Tools](#) to find resources and URLs by key word or topic.
2. [State Database](#) to create reports for one or more States with a wealth of information, tracking data, contact names, and links to SEA websites.
3. [Download CII Publications](#) here, including evidence reviews, handbooks, practice guides.
4. [Spotlights](#) to search the archives of spotlighted resources by category.
5. [Support for School Improvement](#) to search the archives of the Support for S Improvement e-newsletter that CII co-sponsors with the [Council of Chief State School Officers](#) (CCSSO).



Indistar Login

Enter your State, District, or School login and password.

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Login

[Click here to Learn More](#)

Enter your login and password.

[Login](#)

[Recommended Browser Settings](#)

[Making Indistar Work For You](#)
[Indicators in Action: Helpful links and resources](#)

[What is Indistar?](#)

Indistar@adi.org

Quick Links

[State Education Agencies](#)
(State Departments of Education)

[Doing What Works](#)

[What Works Clearinghouse](#)
(Scientific evidence of what works in education)

[Office of Non-Public Education](#)
(ONPE)

School Dashboard

- **What you see when you log in**
- **Where you go to enter the Rising Star school improvement tool**
- **Where you go to complete annual reports**
- **Where you go to submit reports**
- **Where you go to link to state data and resources**

School Dashboard

School Improvement Tool for All Schools

Family Engagement Tool

Supplementary Forms to Complete

Reports submitted electronically by due date here

Guidelines for reporting dates



School

new Coaching Review **new**

Choose a School to view:

[Show District Admin Information](#)

Planning and Reporting
Ill test School

Indicator-Based Planning Tools

[Rising Star - School Indicators](#)

The Rising Star school improvement planning process for the School Improvement Team

[Community and Family Engagement Indicators](#)

Use the results from the Family Engagement Tool (FET) to inform your assessing, planning, and monitoring of the Family and Community Engagement Indicators.

Other Planning Tools

[The Family Engagement Tool \(formerly known as the Parent Involvement Analysis\)](#)

Open link and login with FET login and password to complete the five step FET web-based process.

[Interactive Illinois Report Card](#)

Use the Interactive Illinois Report Card web site for test results and other school improvement information for Illinois schools and districts.

Forms to Complete

[Local Board Action Report \(Required\)](#)

[SIP Form \(Required\)](#)

[School Improvement Plan Objectives Form \(Required\)](#)

Required Reports

Report Name	Submit By	Submit	Submitted	Previous
Rising Star (S) --SmartStart Indicators	October 14, 2011	<input type="button" value="Submit"/>	09/28/11	11/18/10
Rising Star (S) --extra submission for 2010-2011 only				11/19/10
Rising Star (S) --SmartPlan Indicators	December 13, 2011	<input type="button" value="Submit"/>		12/02/10
Rising Star (S) --SmartCore Indicators	February 15, 2012	<input type="button" value="Submit"/>		
Rising Star (S) --Conditions for Learning	April 25, 2012	<input type="button" value="Submit"/>		
Rising Star (S) --Community and Family Engagement	April 25, 2012	<input type="button" value="Submit"/>		
Local Board Action Report	December 13, 2011	<input type="button" value="Submit"/>		12/15/09
SIP Report	December 13, 2011	<input type="button" value="Submit"/>		11/23/10
School Improvement Plan Objectives Report	December 13, 2011	<input type="button" value="Submit"/>		11/23/10

Other Documents/Web Pages

[Illinois Rising Star Reporting Dates - Guideline](#)

Open link to find the Rising Star guidelines for Illinois schools and districts.

Rising Star Tool – Main Menu

- **Where you go to:**
 - Prepare Agendas, Download Wise Ways and Worksheets
 - Enter Minutes
 - Record Work of the Team
 - View Coaching Comments, and
 - Generate Reports



Il test School *School Leadership Team CI*
Somonauk CUSD #432, IL

Set Up School	Tutorials	Started	Last Update
Step 1 - Register School	VIDEO	06/28/10	12/06/10
Step 2 - Provide School Information		06/30/10	10/07/11
- Provide School Assessment Scores		08/26/10	10/07/10
Step 3 - Form School Team		07/12/10	10/07/10
			15 (count)

Assess - Create - Monitor	Tutorials	Started	Last Update	Progress
Step 4 - Assess School Indicators	VIDEO	07/01/11	09/28/11	10 of 104
Step 5 - Create School Plan	VIDEO	08/02/11	10/10/11	4 of 10
Step 6 - Monitor School Plan	VIDEO	09/23/11	09/23/11	0 of 4

Coaches & Leaders	Name	Position	Phone	Email
Consultant to School	Mrs. Susan Barker	School Support Coach		sbarker@stclair.k12.il.us
Principal	Mr. John Boles		618-548-0727	
Process Manager	Mr. Tom Thumb			sbenedict@adi.org

How Do You Start?

- **Form the Leadership Team**
- **Appoint a Process Manager**
- **Prepare an Agenda for the First Meeting**
 - **Select indicators to assess**
 - **Download Wise Ways for each indicator to assess**
 - **Download a worksheet for each indicator to assess**
- **Distribute agenda and Wise Ways to team to review before meeting**
- **Engage in a candid conversation at the meeting and complete the worksheets**
- **Enter minutes and worksheet content in system**



Utilize the Process

- Encourage your team to stick to the process. There may be temptation to try and skip a step or “deal with that later.” The greater adherence to the process, the greater the success.
- Engage in and value all steps in the process: Assess, Plan & Monitor.
- Fully incorporate Wise Ways.
- Be mindful of the frequency of team meetings and updating the tool. Momentum and progress can be hindered if too much time passes between work sessions.

Utilize the Process

- Evidence-based strategies for classrooms, schools, and districts.
- If overwhelmed by the number of indicators, consider them in clusters.
- Combine objectives & tasks when appropriate.

JUMP-IN, PLAY & PRACTICE LEARN WITH YOUR TEAM

Login

Enter your login and password or
choose to enroll your District in the program.

Requires Internet Explorer 6.0 or higher, or Apple Safari

Do not use FireFox.

Register Your District

Login

[Helpful links and resources](#)

FAMILIARIZE YOURSELF WITH KEY PAGES

- Dashboards
- Main Planning Page
- Resources & Reporting
- Where Are We Now?
- Plan Your Meeting
- Coaching Comments
- Assess, Plan, Monitor Pages
- Wise Ways
- Indicators in Action

Test School *School Improvement Team*
 Illinois Sample District, IL

Set Up School	Started	Last Update	
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Process Manager	Mr. Ima Principal			test@sbcglobal.net

For technical questions concerning this tool contact us at Indistar@adi.org

Coaching Comments

Coaching Comments is a feature that makes it easy and automatic for teams to communicate with you, their internal coach.

Step 4

ASSESS the INDICATOR

- Remember to print down and read the *Wise Way*
- Provide a candid self-assessment of where the school or district is...the starting point.
- Describe Current Level of Implementation. BE DESCRIPTIVE!
- If it is fully implemented, provide a substantial description of the full implementation.
- Priority x Opportunity Score = Index Score
- Leave the planning for the next step!



Test School

Tab 1 – Select Indicators by Section – select your indicator to assess by section or choose to display all Indicators

Tab 2 – List of Indicators to Assess – choose indicator to assess

Tab 3 – List of Indicators Assessed – choose indicator to edit assessment information

Tab 4 – Assess Indicator – enter this tab only by selecting an indicator in tab 2 or 3

Category: *Continuous Improvement*
Section: *Comprehensive Planning*

- 1. Select Indicators
- 2. List of Indicators to Assess
- 3. List of Indicators Assessed
- 4. Assess Indicator

Wise Ways ®

100% The Leadership Team serves as a conduit of communication to the faculty and staff. (43)

1. Choose your level of Development or Implementation for this Indicator.

- No development or Implementation
- Limited Development or Implementation
- Full Implementation ** required field*

2. Priority Score: ** required field*

- 3 - highest priority
- 2 - medium priority
- 1 - lowest priority

3. Opportunity Score: ** required field*

- 3 - relatively easy to address
- 2 - accomplished within current policy and budget conditions
- 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. ** required field*

Empty text area for description with a vertical scrollbar on the right.

** Please complete required fields*

Save this Indicator

Step 5

IF THE TEAM IDENTIFIES THE SUCCESS INDICATOR AS A PRIORITY, THEN PLAN!

- Rising Star turns the indicator into an action item...an objective.
- Prioritize indicators for planning.
- What will it look like when fully implemented?
 - BE VERY DESCRIPTIVE!
- To accomplish the objective, tasks are required and assigned to specific individuals with target completion dates.

Test School

Define Objective and Assign Tasks

Objective: **ID01** [Wise Ways](#)

A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)

1. Assign a team member to manage and monitor your work toward this objective. ***Ima Principal***
2. Describe how it will look when this objective is being fully met in your School. ***Recommend to Board of Education at September Board meeting***
3. Establish a date by which your description above will be a reality. ***10/15/2010***

Edit steps 1 -

4. 3.

Create a series of tasks for this

5. objective.

Create one task in the series for this
5 a. objective.

Assign a person to be responsible for this
5 b. task.

Other:

5 c. Establish a date this task will be completed.

Record notes from your discussion that will be helpful to the person responsible for this
5 d. task.

Step 6

MONITOR the PLAN

- Rising Star makes it easy to
- update the tasks as the school moves
- toward full implementation.

- On-going Reporting of Progress.
BE VERY DESCRIPTIVE!

- Sustainability!

Indicator: [Wise Ways](#)

Objective: A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)

Describe how it will look when this objective is being fully met in your School:

Recommend to Board of Education at September Board meeting

Assigned to: **Ima Principal** Objective Target Date: **10/15/2010**

Update or Complete Task Status

1. Update task comments as necessary.
2. Enter "Completed date" (mm/dd/yyyy) when task has been completed.
3. Click "Save/Update" to save changes.

Note: Click "Delete this task" to remove the task from the objective. This should only be done if the task is no longer necessary in working toward meeting the objective.

Task: 1 The principal will develop a draft of a recommended policy adoption for the Board and distribute the draft for Leadership Team members to review.

Comments: Include an explanation for the Superintendent to accompany the draft that goes to the Board.

Completed

Save / Update

Cancel

Delete this task

Select Task to Enter Monitoring Information

Assigned to Target Date Completed

The principal will develop a draft of a recommended policy adoption for the Board and distribute the draft for Leadership Team members to review.

Ima Principal 10/01/2010

Update Tasks

Task: 2

Convene stakeholder group to review any current incentives and current policies related to staff incentives.

Comments

Prepare packet of information containing research information and policies.

If completed, enter completion date.

Save

Cancel

Delete this task from the plan.

Delete

The objectives you see listed below are those you've chosen to include in your plan. Select an objective to update the progress of tasks, or to remove a task from an objective. Once all the tasks for an objective are complete, tell about the work that you've done.

Objectives shown in Blue have tasks that are not complete.

Objectives shown in Green have all the tasks completed and the Objective has been met.

Objectives shown in Red need a task added in Step 5 or you were undecided if the task was complete.

School Plan (8 objectives)

ID	Select Objective to update task progress.	Assigned to	Target Date	Tasks	% Tasks Completed	Objective Met
	<u>A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)</u>	Ima Principal	10/15/2010	0	0 %	
	<u>The school's Leadership Team will regularly look at school performance data and aggregated classroom observation data and use that data to make decisions about school improvement and professional development needs. (45)</u>	Teacher One	10/10/2011	1	100 %	add task in step 5
ID01	<u>A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)</u>	Ima Principal	10/15/2010	0	0 %	
ID07	<u>A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff will meet regularly (twice a month or more for an hour each meeting). (42)</u>	Dear Parent	07/31/2010	0	0 %	
ID10	<u>The school's Leadership Team will regularly look at school performance data and aggregated classroom observation data and use that data to make decisions about school improvement and professional development needs. (45)</u>	Teacher One	10/10/2011	1	100 %	add task in step 5
IE06	<u>The principal will keep a focus on instructional improvement and student learning outcomes. (57)</u>	B. Member	10/19/2010	0	0 %	
IIIB01	<u>All teachers will maintain a file of communication with parents. (150)</u>	Ima Principal	12/30/2010	0	0 %	
IVA16	<u>The school will celebrate its accomplishments. (179)</u>	Teacher One	05/30/2011	0	0 %	

Test School

School Improvement Team

Where Are We Now?

Indicator Summary



Progress Percentages by Section



- Key Indicators only
- Show only the indicators included in the plan.

Refresh

1 of 11 Select a format Export

Test School

Comprehensive Plan Report

Key Indicators are shown in **RED**.

School Improvement Team

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional planning

Indicator - **All teams have written statements of purpose and by-laws for their operation. (37)**

Level of Development:	Full Implementation
Evidence:	Per Minutes
2. Create plan for data wall.	
Assigned to:	Teacher One
Target Completion Date:	09/10/2011
Comments:	Jane will draw out what the data wall will look like. She will facilitate the progress of building the data wall for display.
Task Completed:	10/01/2011
3. The principal will develop a draft of a recommended policy adoption for the Board and distribute the draft for Leadership Team members to review.	
Assigned to:	Ima Principal
Target Completion Date:	10/01/2010
Comments:	Include an explanation for the Superintendent to accompany the draft that goes to the Board.

Continuous Improvement

Comprehensive Planning

STAY FOCUSED ON THE PROCESS

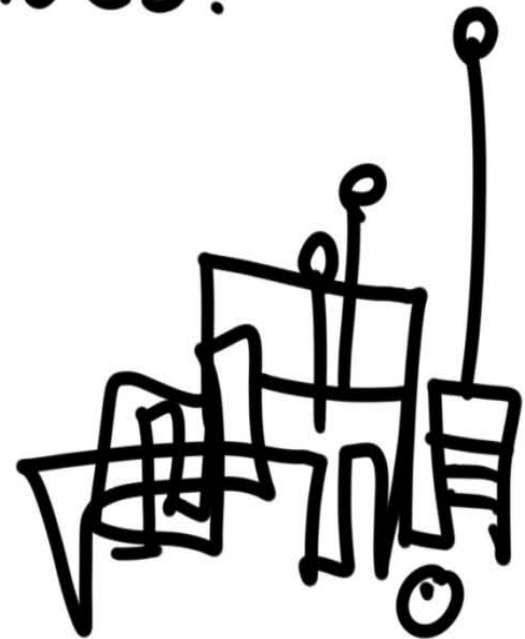
The Rising Star tool is a
Keep-Moving
navigational tool,

Research-based and field tested,

that guides everyone in the
same direction to improve learning
for ALL students.

Please Remember...

it's not what
the software does.
it's what the
user does.

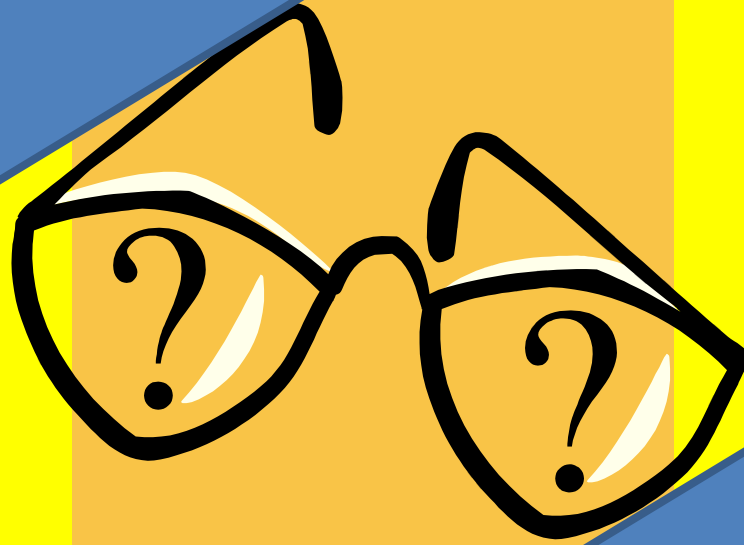


@hugh

Some lessons we have learned...

- Don't be afraid! The tool is your friend! Just get engaged with it!
- You don't need to have everything figured out before you start.
- At the first meeting, assess and plan for at least one indicator so they can see and buy into the process.
- Don't forget to access the WISE Ways from the very start!
- You have a network of support when you need it.

Questions?

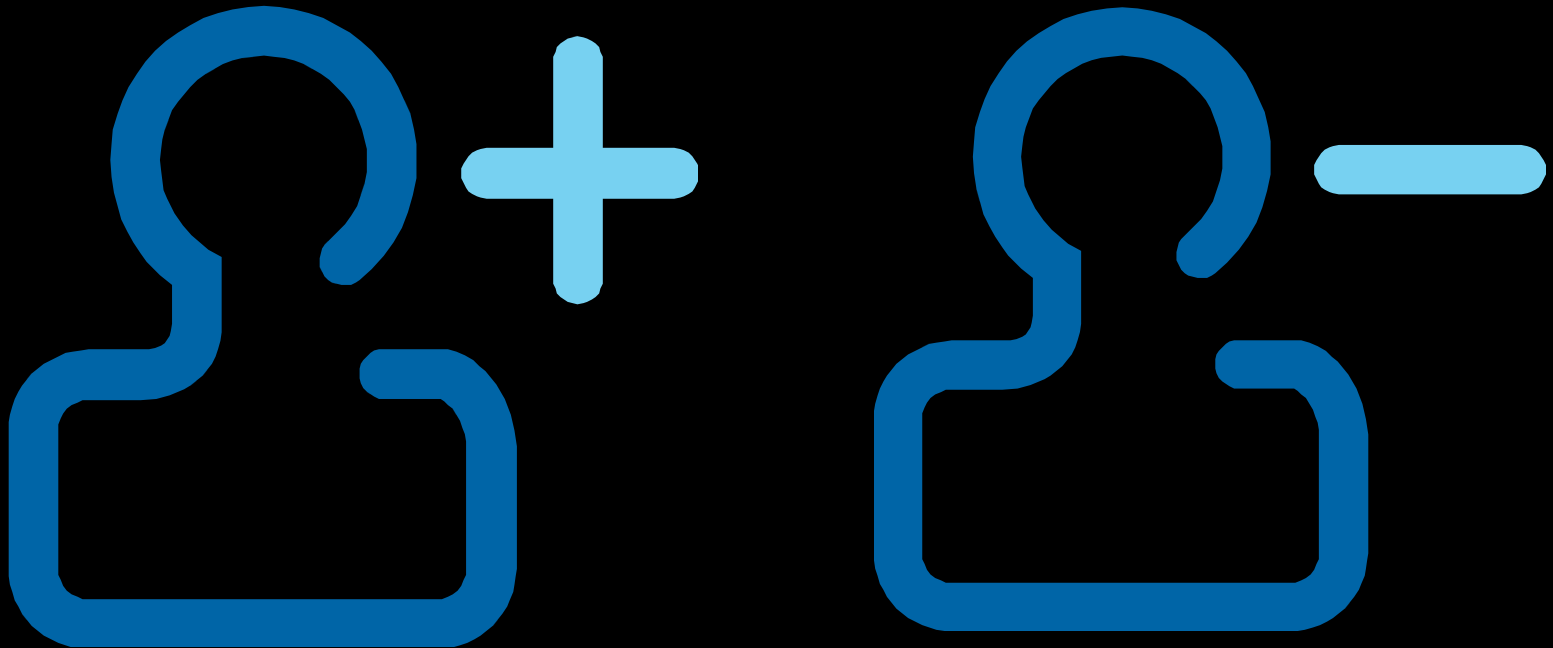


Thank you!

Next Steps

- **Electronic Evaluation-**
 - Completed, then submitted will result in CPDUs
- **Future Training Plans**
 - (1) Full Day MID WINTER
“Coaching for Effective Implementation”
 - (1) Full Day SPRING
“Monitoring and Sustainability”
 - Face to Face Follow Up within your
Statewide System of Support Regional Offices

Plus Delta



Contact Information

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