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

From the Center on Innovation and Improvement
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

- Assess and Diagnose
- Plan
- Monitor
- Implement
- Adjust
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
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
There are...

4 *Categories* for Improvement

8 Essential *Elements*

152 *Indicators* of Effective Practice
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
## Rising Star Illinois SIP

### Main Menu

Test School School Improvement Team  
Illinois Sample District, IL

### Set Up School

<table>
<thead>
<tr>
<th>Step</th>
<th>Started</th>
<th>Last Update</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 - Register School</td>
<td>06/28/10</td>
<td>07/27/10</td>
<td></td>
</tr>
<tr>
<td>Step 2 - Provide School Information</td>
<td>06/30/10</td>
<td>07/27/10</td>
<td></td>
</tr>
<tr>
<td>- Provide School Assessment Scores</td>
<td>07/15/10</td>
<td>07/26/10</td>
<td></td>
</tr>
<tr>
<td>Step 3 - Form School Team</td>
<td>07/12/10</td>
<td>07/26/10</td>
<td>6 (count)</td>
</tr>
</tbody>
</table>

### Assess - Create - Monitor

<table>
<thead>
<tr>
<th>Step</th>
<th>Started</th>
<th>Last Update</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 4 - Assess School Indicators</td>
<td>06/29/10</td>
<td>07/26/10</td>
<td>37 of 119</td>
</tr>
<tr>
<td>Step 5 - Create School Plan</td>
<td>07/12/10</td>
<td>07/20/10</td>
<td>6 of 23</td>
</tr>
<tr>
<td>Step 6 - Monitor School Plan</td>
<td>10/01/11</td>
<td>10/01/11</td>
<td>1 of 6</td>
</tr>
</tbody>
</table>

### Coaches & Leaders

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr. Ima Principal</td>
<td>x</td>
<td><a href="mailto:test@sbcglobal.net">test@sbcglobal.net</a></td>
</tr>
<tr>
<td>Process Manager</td>
<td>Mr. Ima Principal</td>
<td></td>
<td><a href="mailto:test@sbcglobal.net">test@sbcglobal.net</a></td>
</tr>
</tbody>
</table>
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
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 Improvement Tool for All Schools

Family Engagement Tool

Supplementary Forms to Complete

Reports submitted electronically by due date here

Guidelines for reporting dates

---

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Submit By</th>
<th>Submit</th>
<th>Submitted</th>
<th>Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rising Star (S) -- SmartStart Indicators</td>
<td>October 14, 2011</td>
<td>Submit</td>
<td>09/28/11</td>
<td>11/18/10</td>
</tr>
<tr>
<td>Rising Star (S) -- extra submission for 2010-2011 only</td>
<td>December 13, 2011</td>
<td>Submit</td>
<td></td>
<td>11/19/10</td>
</tr>
<tr>
<td>Rising Star (S) -- SmartPlan Indicators</td>
<td>December 13, 2011</td>
<td>Submit</td>
<td></td>
<td>12/02/10</td>
</tr>
<tr>
<td>Rising Star (S) -- SmartCore Indicators</td>
<td>February 15, 2012</td>
<td>Submit</td>
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<td></td>
</tr>
<tr>
<td>Rising Star (S) -- Conditions for Learning</td>
<td>April 25, 2012</td>
<td>Submit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rising Star (S) -- Community and Family Engagement</td>
<td>April 25, 2012</td>
<td>Submit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Board Action Report</td>
<td>December 12, 2011</td>
<td>Submit</td>
<td>12/15/09</td>
<td></td>
</tr>
<tr>
<td>SIP Report</td>
<td>December 12, 2011</td>
<td>Submit</td>
<td>11/22/10</td>
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</tr>
<tr>
<td>School Improvement Plan Objectives Report</td>
<td>December 12, 2011</td>
<td>Submit</td>
<td>11/22/10</td>
<td></td>
</tr>
</tbody>
</table>

Other Documents/Web Pages

| Illinois Rising Star Reporting Dates - Guidelines | 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
Illinois Rising Star - Support for School Improvement
Main Menu

I test School School Leadership Team CI
Somonauk CUSD #432, IL

<table>
<thead>
<tr>
<th>Set Up School</th>
<th>Tutorials</th>
<th>Started</th>
<th>Last Update</th>
</tr>
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<tbody>
<tr>
<td>Step 1 - Register School</td>
<td>VIDEO</td>
<td>06/28/10</td>
<td>12/06/10</td>
</tr>
<tr>
<td>Step 2 - Provide School Information</td>
<td></td>
<td>06/30/10</td>
<td>10/07/11</td>
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<tr>
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<td></td>
<td>08/26/10</td>
<td>10/07/10</td>
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<th>Tutorials</th>
<th>Started</th>
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<tbody>
<tr>
<td>Step 4 - Assess School Indicators</td>
<td>VIDEO</td>
<td>07/01/11</td>
<td>09/28/11</td>
<td>10 of 104</td>
</tr>
<tr>
<td>Step 5 - Create School Plan</td>
<td>VIDEO</td>
<td>08/02/11</td>
<td>10/10/11</td>
<td>4 of 10</td>
</tr>
<tr>
<td>Step 6 - Monitor School Plan</td>
<td>VIDEO</td>
<td>09/23/11</td>
<td>09/23/11</td>
<td>0 of 4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Coaches &amp; Leaders</th>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant to School</td>
<td>Mrs. Susan Barker</td>
<td>School Support Coach</td>
<td><a href="mailto:sbarker@stclair.k12.il.us">sbarker@stclair.k12.il.us</a></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>Mr. John Boles</td>
<td>618-548-0727</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process Manager</td>
<td>Mr. Tom Thumb</td>
<td></td>
<td><a href="mailto:sbenedict@adi.org">sbenedict@adi.org</a></td>
<td></td>
</tr>
</tbody>
</table>

For technical questions concerning this tool contact us at Indistar@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

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
# Rising Star Illinois SIP

## Main Menu

**Test School: School Improvement Team**

**Illinois Sample District, IL**

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<th>Email</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Mr. Ima Principal</td>
<td>x</td>
<td></td>
<td><a href="mailto:test@sbcglobal.net">test@sbcglobal.net</a></td>
</tr>
<tr>
<td>Process Manager</td>
<td>Mr. Ima Principal</td>
<td></td>
<td></td>
<td><a href="mailto:test@sbcglobal.net">test@sbcglobal.net</a></td>
</tr>
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</table>

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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!
**Rising Star**

**Assess School Indicators**

**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**

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  
   - [x] Limited Development or Implementation  
   - [ ] Full Implementation  

2. Priority Score: *
   - [ ] 3 - highest priority  
   - [ ] 2 - medium priority  
   - [ ] 1 - lowest priority

3. Opportunity Score: *
   - [ ] 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. *

*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.
Rising Star
Create School Plan

Test School
Define Objective and Assign Tasks

Objective: ID01  Wise Way 2

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**

4. **3.**

   Create a series of tasks for this

5. **objective.**

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

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

**Other please list ———>**

**Other:**

**5c. Establish a date this task will be completed.** **mm/dd/yyyy**

**5d.** Establish a date this task will be completed. **mm/dd/yyyy**

Record notes from your discussion that will be helpful to the person responsible for this **5d. 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!
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: 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
### School Plan (8 objectives)

<table>
<thead>
<tr>
<th>ID</th>
<th>Select Objective to update task progress.</th>
<th>Assigned to</th>
<th>Target Date</th>
<th>Tasks</th>
<th>% Tasks Completed</th>
<th>Objective Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A team structure will be officially incorporated into the school improvement plan and school governance policy.</strong></td>
<td>Ima Principal</td>
<td>10/15/2010</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>ID01</td>
<td><strong>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.</strong></td>
<td>Teacher One</td>
<td>10/10/2011</td>
<td>1</td>
<td>100%</td>
<td>add task in step 5</td>
</tr>
<tr>
<td>ID07</td>
<td><strong>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).</strong></td>
<td>Dear Parent</td>
<td>07/31/2010</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>ID10</td>
<td><strong>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.</strong></td>
<td>Teacher One</td>
<td>10/10/2011</td>
<td>1</td>
<td>100%</td>
<td>add task in step 5</td>
</tr>
<tr>
<td>IE06</td>
<td><strong>The principal will keep a focus on instructional improvement and student learning outcomes.</strong></td>
<td>B. Member</td>
<td>10/19/2010</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>IIIB01</td>
<td><strong>All teachers will maintain a file of communication with parents.</strong></td>
<td>Ima Principal</td>
<td>12/30/2010</td>
<td>0</td>
<td>0%</td>
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<td>IVA16</td>
<td><strong>The school will celebrate its accomplishments.</strong></td>
<td>Teacher One</td>
<td>05/30/2011</td>
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<td>0%</td>
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</table>
### School Leadership and Decision Making

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

<table>
<thead>
<tr>
<th>Indicator</th>
<th>All teams have written statements of purpose and by-laws for their operation. (37)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Level of Development</th>
<th>Full Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence</td>
<td>Per Minutes</td>
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</table>

2. Create plan for data wall.

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>Teacher One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Completion Date</td>
<td>09/10/2011</td>
</tr>
<tr>
<td>Comments</td>
<td>Jane will draw out what the data wall will look like. She will facilitate the progress of building the data wall for display.</td>
</tr>
<tr>
<td>Task Completed</td>
<td>10/01/2011</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Assigned to</th>
<th>Ima Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Completion Date</td>
<td>10/01/2010</td>
</tr>
<tr>
<td>Comments</td>
<td>Include an explanation for the Superintendent to accompany the draft that goes to the Board.</td>
</tr>
</tbody>
</table>

### 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
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