**Illinois State Board of Education**

**2015 Statewide System of Support**

**Foundational Services for Continuous Improvement Planning**

**Face to Face One-Day Training: Facilitator Guide**

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| Training Title | **Continuous Improvement Planning on the Rising Star Platform for New Users** |
| Objectives | 1. Identify the key vocabulary used in Rising Star 2. Describe the four steps used in the Rising Star continuous improvement tool 3. Identify the benefits of using Rising Star as a tool for continuous improvement planning 4. Identify state-level expectations and regional support available support for continuous improvement planning. |
| Planning Considerations | * Date: Consult district calendars and publicize early for optimal attendance. * Time: Prepare for 6 hour presentation plus 30 min. lunch break. Recommended: 8:30 a.m. – 3:00 p.m. * Location: Secure centralized, regional location with adequate space. * Resources: * Arrange for equipment: computers (provided or brought by participants), printer, projector, screen, speakers, and microphone. * Prepare materials: posters, chart paper, tape, adhesive notes, dot stickers, markers, pens. * Organize meeting room: ideally round tables of 4-6, materials table, visual access to screen. * Print Training Takeaway packet for each participant (all activity handouts are included). * Ensure access to Internet and Rising Star platform (individual passwords or sample password) for each participant. Notify participants in advance that device and password are needed. |

| Content Focus | Content and Process | Materials/  Resources | Time | Notes |
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| Pre-session Activity | **Pre-Session Activity** provides formative information to facilitator regarding participant experience levels.  **Facilitator** greets participants and points them to poster or question on handout. “Temperature checks” will be made two more times during the day.  **Participants** indicate their comfort level (“temperature”) by posting one sticker on the chart (and/or marking Training Takeaway handout). | PPT slide 3  Red Dot stickers  Poster provided OR  Chart paper with question written, “dot line” drawn with 1-5 scale | 30 mins. | (8:00 – 8:30  Pre-session) |
| Opening Activity | **Facilitator** gathers attention for the opening activity.  **Participants**   * consult with their teams or find partners to discuss the difference between “writing a plan” and “continuous improvement planning.” * record ideas on the Training Takeaway handout. They will have an opportunity to share later. | PPT slide 4  Training Takeaway handout | 5 mins. |  |
| Objectives | **Facilitator** previews session outcomes as central to the state-wide provision of foundational services. | PPT slide 5 | 2 mins. |  |
| Introductions | **Facilitator** introduces self, then introduces participants by asking questions about “who is in the room.”  **Participants** raise hands to participate. | PPT slide 6 | 3 mins. |  |
| Norms | **Facilitator** introduces norms, asks for agreement. | PPT slide 7 | 2 mins. |  |
| Process Points | **Facilitator** explains process points built into the training for effectiveness and previews that participants will see visual reminders on slides throughout the day. | PPT slide 8 | 3 mins. |  |
| Objective 1: Identify the key vocabulary used in Rising star | | | | |
| Continuous Improvement Planning – An Overview | **Participants** share out from opening activity, verbally brainstorming characteristics and non-characteristics of continuous school improvement with team/partner.  **Facilitator**   * records ideas on chart paper. * reviews slides, (“continuous improvement is/is not”) reinforcing ideas that were already mentioned/recorded and introducing ideas that were missed**.** | PPT slides 9-11  Training Takeaway handout  Chart paper, marker | 5 mins. | (8:45 a.m.) |
| Introduction to the Cycle of Improvement | **Facilitator** previews improvement cycle steps and explains that each will be explored in depth throughout the training. | PPT slide 12 | 2 mins. |  |
| Establishing a Continuous Improvement Team | **Facilitator**   * offers reflective questions about existing teaming structures. * stresses the importance of team representation and presents teaming considerations. * presents example of assessment of existing team structures (also handout). * offers list of team representatives to consider. * introduces titles and functions of team roles.   **Participants** discuss with team/partner questions on slides (13 and 17) and record ideas on handout. | PPT slides 13-17  Training Takeaway handout | 8 mins. |  |
| Objective 2: Describe the four steps used in the Rising Star continuous improvement tool | | | | |
| Objective 3: Identify the benefits of using Rising Star as a tool for continuous improvement planning | | | | |
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| Introducing Rising Star on IIRC | **Facilitator**   * identifies Rising Star as the official system of record for ISBE: a platform for recording the work of continuous improvement. * refers back to discussion on characteristics of continuous school improvement and emphasize that Rising Star, in combination with the Illinois InteractiveReport Card, is designed to facilitate aspects of a continuous improvement process. | PPT slides 18-19 | 3 mins. | (9:00 a.m.) |
| Accessing the online Rising Star Platform | **Facilitator**   * ensures all participants have a Rising Star login/password, either their own or a sample. * walks throughsteps to begin navigating Rising Star on IIRC. * leads participants to Rising Star Dashboard and the four continuous improvement steps.   **Participants** navigate on own devices along with facilitator. | PPT slides 19-24  Participant login information  Sample login  Computers/devices,  Internet access | 12 mins. |  |
| Previewing Important Terms | **Facilitator** points out terms on posters in the room.  **Participants** complete Important Terms Activity:   * stand and visit each poster to take definition notes on Training Takeaway Handouts, AND/OR * refer to posters as needed for definition reminders throughout the day. | PPT slide 25  Terminology posters  Training Takeaway handout | 10 mins. |  |
| Analyzing Data from Multiple Sources | **Facilitator**   * emphasizes the use of data as an important first (and continual) step in the continuous improvement process. * reminds participants to think broadly about data, including sources outside of Rising Star. Introduces four categories of data.   **Participants** complete Data Sources Activity:   * use Data Sources Handout 1 to brainstorm potential data sources for your district/school. * use Data Sources Handout 2 to compare. Notice other options not yet mentioned. * discuss how the intersection of multiple sources of data can inform planning. Record ideas on Training Takeaway Handout. | PPT slides 26-28  Data Sources handouts 1 and 2 (at end of Training Takeaway Handout)  Training Takeaway handout | 15 mins. |  |
| Practice:  Analyzing Data using Rising Star on IIRC | **Facilitator**   * identifies where districts can access school   report card and local assessment data.   * reminds participants to enter school/district contact information under the data section. * previews data tabs and information under each. * identifies where and how teams enter summary and analysis of the data.   **Participants** complete Analyzing DataActivity in teams:   * make predictions about data * briefly analyze report card data in Rising Star. * discuss and reflect on handout. | PPT slides 29-32  Computers/Devices, Internet access  Training Takeaway handout | 20 mins. |  |
| Break |  |  | 10 mins. | (10:00 a.m.) |
| Assessing Indicators: Where to Begin | **Facilitator**   * introduces the assessment of current levels of implementation of indicators of best practice as an important and foundational step in the continuous improvement process. * emphasizes prioritization of indicators to assess. “Like building a house,” it requires strategy. * Refers to ISBE pacing guide (located on Rising Star under tools and resources) for guidance. * emphasizes district/school alignment. * highlights the Eight Essentials, ISBE’s organizational categories of best practice. * explains that indicators are further divided in the system according to an initial required sequence (Ex: SmartStart, SmartPlan), program needs (Ex: Race to the Top), and topics (Ex: ELL). * points to five general tabs organizing indicators. * demonstrates indicator filtering function.   **Participants** follow along, navigating system. | PPT slides 33-39  Computers/Devices, Internet Access | 15 mins. |  |
| Considerations when Assessing an Indicator | **Facilitator**   * overviews steps to assess an indicator, explaining that these broad steps will be further broken down in detail. * emphasizes the importance of team consensus and gives suggestions for consensus building. * instructs participants to choose roles and personas for a practice activity. | PPT slides 40 - 44 | 5 mins. |  |
| Practice: Assessing an Indicator | **Facilitator**   * distributes printed copies of indicator IC05 (to those without system access) and worksheet. * chunks activity pausing for understanding often.   **Participants** complete Indicator Assessment Activity:   1. Develop shared understanding of indicator:    * read IC05 Wise Way® research brief.    * highlight key ideas in Wise Way®.    * discuss as a team to form shared understanding of full development. 2. Determine current level of development:    * use shared understanding from Wise Way® to determine level of implementation: none, partial, full.    * provide detailed evidence for choice. 3. Assign opportunity/priority scores:    * priority score to indicate importance    * opportunity score to indicate feasibility    * multiply to obtain index score to aid prioritization 4. Reflect on Training Takeaway Handout. | PPT slides 45 -48  ID01 Wise Ways®  (at end of Training Takeaway handout)  Computers/Devices, Internet access  Training Takeaway handout | 1. 20 mins. 2. 20 mins. 3. 15 mins. 4. 5 mins. |  |
| Lunch Break | **Facilitator** asks participants to complete Temperature Check Activity at start of lunch break.  **Participants** post a yellow sticker on chart.  **Facilitator** points out temperature check results and addresses questions from participants/parking lot at end of lunch break. | PPT slides 49 - 50  Same “temperature check” poster  Yellow dot stickers | 30 mins. | (11:30 a.m.) |
| Considerations when Creating a Plan | **Facilitator**   * explains the difference between an indicator and an objective. * shows where to plan for objectives in Rising Star * re-emphasizes strategic thought in choosing which indicators to actively plan for/implement. * stresses district/school alignment in planning. * shows how to choose objectives/assign tasks.   **Participants** follow along, navigating in system. | PPT slides 51 - 56 | 15 mins. |  |
| Practice: Planning for an Objective | 1. **Participants** complete Create a Plan Activity:  * ON HANDOUT, write assessed indicator of best practice. It is now an objective in the “plan.” * assign a due date and personal responsible to oversee completion of tasks for the objective. * briefly describe full implementation based on understanding from the Wise Way®. * backwards map, listing specific tasks needed to reach full implementation.  1. **Participants** complete Gallery Walk Activity:  * list team’s objective, list of tasks on chart paper. * post on the wall and join your team at poster. * participate in a “gallery walk,” reading each poster before moving on at the signal. * use adhesive notes to add tasks/suggestions to strengthen planning for each indicator. * incorporate feedback to revise tasks. * reflect on Training Takeaway handout. | PPT slides 57 - 61  Chart paper, markers  Training Takeaway handout | 1. 30 mins. 2. 30 mins |  |
| Break |  |  | 15 mins. | (1:15 p.m.) |
| Monitoring for Improvement | **Facilitator**   * stresses importance of monitoring in a cycle of continuous improvement * emphasizes that monitoring requires a systemic approach – lists considerations * highlights characteristics of monitoring for improvement – “what it is and is not.”   **Participants**   * discuss as a team the difference between monitoring for improvement vs. for compliance. * record thoughts on Training Takeaway handout. | PPT slides 62 - 67  Training Takeaway handout | 10 mins. |  |
| Practice: Monitoring for Improvement | **Participants** discuss reflective questions on slide 68 and record thoughts on Training Takeaway Handout.  **Facilitator**   * explains steps to monitor improvement process. * shows where to monitor progress in Rising Star.   **Participants** follow along, navigating in system. | PPT slides 68 - 70  Computers/Devices, Internet access  Training Takeaway handout | 20 mins. |  |
| Utilizing Additional Tools, Resources, and Reports | **Facilitator** points out features on dashboard:   * archived plans for future reference. * planning tools, resources, and reports.   **Participants**   * Explore tools, resources, and reports. * Identify how specific tools/resources/reports can facilitate continuous improvement process.   **Participants** record ideas for using tools and resources on Training Takeaway Handout and share out.   |  | | --- | | \*\*\***Facilitator** explicitly mentions and shows where to locate helpful documents housed on Rising Star under “Tools, Resources, and Reports,” including but not limited to:   * Continuous Improvement Planning Operations Manual * District Title I Crosswalk * Eight Essential Elements Mapped to Categories and Indicators * Rising Star Permissions Tree * Rising Star Capacity Builder Profile * Rising Star Pacing Guide | | PPT slides 71 - 73  Computers/Devices, Internet access  Training Takeaway handout | 20 mins. | 2:00 p.m. |
| Planning for a Meeting | **Participants** complete Planning a Meeting Activity:   * consult handout, individually placing meeting steps in order. * Discuss different ideas as a team. * develop meeting protocol as a team, including persons responsible and timelines. * record protocol on Training Takeaway Handout.   **Facilitator** emphasizes that they are no “right answers,” but the point is for team members to understand a standard, efficient process for each meeting. | PPT slide 74  Planning a Meeting handout (at end of Training Takeaway handout) | 20 mins. |  |
| Objective 4: Identify state level expectations and regional support available for continuous improvement planning | | | | |
| Expectations and Support Available to Rising Star Users | **Facilitator**   * points out compliance and submission section in Rising Star, demonstrating form links, due dates. * references/distributes any available resources regarding requirements for Rising Star users.   **Facilitator**   * emphasizes foundational services available to provide support through three methods. * shares any information available in regard to other regional face-to-face training sessions. * shares any information available in regard to regional face to face networking opportunities. * shares contact information available in regard to technical assistance by phone and email. * emphasizes foundational services available to support knowledge in various content areas, highlighting each content area.   **Participants** discuss reflective questions on slide 87 and record thoughts on Training Takeaway Handout. | PPT slides 75 - 79  Any available information on foundational support opportunities (planned PD sessions, networking sessions, technical assistance contact information) | 20 mins. |  |
| Closing Connections | **Participants** stand up and move to   * complete final “temperature check”activity. * provide plus/delta feedback.   **Facilitator** distributes evaluation forms.  **Participants**   * complete and turn in evaluations. * discuss “closing connections” with team, record reflections on Training Takeaway handout. * develop concrete next steps with team and record on Training Takeaway handout.   **Facilitator** culminates session and thanks participants. | PPT slides 80 - 85  Chart paper, adhesive notes  Red dot stickers  Evaluation forms  Training Takeaway Handout | 30 mins. | 3:00 p.m. |