



Illinois State Board of Education 2014 Statewide System of Support Foundational Services Plan for Continuous Improvement Planning

In Collaboration with Regional Offices of Education/Intermediate Service Centers
and the Illinois Center for School Improvement

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Introduction/Executive Summary

Foundational Services for Continuous Improvement Planning (CIP), including the use of Rising Star (RS) will be available to support all district and schools, outside of Chicago Public Schools, in the implementation of a Continuous Improvement Planning process. Such services will be offered through a three-tiered approach including technical assistance, professional development, and/or networking.

What is Continuous Improvement/Comprehensive Planning?

Comprehensive planning is the process of engaging community stakeholders to:

- Collect and analyze data;
- Define district or school goals;
- Identify management structures (e.g., leadership, data systems, resources, operations);
- Research effective strategies and activities to meet those goals;
- Develop methods to implement the strategies and activities; and
- Evaluate/monitor the success of that implementation.

During comprehensive planning, resources, timelines, and persons responsible for implementation oversight are considered. Evaluation of the plan's success occurs throughout planning. A fully-implemented planning process requires a commitment to sustain a continuous improvement model approach to district and school planning. This commitment will ensure the development and implementation of organizational structures, processes, and practices that are efficient and effective in supporting and improving student learning.

Successful schools and districts engage in the following improvement processes:

- Collaborative methods of data collection, review, analysis, and plan development;
- Alignment of resources to support the core components of academic, social, emotional, behavioral, physical development, educator quality, and learning environment;
- Commitment to sustaining continuous district and school improvement planning;
- Research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to educational activities and programming.



What is Rising Star?

Rising Star is Illinois' official system of record for all statewide district and school continuous improvement planning. Rising Star is a web-based continuous improvement planning system based upon indicators of effective professional practices supported by research briefs known as Wise Ways®. Rising Star resides on the Illinois Interactive Report Card (IIRC), which is hosted by Northern Illinois University.

Utilizing Rising Star, district and school Continuous Improvement Planning teams assess the extent to which an indicator of effective practice is present in their educational setting using a rating system (supported by evidence) of No Implementation, Partial Implementation, or Full Implementation. Indicators designated as "high opportunity" and "high priority" are converted to objectives. The team then assigns tasks and activities to bring those high-impact, targeted indicators/objectives to full implementation. Frequent monitoring and sharing of progress with all stakeholders ensures the process is dynamic and rigorous.

What are Foundational Services for Continuous Improvement Planning?

Foundational Services will consist of knowledge development in three content areas utilizing three delivery methods. Specific content includes:

- **Continuous Improvement Planning** – Why is it important? How do Local Educational Agencies (LEAs) and schools implement the Continuous Improvement Planning process? How does Rising Star support the effort?
- **Reporting Requirements** - What do Local Educational Agencies and schools need to do and when?
- **Rising Star System Navigation** - How do Local Educational Agencies and schools use the Rising Star platform?

The service implementation models/methods which will be utilized include technical assistance provided over the telephone and/or via written email inquiries, face-to-face professional development trainings, and face-to-face networking opportunities delivered by the local Regional Offices of Education and Intermediate Service Centers.



How will Foundational Services for Continuous Improvement Planning be Coordinated, Communicated, and Implemented?

Coordination

In order to facilitate plan implementation and to foster continued and sustained communication with statewide service providers, a Core Planning Team has been established which consists of an Illinois State Board of Education (ISBE) representative(s), Illinois Center for School Improvement (IL CSI) representative(s), and Fiscal Agents. These individuals are charged with:

- Development of the implementation plan;
 - Establishing an agenda for and facilitating the Implementation Plan Rollout Meeting;
 - Identifying the statewide Continuous Improvement Planning contacts for each Statewide System of Support AREA (approximately 18 statewide or two per area);
 - Identifying AREAs with service provider gaps and building service capacity in those AREAs through webinars, professional development, and/or face-to-face technical assistance meetings;
 - Facilitating monthly/bimonthly conference calls with AREAs to provide updates regarding ISBE initiatives, an opportunity to share what is working and what is not, and an opportunity to receive technical assistance from ISBE;
 - Monitoring training and implementation for consistency and transparency;
 - Collecting monthly foundational service outcome data from AREA Coordinators; and
 - Generating a monthly and annual statewide Foundational Services summative report.
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Communication

Illinois' Statewide System of Support (SSoS) includes six SSoS AREAs serving the 44 Regional Offices of Education and three SSoS AREA Intermediate Service Centers (ISCs). Because Continuous Improvement Planning, utilizing Rising Star as the state's tool of record, has benefited from the development of a series of trainings over the past several years, identified personnel trained to deliver and support local planning efforts will allow an immediate and expedient rollout of services.

Each AREA/ISC will identify one or two **AREA Coordinators** responsible for:

1. Attending the online service rollout meeting;
2. Providing additional training to ROE personnel, as needed;
3. Overseeing implementation of local professional development training in the AREA/ISC;
4. Supporting ROE/ISC Foundational Service Providers;
5. Collecting Foundational Services outcome data from ROEs to generate monthly AREA reports; and
6. Serving as a liaison between the Statewide System of Support Core Planning Team and the ROE/ISC through regular contact (e.g., monthly conference calls).

Implementation

In each AREA, ROE/ISC identified Foundational Services **Service Providers** will be responsible for:

1. Providing Continuous Improvement Planning technical assistance to the field via responding to telephone inquiries or written email inquiries;
 2. Providing Continuous Improvement Planning professional development workshops at the ROE/ISC, or other identified location(s), to locally identified school district personnel; and
 3. Providing local Continuous Improvement Planning networking opportunities at the ROE/ISC, or other identified location(s), to identified school district personnel.
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What Content and Resources are to be used for the implementation of Continuous Improvement Planning?

Content

Continuous Improvement Planning Foundational Services Service Providers will offer technical assistance, professional development training, and networking opportunities for school districts in the following content areas:

Continuous Improvement Planning

- What is Continuous Improvement Planning?
- Why is Continuous Improvement Planning important?
- Who needs to engage in Continuous Improvement Planning?
- How should districts and/or schools implement and monitor the planning process?

Reporting Requirements

- What reports or forms are to be completed and submitted through Rising Star?
- What do districts and/or schools need to report and when?
- When are District Improvement Plans due?
- When are School Improvement Plans due?
- When are Restructuring Plans due and who submits them?

Rising Star Overview & Navigation

- What is Rising Star?
- Why is Rising Star important?
- How should districts and/or schools use the Rising Star platform?

Resources

The Illinois State Board of Education's Statewide System of Support is committed to providing Foundational Services to support districts in their continuous improvement process—enabling all students to succeed in postsecondary education and career opportunities. The Illinois State Board of Education has developed or secured a variety of Continuous Improvement Planning resources to be used by Statewide System of Support AREA Coordinators and ROE Service Providers when delivering Continuous Improvement Planning Foundational Services to school districts, ensuring that uniform and equitable support is provided statewide. Table 1.0 provides a list of these resources.



Table 1.0 Continuous Improvement Planning Resources List

Continuous Improvement Planning Resource List
<p>Brochures</p> <ul style="list-style-type: none">• Illinois State Board of Education Using Rising Star for Continuous Improvement Planning
<p>Contact Lists</p> <ul style="list-style-type: none">• Continuous Improvement Planning Foundational Services - Service Providers (AREA Coordinators & ROE/ISCs)• Statewide System of Support Fiscal Agents
<p>Documents (used for handouts)</p> <ul style="list-style-type: none">• 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
<p>Facilitator Guides</p> <ul style="list-style-type: none">• Continuous Improvement Planning on the Rising Star Platform for New Users• Networking for Continuous Improvement Planning - Under Construction
<p>PowerPoints</p> <ul style="list-style-type: none">• Continuous Improvement Planning on the Rising Star Platform for New Users• One State-One Plan: Exploring Common Myths About Rising Star on the Illinois Interactive Report Card• Rising Star on the Illinois Interactive Report Card the Illinois Tool for Data-Informed Continuous Improvement Planning (companion document to introductory webinar modules)
<p>Online Resources</p> <ul style="list-style-type: none">• District & School Improvement Status According to Illinois and Federal Law flowcharts http://iirc.niu.edu/Classic/AYP.aspx?acc• Indicators in Action™ Videos Copyright © 2012 - 2014 Academic Development Institute http://www.indistar.org/VideoPlayer/IndicatorsNow.aspx• ISBE Training Module - Coaching for Capacity Building: Continuous Improvement Planning Using Indicators of Effective Practice - Under Construction• ISBE Training Module - Creating a Culture of Inquiry: Using Data to Inform Continuous Improvement Planning in an Indicator-Based System - Under Construction• ISBE Training Module - Monitoring and Sustainability - Under Construction• NCLB LEA and School Improvement Non-Regulatory Guidance https://www2.ed.gov/policy/elsec/guid/schoolimprovementguid.pdf• Rising Star on the Illinois Interactive Report Card the Illinois Tool for Data-Informed Continuous Improvement Planning www.brainshark.com/IllinoisPrincipalsAssoc/rs_intro• Rising Star on the Illinois Interactive Report Card: Illinois Association of School Boards http://www.brainshark.com/IllinoisPrincipalsAssoc/rs_board• Rising Star & Title I: Schoolwide & District Title I Plans www.isbe.net/asx/2013/Int_Title1_Dist_Plans_Rising_Star_060513.asx• Single School Districts-An Integrated Platform: Rising Star on the Illinois Interactive Report Card the Illinois Tool for Data-Informed Continuous Improvement Planning www.brainshark.com/IllinoisPrincipalsAssoc/rs_single_school_dist



What are the anticipated outcomes for Continuous Improvement Planning Foundational Services?

Foundational Services provided in the Continuous Improvement Planning topic area will:

- Provide school districts with statewide **technical assistance** via electronic mail and over the telephone through ROEs/ISCs;
- Ensure that school districts new to Continuous Improvement Planning have access to **professional development** aligned statewide to meet compliance reporting requirements; and
- Provide school districts with **networking** opportunities to enhance Continuous Improvement Planning.

How will Continuous Improvement Planning Foundational Services be evaluated?

The three tiers of the Foundational Services for Continuous Improvement Planning, by necessity, require unique evaluation documentation.

Foundational Services Service Providers are required to keep track of all technical assistance, both telephone calls, received or generated, and/or email correspondences. Service Providers are required to use the same tracking form (Appendix D), to facilitate record keeping, and to ensure consistency and uniformity of reporting.

In order to gauge the amount, duration, and quality of face-to-face trainings, service providers are required to document the number of interactions with stakeholders utilizing a professional development form (Appendix E) which has been created to ensure uniformity and consistency of reporting.

Due to the nature of networking, the number of opportunities provided may vary by region. As a result, reporting such interactions (Appendix F) must include a brief description of the event, a copy of the agenda or any other artifact that would provide event information (i.e., location, date, time), and a copy of any sign-in or registration sheet.

Monthly data reports from the AREAs for all three types of Continuous Improvement Planning Foundational Services are to be submitted to the identified Core Planning Team members who will compile a statewide monthly and summative annual report.



Impact

The impact of Continuous Improvement Planning technical assistance, professional development, and networking offered by Foundational Services Service Providers to school districts in Fiscal Year 2014 will produce the following measurable changes for this plan to be considered a success by:

1. Increasing the technical assistance provided locally by ROEs/ISCs as evidenced by the number of recorded telephone calls and emails;
2. Increasing the number of districts and schools in state and/or federal No Child Left Behind (NCLB) status to meet NCLB reporting requirements; and
3. Increasing the number of districts and schools in state and/or federal NCLB status engaging in the assignment of tasks in their Continuous Improvement Plans on Rising Star and establishing/submitting Personalized Benchmarks.

How will Continuous Improvement Planning Foundational Services be funded?

To support the delivery of Foundational Services for Continuous Improvement Planning, each Statewide System of Support Fiscal Agent has received an allocation which will be used to support AREA-wide shared costs and ROE costs for local delivery.

What consultative/fee services may be offered?

Continuous Improvement Planning Foundational Services do not include or exclude on-site consultations provided directly to a Local Educational Entity or School. However, such consultative services may be requested by a school district or school and can be provided for a fee, as determined by the local Regional Office of Education or Intermediate Service Center where appropriate.



Appendix A - Continuous Improvement Planning Foundational Services Implementation Timeline

Date	Event/Activity	Location	Target Participants	Facilitator(s)
February 26, 2014	Rising Star Foundational Service Plan Rollout Meeting	Online Meeting Registration hosted by Illinois Principals Association	ROE/ISCs CIP Foundational Service Providers	Amy Jo Clemens Jay Linksman Robin M. Lisboa Mary Maloney Linda Oshita
March 1, 2014	ROE/ISCs Roll-out of Technical Assistance, Professional Development, & Networking for CIP	ROE/ISCs (Locally Determined)	Local Educational Agency - Locally Identified Personnel	ROE/ISCs Services Begin
March 10, 2014	Foundational Service AREA Coordinator CIP Meeting	Conference Call	Foundational Service AREA Coordinators	Core Planning Team
March 17, 2014	AREA Service Provider Capacity Building	Online Webinar for CIP One Day Training Archived at: http://www.isbe.net/asx/2014/SSOS_031714.asx	Core Planning Team Identified AREAs	Robin M. Lisboa Linda Oshita Merri-lynn Seaburg Harvey Smith
March 27, 2014	Fiscal Agent Meeting	Face-to-Face and Conference Call Springfield, Illinois	Fiscal Agents	Amy Jo Clemens
March 31, 2014	Monthly CIP FS Data Reports due to AREA Coordinators	Postponed	ROE/ISCs AREA Coordinators	Jay Linksman Linda Oshita
	AREA CIP FS Reports Due to Core Planning Team			
April 2014 TBD	Foundational Service AREA Coordinator CIP Meeting	Conference Call	Foundational Service AREA Coordinators	Core Planning Team
April 2014 TBD	AREA Service Provider Capacity Building	Online Webinar for CIP & Policy Myths	Core Planning Team Identified AREAs	Robin M. Lisboa
April 30, 2014	Monthly CIP FS Data Reports due to AREA Coordinators	Electronic Submission	ROE/ISCs AREA Coordinators	Jay Linksman Linda Oshita
	AREA CIP FS Reports Due to Core Planning Team			



May 2014 TBD	Foundational Service AREA Coordinator CIP Meeting	Conference Call or Online Meeting	Foundational Service AREA Coordinators	Core Planning Team
May 31, 2014	Monthly CIP FS Data Reports due to AREA Coordinators	Electronic Submission	ROE/ISCs AREA Coordinators	Jay Linksman Linda Oshita
	AREA CIP FS Reports Due to Core Planning Team			
June 2014 TBE	Foundational Service AREA Coordinator CIP Meeting	Conference Call or Online Meeting	Foundational Service AREA Coordinators	Core Planning Team
June 30, 2014 End of State FY14	Monthly CIP FS Data Reports due to AREA Coordinators	Electronic Submission	ROE/ISCs AREA Coordinators	Jay Linksman Linda Oshita
	AREA CIP FS Reports Due to Core Planning Team			
July 2014 – TBD July 1, 2014 Start of State FY15	Foundational Service AREA Coordinator CIP Meeting	Conference Call or Online Meeting	Foundational Service AREA Coordinators	Core Planning Team
July 31, 2014	Monthly CIP FS Data Reports due to AREA Coordinators	Electronic Submission	ROE/ISCs AREA Coordinators	Jay Linksman Linda Oshita
	AREA CIP FS Reports Due to Core Planning Team			
August 2014 TBD	Foundational Service AREA Coordinator CIP Meeting	Conference Call or Online Meeting	Foundational Service AREA Coordinators	Core Planning Team
August 31, 2014	Summative CIP FS Data Reports due to AREA Coordinators	Electronic Submission	ROE/ISCs AREA Coordinators	Jay Linksman Linda Oshita
	AREA Summative CIP FS Reports Due to Core Planning Team			



Appendix B - Continuous Improvement Planning Foundational Services Rollout Meeting Agenda

**ILLINOIS STATE BOARD OF EDUCATION
 STATEWIDE SYSTEM OF SUPPORT FISCAL AGENT
 Continuous Improvement Planning (CIP) Foundational Services Rollout Online Meeting
 Wednesday, February 26, 2014
 Session I: 9:00 am to 12:00 pm
 Session II: 1:00 pm to 4:00 pm
 Agenda**

- I. Welcome & Introduction
- II. State Expectations
 Purpose & Outcomes: Consistent & Aligned Information and Implementation statewide
- III. Continuous Improvement Planning Foundational Services Plan
 Content, Resources, and Shared Understandings
 Foundational Services Tracker

Content	Types of Resources	Deliverables
Continuous Improvement Planning How should LEAs and/or schools implement the planning process?	<ul style="list-style-type: none"> • PowerPoints • Facilitator Guides • Handouts • Webinars • Resource Lists • Brochure • Contacts Lists • Online Training Modules 	How are we going to use these resources for: <ul style="list-style-type: none"> • Professional Development Training • Technical Assistance • Networking
Reporting Requirements What do LEAs and/or schools need to do and when?		
Rising Star Overview & Navigation What is Rising Star? Why is Rising Star important? How should LEA and/or schools use the Rising Star platform?		

- IV. Technical Assistance
- V. CIP Professional Development Training
- VI. Networking – ROE/ISCs Facilitator Guide/Networking Protocol
- VII. Other
 - a. Access to Rising Star
 - b. Recommendations for Capacity Building
 - c. On-site Customized Fee Services



Appendix C - Continuous Improvement Planning Foundational Services Deliverables

Content	Definition	Resource	Expected Impact	Data Collection Requirement
Technical Assistance	Answers, guidance, and support provided by ROEs/ISCs to questions and concerns raised by school district personnel as they engage in Continuous Improvement Planning and utilize the Rising Star platform.	One State-One Plan: Exploring Common Myths About Rising Star on the Illinois Interactive Report Card - PowerPoint Continuous Improvement Planning Operations Manual Documents (handouts)	Increase the technical assistance provided locally by ROEs/ISCs as evidenced by the number of calls and emails recorded.	Appendix D Rising Star Foundational Services Technical Assistance Documentation Form
Continuous Improvement Planning	Training provided by ROEs/ISCs to school districts in state and/or federal status to assist them in engaging in the process of assessing indicators of effective practice and submitting their plans to meet compliance reporting requirements.	Rising Star on the Illinois Interactive Report Card www.brainshark.com/IllinoisPrincipalsAssoc/rs_intro Continuous Improvement Planning Using Rising Star for New Users <i>PowerPoint</i> Continuous Improvement Planning Using Rising Star for New Users <i>Facilitator's Guide</i>	Increase the number of districts and schools in state and/or federal No Child Left Behind (NCLB) status meeting NCLB reporting requirements	Appendix E Continuous Improvement Planning Capacity Building Training Evaluation
Networking	Opportunities provided by ROEs/ISCs for school districts to engage in learning how to, in collaborative settings, strengthen plans through effective task formation, including personalized benchmarking.	ISBE Training Module – Creating a Culture of Inquiry: Using Data to Inform Continuous Improvement Planning in an Indicator-Based System Networking for Continuous Improvement Planning <i>Facilitator's Guide - (Networking Protocol)</i>	Increase the number of districts and schools in state and/or federal NCLB status engaging in the assignment of tasks and establishing Personalized Benchmarks.	Appendix F Continuous Improvement Planning Foundational Services Networking Documentation Form



**Appendix D - Continuous Improvement Planning Foundational Services
 Technical Assistance Documentation Form**

CIP Foundational Services Technical Assistance Documentation Form						
Month	Continuous Improvement Planning Requirements		Rising Star System Access & Navigation		Continuous Improvement Planning Process	
	# Telephone Calls	# Emails	# Telephone Calls	# Emails	# Telephone Calls	# Emails
March 2014						
Notes:						
April 2014						
Notes:						
May 2014						
Notes:						
June 2014						
Notes:						



Appendix E - Continuous Improvement Planning Foundational Services Professional Development Evaluation Form

Continuous Improvement Planning Capacity Building Training Evaluation

Please circle the appropriate rating using the following code:

1 – strongly disagree 2- disagree 3 – agree 4 – strongly agree

As a result of this training, I can teach others to:

Apply key Rising Star terms and concepts.	1	2	3	4
Access the Rising Star District / School dashboards.	1	2	3	4
Navigate the Rising Star website.	1	2	3	4
Engage in a dialogue using a variety of data lenses.	1	2	3	4
Apply a root-cause analysis to examine educational practice.	1	2	3	4
Conduct highly effective meetings.	1	2	3	4
Assess indicators for compliance and benchmarking.	1	2	3	4
Create a plan for an indicator selected for their plan.	1	2	3	4
Monitor the progress of their plan.	1	2	3	4
Submit forms for accountability.	1	2	3	4
Utilize Rising Star reports.	1	2	3	4



Appendix G - Regional Office of Education Letter to School Districts



Illinois
CENTER for
SCHOOL
IMPROVEMENT



Dear [Name of District Superintendent] *and / or (Dear [Name of Principal])*,

The Illinois State Board of Education (ISBE), in partnership with the Illinois Center for School Improvement and Regional Offices of Education (ROEs)/Intermediate Service Centers (ISCs), has announced the availability of comprehensive Foundational Services, providing guidance and support to districts and schools in the implementation of the new Illinois Learning Standards in English/Language Arts (ELA) and Math, engagement in Continuous Improvement Planning, and utilization of Balanced Assessment/Evaluation.

Staff from [name of your ROE or ISC] will be able to assist your district with face-to-face training, remote technical assistance, and opportunities for facilitated networking made possible by a grant from ISBE.

The first of these services is Continuous Improvement Planning for new users, enhanced planning techniques for ongoing users, and Rising Star Support for all users. Topics will include:

Continuous Improvement Planning – Why is it important? How do Local Educational Agencies (LEAs) and schools implement the Continuous Improvement Planning process? How does Rising Star support the effort?

Reporting Requirements - What do Local Educational Agencies and schools need to do and when?

Rising Star System Navigation - How do Local Educational Agencies and schools use the Rising Star platform?

The second set of services, the Illinois Learning Standards for English Language Arts, will provide support in these resources:

ELA Instructional Shift Kits – Introduction to ELA Shift Kits which include a set of resources for teachers to better-understand be better prepared to address the instructional shifts that are needed to meet the demands of the new standards. This includes such topics as Text Complexity, Academic Vocabulary, Close Reading and more.

EQUIP Rubric – Use this new resource to analyze ELA lessons with regard to the new standards.

Additional services on the new Illinois Learning Standards for Math and on Balanced Assessment/Evaluation will be offered later this spring; please watch for announcements detailing the rollout of these services.

Should you need technical assistance, please contact [name of person] at [phone number and/or email address]. We look forward to supporting your district and schools in preparing your students for college and career.

Sincerely,



Appendix H - Foundational Services Continuous Improvement Planning Service Provider Job Description



Illinois State Board of Education

2014 Statewide System of Support Foundational Service Plan for Continuous Improvement Planning

In Collaboration with Regional Offices of Education/Intermediate Service Centers

and the Illinois Center for School Improvement

Job Description: Service Provider

In each AREA, ROE/ISC identified Foundational Services **Service Providers** will be responsible for:

1. Providing Continuous Improvement Planning technical assistance to the field via responding to telephone inquiries or written email inquiries;
 2. Providing Continuous Improvement Planning professional development workshops at the ROE/ISC, or other identified location(s), to locally identified school district personnel;
 3. Providing local Continuous Improvement Planning networking opportunities at the ROE/ISC, or other identified location(s), to identified school district personnel;
 4. Administering the evaluation of Continuous Improvement Planning trainings and networking opportunities;
 5. Ensuring that information related to trainings and networking is entered into Service Tracker, housed at the Illinois Center for School Improvement, after each event;
 6. Submitting Foundational Services outcome data monthly to their AREA Coordinators;
 7. Documenting their time and effort as directed by the ROE/ISC.
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