

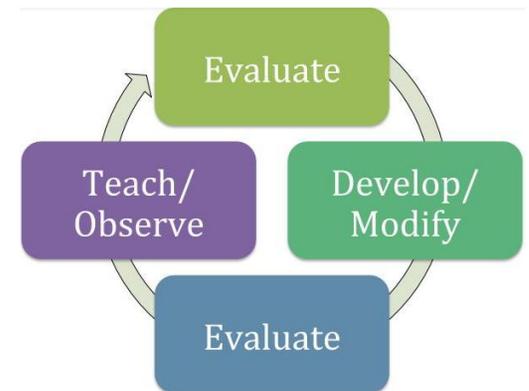
Program CCRS Implementation Plan



Overview

Led by an administrator, at the close of this cohort year each program will have a plan to expand these key components of standards implementation beyond the cohort participants.

1. Lay the **groundwork** for standards implementation:
 - a. Identify the benefits of standards-based education
 - b. Clearly communicate standards implementation processes and plans
 - c. Develop staff's foundational understanding of the standards
2. Identify and access **supports** for standards implementation (PD, funding, instructional resources, other programs, etc.)
3. Improve **instructional quality**:
 - a. Identify appropriate **standards** for a particular class level or student learning plan
 - b. **Evaluate lessons/units** to determine alignment and **make needed improvements** (*Resource Alignment Evaluation and Rating Tool & High-Value Action Tool*)
 - c. **Create** standards-aligned **lessons/units** (*Lesson/Unit Planning Template*)
 - d. **Evaluate larger resources** (such as curricula or textbooks) to determine alignment and needed modifications (*Resource Alignment Evaluation and Rating Tool & High-Value Action Tool*)
 - e. **Evaluate student tasks** to determine alignment and needed modifications (*Student Task Study Protocol*)
 - f. **Observe & provide feedback** to instructors regarding standards-aligned instruction (*Observation Tool*)
4. Develop and modify **program structures** to support standards implementation (class offerings with well-articulated standards objectives, student placement, staffing, etc.)



Instructions and Timeline

This planning tool is meant to be a living, working document to support CCRS implementation in your program, both in the short and long term. While initial efforts will take place this school year, standards implementation is a multi-year process. This document can guide your work into the 2017-2018 school year. We anticipate that you will draft and revisit the different components of your CCRS Implementation plan at multiple points during the cohort training year and beyond.

CCRS cohort leaders will be reviewing and providing feedback on your plan several times this year, according to the following schedule:

Draft for Components 1 & 2 = post in Schoology by December 1, 2017 (to be discussed on December 12 Administrator Webinar)

Plan for Components 1 & 2, and initial notes on Components 3 & 4 = post in Schoology by February 9, 2018 (to be discussed at Institute II)

Draft of plan for Components 3 & 4 = post in Schoology folder by March 20, 2018 (to be discussed on March 20 Final Administrator Webinar)

Completed plan for your program = post in your program Schoology folder AND email to Kristine Kelly (kkelly01@hamline.edu) by May 11, 2018

In order to give adequate and timely attention and guidance to all programs, we ask that you please adhere to the above deadlines.

We are so pleased to be joining you in this important work for your students, teachers, program, and for the field of ABE!

Program Plan

Component 1: Groundwork

1. Lay the **groundwork** for standards implementation:

- a. Identify the benefits of standards-based education
- b. Clearly communicate standards implementation processes and plans
- c. Develop staff's foundational understanding of the standards

Questions for Consideration:

- *What is our key message around CCRS implementation?*
- *What strategies will we use to gain the support of key individuals or stakeholders?*
- *What challenges have we faced with implementing previous initiatives and how have we successfully overcome them?*
- *What barriers do we anticipate and how might you handle them?*
- *How will we support staff who are hesitant to change?*
- *What professional development and other activities can support teachers' understanding and implementation of the key instructional shifts in math and ELA? (rigor, focus, coherence; text complexity, evidence, knowledge)*

Notes/Questions:

Although the transition to CCRS can be a bit overwhelming, it is here to stay, and this alignment can benefit the students greatly. I realize this transition will be difficult for some staff because of the depth and workload, but I also believe that there are staff who will embrace it wholeheartedly. Through regular training opportunities and planned monthly "Go-To" Meetings, it will help to support and ally some of the pushback.

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will be able to identify CCR Standards- Math and ELA. They will understand the importance of these standards and why we are shifting our curriculum to meet the standards. They will be able to identify and discuss the key shifts and be able to give examples of said shifts in both ELA and math.

Action Item	Time Frame	Person Responsible	Resources Needed
Staff will be introduced to the CCRS Cohort and what the initiative is about at the December local ABE in-service.	December 2017	CCRS Cohort- Tracy Chase- Manager Denise Rodgers & Terri Ferris- Math Angela Smith & Sean Scarborough- ELA	Discussion will take place from the cohort team regarding the initiative and there will be an opportunity for Q & A from the other staff.
All staff will have Foundational training in CCRS- Math and ELA. AEOA keeps track of all training through their payroll system.	Ongoing	Tracy Chase- Manager	Summer Institute, Regionals, Local, and Online.
New staff will attend the Language and Literacy Institute.	January 2018	Tracy Chase- Manager	Language and Literacy Institute, January 2018- Burnsville, MN
All staff will have a physical copy of the CCRS manual in their classrooms to use as a resource. They will also have online access to the manual.	January 2018	Tracy Chase- Manager	Copy of the CCRS Manual for each staff person. Website address for the online version of the manual.
Monthly "Go To" meetings will take place to discuss Rigor, Complexity, etc. Each meeting will discuss a different shift. The 4 th Wednesday in each month from 3:00- 4:30 is when the "Go To" will take place.	January 2018- June 2018	CCRS Cohort- Tracy Chase- Manager Denise Rodgers & Terri Ferris- Math Angela Smith & Sean Scarborough- ELA Denise & Terri will lead the math "Go To" meetings- February, April, and June. Angela and Sean will lead the	Each month a "Go To" meeting will take place and discussion of each shift will be discussed. In addition, examples will be generated by staff to reflect their understanding. After each "Go To" meeting, there will be a homework assignment that will be turned in in Google Drive. The

		ELA “Go To” meetings- January, March, and May.	assignment will reflect what was discussed during the meeting.
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): Staff will have a better understanding of CCRS and what it entails. They will be able to identify and discuss the key shifts and be able to give examples of said shifts in both ELA and math.</p>			

Component 2: Supports

2. Identify and access **supports** for standards implementation (PD, funding, instructional resources, other programs, etc.)

Questions for Consideration:

- *What funding is available or could be reallocated to support standards training and implementation?*
- *How will our cohort participants be leaders in future standards training and/or implementation activities in our program?*
- *What incentives can be provided to staff for participation?*
- *What expertise do we currently have on staff or within the district or area?*
- *What local PD structures are currently in place that could be repurposed (e.g. staff meetings, PLCs, etc.)?*

Notes/Questions:

Because this is an important transition that will benefit students’ success, professional development opportunities will be added with CCRS as the focus. The program will put additional dollars into professional development opportunities to ensure all staff are trained in the standards. Having a geographical area that is so large, it can be expensive to run PD opportunities. That is why, in addition to our local, regional, and state PD times, we will be including “Go To” Meetings to help supplement our learning. Peer Observation times will take place.

In the future, I will continue to use the CCRS Cohort staff as a resource when providing local training. I will have the group continue to receive any additional/ special training to ensure they are knowledgeable and up-to-date with the standards.

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: : All staff will participate in training- to include local in-services, Regionals, Summer Institute, Go-To Meetings, Peer Observations, etc. Each staff person will work on a lesson of their choice and implement the standards.			
Action Item	Time Frame	Person Responsible	Resources Needed
All staff will participate in “Go To” meetings, in real time or recorded, discussing CCRS- ELA and Math- how to implement the standards, what are the shifts, etc.	January 2018- June 2018	CCRS Cohort- Tracy Chase- Manager Denise Rodgers & Terri Ferris- Math Angela Smith & Sean Scarborough- ELA	Computer access, power point presentation
All staff will participate in local in services to learn how to use the ELA CCRS Alignment Evaluation and Rating Tool, ELA High-Value Action Revision Tool, Mathematics CCRS Alignment Evaluation and Rating Tool, Mathematics High-Value Action Revision Tool.	On-going Local in-services will take place twice a year. Typically this will be in late fall and late spring- December & May. Depending on how it goes, additional training may be added. The training will be 3 to 4 hour sessions.	CCRS Cohort- Tracy Chase- Manager Denise Rodgers & Terri Ferris- Math Angela Smith & Sean Scarborough- ELA	CCRS Manual, lessons, copies of the ELA CCRS Alignment Evaluation and Rating Tool, ELA High-Value Action Revision Tool, Mathematics CCRS Alignment Evaluation and Rating Tool, Mathematics High-Value Action Revision Tool
All staff will participate in local in services where CCRS alignment of lessons will be worked on. The lessons will include both ELA and math. The “Go To” meetings will focus on the shifts in Math and ELA. The in-services will focus on the use of other tools.	Spring, Summer, and Fall 2018	CCRS Cohort- Tracy Chase- Manager Denise Rodgers & Terri Ferris- Math Angela Smith & Sean Scarborough- ELA	Math and ELA materials, CCRS manual

Staff will choose one lesson in math and one lesson in ELA to work on aligning the curriculum	On-going	CCRS Cohort Members and staff	ELA and Math lessons, CCRS manual
Staff will be paired, and Peer Observation will take place implementing an aligned lesson.	Spring & Fall 2018	CCRS Cohort Members and staff	ELA and Math lessons
Resource Bank-Google Drive-Folders divided into RLA, Math, Social and Science where staff will add aligned CCRS curriculum.	On-going	CCRS Cohort Members and staff	Google Drive, Curriculum, websites, resources
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): Staff will begin to align a lesson in Math and ELA using the CCRS standards. They will know how to use the ELA CCRS Alignment Evaluation and Rating Tool, ELA High-Value Action Revision Tool, Mathematics CCRS Alignment Evaluation and Rating Tool, and the Mathematics High-Value Action Revision Tool. Also, in addition to ATLAS' resource bank, staff will begin to create a bank of resources in Google Drive.</p>			

Component 3: Instructional Quality

3. a. Identify appropriate **standards** for a particular class level or student learning plan

Questions for Consideration:

- *How will work as a team to determine which standards will be addressed in different aspects of our programming?*
- *How will work as a team to ensure no standards are left out of our programming?*
- *How will we determine priority standards for individual students?*
- *How is this being documented and shared in our program and with students?*
- *How will we revisit and refine these decisions as needed moving forward?*

Notes/Questions:

Because we have multiple classrooms that range in types of instruction/need, each staff person will need to evaluate the levels and areas of instruction they concentrate on.

Because we have one-room schoolhouses, it will a process to align all curriculum. This is a multi-year task.

Content and levels that are worked with most often will take priority.

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will identify programming and level of instruction in each classroom. Each staff person will be assigned to a working group (working in person, via email, GoTo, telephone, etc.)

Action Item	Time Frame	Person Responsible	Resources Needed
Staff will evaluate their classrooms and decide what their primary programming is- Exp- ESL, math, reading, writing, etc. and what level of study it meets- ABE Level 1,2,3 etc./ ESL Level 1, 2, etc. Staff will document the information in Google Docs	Summer	Each Staff Person	Class Rosters CCRS Manual
At the August local ABE Inservice, staff will decide what content area of the curriculum they would like to work with and what matches their student body- math, ELA (science, reading, social studies, etc.), etc. Staff will be put into working groups of similar content and level. The working groups – in future work- will meet in person, via GoTo,	August 2018	Manager Staff CCRS Cohort	Google Docs Spreadsheet to document what each staff person chooses CCRS Manual Paid Staff Time

email, telephone, etc. Because I am not sure how many levels/areas of instruction will be worked on initially, the spreadsheet will contain areas that will need future work. Also, areas of instruction/levels that staff see most often will be reviewed first.			
Staff, the CCRS Cohort, and the manager will continue to evaluate the ABE program to ensure all levels and areas are being covered	Ongoing	Staff CCRS Cohort Manager	Classroom Rosters
Expected Outcome (What will it look like when we have succeeded with this objective?): Each staff person will be part of a working group similar in content and level.			

3. b. Evaluate lessons/units to determine alignment and **make needed improvements** (*Resource Alignment Evaluation and Rating Tool & High-Value Action Tool*)

Questions for Consideration:

- *Will staff work individually or collaboratively on the lesson/unit evaluation process? Will all staff be responsible for evaluating lessons and units or just a key team?*
- *How will revised lessons/units be shared within our program?*
- *How will staff be supported or compensated for this evaluation and revision process?*

Notes/Questions:

Staff will work in working groups. The groups are composed of similar areas of instruction/levels.
 Lessons will be put on Google Docs
 Staff receive Prep Time
 All staff will be responsible for evaluating lessons.

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will be put into working groups of a similar composition- level and content area. Each staff person will receive Resource Alignment Evaluation and Rating Tool & High- Value Action Tools.

Action Item	Time Frame	Person Responsible	Resources Needed
The CCRS Cohort team will review the Resource Alignment Evaluation Rating and High-Value Action tools with the groups. The CCRS Cohort team will show staff how each one works.	August 2018	CCRS Cohort Manager Staff	Resource Alignment Evaluation Rating Tool High-Value Action Tool CCRS Manual Lesson Plan Paid Staff Time
Staff, in their working groups, will work on a lesson plan together using the tools. Feedback will be provided, by the CCRS Cohort, if the tools are being used correctly and if staff understand how to use the tools. The lesson plan will be one that has been used in the classroom. Resources will be reviewed on how to make the lesson better.	August 2018	CCRS Cohort Manager Staff	Resource Alignment Evaluation Rating Tool High-Value Action Tool CCRS Manual Lesson Plan Resources- Online, text, etc. Paid Staff Time
Staff will work on a lesson plan individually and then meet with their working group to see how they each did using the tools. Suggestions for improvement will be made.	August 2018	CCRS Cohort Manager Staff	Resource Alignment Evaluation Rating Tool High-Value Action Tool CCRS Manual Lesson Plan Resources- Online, text, etc. Paid Staff Time
Staff will begin to evaluate one lesson in their chosen area of study. If the lesson is of inadequate quality, what	Fall 2018	CCRS Cohort Manager Staff	Resource Alignment Evaluation Rating Tool High-Value Action Tool CCRS Manual

resources or changes can be made to improve it. They will use the tools and put their work in Google Docs for comment, suggestions, additions, etc. They will connect with their working group a few times per trimester via GoTo, telephone or email.			Lesson Plan Google Docs Paid Staff Time
Staff will continue to evaluate their lessons for quality and alignment. If additional resources are needed, they will add what is needed. All lessons will be in Google Docs for other staff to give suggestions, additions, etc. Staff can also contact the CCRS Cohort for guidance and suggestions.	Ongoing	CCRS Cohort Staff	Resource Alignment Evaluation Rating Tool High-Value Action Tool CCRS Manual Lesson Plan Google Docs Paid Staff Time
Expected Outcome (What will it look like when we have succeeded with this objective?): Staff will be able to evaluate a lesson checking to see if it meets the rigor, knowledge, complexity, etc. And if it doesn't, what can the staff person do to improve the lesson.			

3.c. Create standards-aligned lessons/units (Lesson/Unit Planning Template)

Questions for Consideration:

- What lesson/unit planning templates will be used in our program? [if using something in addition to the CCRS cohort provided templates]
- How will staff be trained to use the lesson/unit planning templates?
- Who will create aligned lessons and units? Will all teachers work to create and vet their own, or will a team work to create and/or vet lessons?
- How will staff work together to assure that created lessons are high-quality and standards-aligned?
- How will lessons/units be shared within our program?

Notes/Questions:

CCRS Cohort templates will be used
 Staff will be trained using the templates at an inservice
 All staff will be expected to create aligned lessons and units.
 The staff will continue to work in working groups to accomplish their tasks.
 Google Docs will be the go to for sharing.

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will be shown the CCRS lesson plan templates and how to use the templates for planning.

Action Item	Time Frame	Person Responsible	Resources Needed
The CCRS cohort will show and review with staff the CCRS lesson plan template. Each staff person will receive a copy of the template. The cohort will walk the group through how to create a lesson that hasn't already been created.	Spring ABE Inservice 2019	CCRS Cohort Manager Staff	CCRS Cohort Template CCRS Manual Lesson Plan Resources Paid Staff Time
In their working groups, the staff will begin working on one "new" lesson using the template. The lesson will be evaluated for content/level.	Spring ABE Inservice 2019	CCRS Cohort Manager Staff	CCRS Cohort Template CCRS Manual Lesson Plan Resources Paid Staff Time
Staff will continue to create "new" lessons/ones that haven't been used in their classrooms before. They will evaluate their lesson as they go. The lesson will be in Google Docs. The CCRS	Ongoing	CCRS Cohort Staff Manager	CCRS Cohort Template CCRS Manual Lesson Plan Resources Paid Staff Time

Cohort will give feedback and guidance.			
Expected Outcome (What will it look like when we have succeeded with this objective?): Staff will be able to complete a lesson plan that is effective, enjoyable, and meets the standards.			

3.d. Evaluate larger resources (such as curricula or textbooks) to determine alignment and needed modifications (*Resource Alignment Evaluation and Rating Tool & High-Value Action Tool*)

Questions for Consideration:

- What will be the process for evaluating and supplementing existing resources? Who will be involved?
- How will decisions be made about discontinuing the use of resources/curricula/textbooks that lack sufficient alignment?
- What will be the process for evaluating resources to be purchased? Who will be involved?
- How will these larger aligned resources be shared within our program?

Notes/Questions:

All staff will be part of the evaluation process
 If resources are not able to be used, the manager and CCRS Cohort will make the decision
 CCRS Cohort team and manager
 Google Docs

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will review materials looking for alignment			
Action Item	Time Frame	Person Responsible	Resources Needed
Staff will evaluate five pieces of material, from their classroom, for alignment and put their findings in a Google Doc.	Summer 2019	Staff Manager CCRS Cohort	Resource Alignment Evaluation Rating Tool High-Value Action Tool Google Docs Paid Staff Time

The CCRS Cohort and Manager will review the Google Doc and make a decision, based on the information, whether to keep the material or dispose of it. If by using additional resources the material is useable, it will be kept.	Summer 2019	Manager CCRS Cohort	Resource Alignment Evaluation Rating Tool High-Value Action Tool Google Docs Paid Staff Time
Staff will continue to evaluate classroom materials for alignment and put their findings in a Google Doc.	Ongoing	Staff Manager CCRS Cohort	Resource Alignment Evaluation Rating Tool High-Value Action Tool Google Docs Paid Staff Time
The CCRS Cohort and Manager will decide what materials need to be purchased for each classroom/site.	2019 and Ongoing	Manager CCRS Cohort	Google Docs Paid Staff Time Publishing Companies Online materials, etc.
Expected Outcome (What will it look like when we have succeeded with this objective?): Each classroom will contain aligned curriculum for staff to use and prepare their lessons.			

3.e. Evaluate student tasks to determine alignment and needed modifications (*Student Task Study Protocol*)

Questions for Consideration:

- *Who will participate in the evaluation of student tasks? Will all teachers join in this work or just a targeted team?*
- *How and when will staff work together to evaluate and improve student tasks?*
- *How will aligned student tasks be shared within our program?*

Notes/Questions:

All staff will participate in the evaluation of student tasks.

Working groups

Go To Meetings, face-to-face meetings, emails, etc.

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will be able to use the Student Task Study Protocol benefitting their students.

Action Item	Time Frame	Person Responsible	Resources Needed
Staff, at the Fall 2019 inservice, will be trained in how to use the Student Task Study Protocol. Each staff person will receive a copy of the study. Staff will continue to work in their working groups, unless the groups need to be modified.	Fall 2019	CCRS Cohort Manager	Student Task Study Paid Staff Time
At the Fall 2019 inservice, staff, in their working groups, will try using the STSP with the guidance of the CCRS Cohort.	Fall 2019	CCRS Cohort Staff Manager	Student Task Study Student Work Paid Staff Time
Staff will meet with their working groups to share their students' work. Staff will evaluate each other on the use of the tool and make recommendations.	Winter 2020	CCRS Cohort Staff Manager	Student Task Study Student Work GoTo Meeting, email, face-to-face Paid Staff Time

Expected Outcome (What will it look like when we have succeeded with this objective?): Staff will be able to properly use the student task study, so instruction becomes stronger and students have more success.

3. f. Observe & provide feedback to instructors regarding standards-aligned instruction (*Observation Tool*)

Questions for Consideration:

- *What are our current policies and procedures around observation? How might those be modified or supplemented to support standards-based observations and feedback?*
- *How will additional staff in our program be trained to use the CCRS observation form?*
- *How might peer observations be used to support professional development around standards?*
- *What supports (training, release time, subs, etc.) will need to be put in place for observations?*

Notes/Questions:

Current policies- peer review
 Evaluation- lead and manager
 CCRS Cohort- 2nd round
 CCRS Cohort- train existing staff
 Supports- training staff, see-do,

Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will peer review other staff giving constructive feedback.			
Action Item	Time Frame	Person Responsible	Resources Needed
Lead and Manager will peer review/observe staff. Lead and Manager were both part of the CCRS Cohort team.	Fall- Spring 2018/2019	Lead Teacher Manager	Observation Tool
CCRS Cohort, using the observation tool, will help train staff to be able to peer observe each other. This will take place at our Spring Inservice.	Spring 2020	CCRS Cohort Staff Manager	Observation Tool
Staff will peer observe other co-workers during instruction. The	Fall 2020 and ongoing	Staff Manager	Observation Tool Classroom Instruction

manager and lead will be part of the process to help with questions.		Lead	
Expected Outcome (What will it look like when we have succeeded with this objective?): Staff will be able to effectively use the observation tool and give productive feedback on staff's instruction.			

Component 4: Program Structures

4. Develop and modify **program structures** to support standards implementation (class offerings with well-articulated standards objectives, student placement, staffing, etc.)

Questions for Consideration:

- How will our program staff work together to determine gaps in offerings around the standards?
- How will decisions be made to grow or alter current course offerings to ensure standards implementation?
- How might our student assessment and/or placement procedures need to change?
- How might staffing decisions be impacted by standards-implementation work?
- How can volunteers get the information they need to support standards-based instruction, and how can they best be used in our program?

Notes/Questions: Monthly GoTo meetings will take place to review our program. Continued training at local, regional, and state trainings.
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Use the template below to identify objectives and action items that will support the implementation of this component. Add objectives as needed.

Measurable Objective: Staff will work as a whole to ensure standards are being implemented and met.			
Action Item	Time Frame	Person Responsible	Resources Needed
Staff will meet monthly via GoTo to discuss how the standards are	Ongoing	Manager CCRS Cohort	Go To Curriculum

being met/implemented in their classrooms.		Staff	
Staff will continue to attend local, regional, and state trainings around CCRS implementation	Ongoing	Manager Staff	Trainings
Through Google Docs, ATLAS, etc. resources/lessons that are aligned will be implemented into every classroom.	Ongoing	Staff Manager	Google Docs ATLAS Website Other Resources
Expected Outcome (What will it look like when we have succeeded with this objective?): Classrooms will be fully aligned to the standards.			