

Program CCRS Implementation Plan

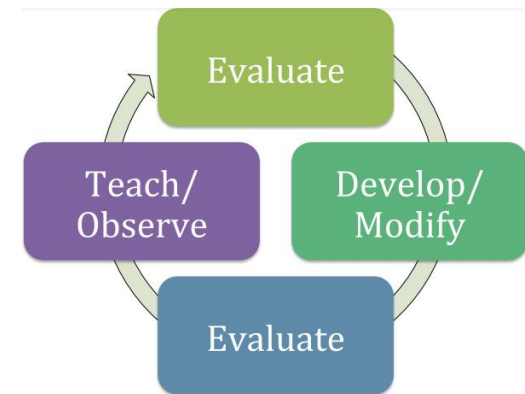
Program – Alexandria Area ABE



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. **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.)



Program Plan – Alexandria Area ABE

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:

Alexandria Area ABE (AAABE) is a small staff of nine highly creative and dedicated individuals. While our limited staff and resources may cause barriers in some aspects, it also gives us the ability to be nimble and quickly adjust and adapt to change. AAABE instructors all have backgrounds that include working with K-12 educational standards, and we understand the importance of standards-based education. The positive attitude of the AAABE staff in taking on the CCRS Implementation Cohort during ‘Covid 2020’ speaks highly to our desire to ensure quality ABE instruction to all of our adult learners.

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

Measurable Objective #1:

Staff will be able to identify College and Career Readiness Standards in English-Language Arts and Math. They will understand the key shifts and implement standards effectively into their instruction.

Action Item	Time Frame	Person Responsible	Resources Needed
-------------	------------	--------------------	------------------

Instructional staff will complete the online CCRS Foundations Training through ATLAS.	June – Aug, 2020	AAABE CCRS Cohort: ELA - Catherine Scholler & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS CCRS Foundations Training - Online Course
An AAABE Team of Instructors and a Manager will participate in the CCRS 20-21 Implementation Cohort.	8/1/20 – 5/15/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS 20-21 CCRS Implementation Cohort
All AAABE Instructors will have a physical copy of the CCRS Blue Book in their classroom to use.	8/1/20 - Ongoing	All AAABE Instructors	CCRS Blue Books
All AAABE Instructors will know how to efficiently use the CCRS Blue Book, tools and templates.	10/15/20 - Ongoing	All AAABE Instructors	CCRS Blue Books CCRS ELA and Math Alignment Evaluation & Rating Tool CCRS High-Value Action Revision Tool.
AAABE Instructors will revise or create lessons to meet specific math or ELA standards.	10/15/20 - Ongoing	All AAABE Instructors	CCRS Blue Books CCRS ELA and Math Alignment Evaluation & Rating Tool CCRS High-Value Action Revision Tool.
AAABE CCRS Team will meet monthly during participation in the 20-21 CCRS Implementation Cohort.	10/20/20 – 5/18/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder
AAABE CCRS Team will have weekly CCRS Check Ins – Ongoing discussions of how colleagues are using CCRS w/learners.	10/20/20 - Ongoing	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek <i>(Manager w/ instructor : Instructor w/instructor)</i>	CCRS Blue Book and Binder
AAABE CCRS Team will know how to use the Schoology platform and the CCRS online resource library.	9/30/20 - Ongoing	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	Individual Schoology Account CCRS Library – ATLAS website
AAABE CCRS Team members will fully participate and complete individual CCRS 20-21 Cohort goals and state	9/30/20 - Ongoing	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Additional resources as needed.

expectations for consortium-wide CCRS implementation.			
Future new AAABE staff will complete online CCRS Foundations Training within the first 6 months of hire.	Ongoing	AAABE Manager- Julie Fietek	ATLAS CCRS Foundations Training/Online Course
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): AAABE Instruction Staff will use their CCRS knowledge to confidently create CCRS-based, individualized learning plans for students that are appropriate to the learner's level.</p>			

<p>Measurable Objective #2: In efforts to overcome barriers of limited time, instructors, and resources, staff will create a supportive environment of teamwork around CCRS Implementation by working with colleagues to develop their CCRS skills, and by creating/compiling CCRS resources that can be used by current and future staff.</p>			
Action Item	Time Frame	Person Responsible	Resources Needed
AAABE CCRS Team will complete partner CCRS projects as a means of developing implementation skills during the 20-21 Cohort.	8/1/20 – 5/15/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
AAABE CCRS Team will cross train AAABE staff in CCRS through peer teaching of ELA & Math components at quarterly consortium meetings.	11/17/20 – 5/15/21	ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney	CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
AAABE CCRS members, as a team, will develop the AAABE consortium's CCRS Implementation Plan.	8/1/20 – 5/15/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed

AAABE Instructors will work with a colleague(s) in a CCRS Buddy Support System to be able to locate and reference the standards that apply to an adult learner.	11/17/20 - Ongoing	All AAABE Instructors	CCRS Blue Book and Binder
AAABE Instructors will share created and found CCRS-aligned, high-quality resources.	11/17/20 - Ongoing	All AAABE Instructors	Google Sheet - AAABE CCRS resource spreadsheet
AAABE instructors will continue to develop their CCRS skills through Professional Development opportunities.	June 2020 - Ongoing	All AAABE Instructors	Professional Development through MNABE, ATLAS, Summer Institute, Regional Meetings, etc.
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): AAABE Staff will support their colleagues through teamwork and continue to develop their own individual CCRS skills. AAABE will create an AAABE CCRS resource spreadsheet containing both physical and electronic materials that support CCRS instruction.</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: AAABE CCRS Cohort members include Sue Norlien and Catherine Scholer who will focus on the ELA content, and Sandy Scheff-Belaen, Shelly Gaffaney, and Julie Fietek who will focus on the math content. As CCRS implementation will help ensure quality ABE instruction, the consortium will budget additional funding during PY 20/21 into professional development for the implementation of CCRS into the AAABE program, so that all CCRS work time is paid.

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

Measurable Objective: #1			
AAABE Staff will have multiple opportunities to develop their CCRS knowledge and skills.			
Action Item	Time Frame	Person Responsible	Resources Needed
AAABE CCRS Team will participate in the statewide 20-21 CCRS Implementation Cohort through ATLAS.	8/1/20 – 5/15/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
AAABE CCRS Team will be allotted 2-3 (as needed) hours a week to work on CCRS Implementation assignments and meetings.	7/10/20 – 5/15/21	AAABE Manager- Julie Fietek	AAABE State Funding
Staff will participate in monthly AAABE CCRS Team Meetings to support CCRS skill development and create AAABE CCRS implementation plan.	11/17/20 – 5/15/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
All staff will participate in consortium in-services to learn how to use CCRS ELA and Math Alignment Evaluation & Rating Tool and High-Value Action Revision Tool.	11/17/20 – Ongoing	ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed

Staff will work with a partner to do a Peer Observation of a standards-based lesson.	11/17/20 – 5/15/21	ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
AAABE Cohort members will instruct a content aligned lesson and participate in a coaching session afterward.	11/17/20 – 5/15/21	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
AAABE will Implement a CCRS Quick Reference Checklist to see if lessons are using standards and key shifts.	3/1/21 - Ongoing	All AAABE Instructors	ATLAS 20-21 CCRS Implementation Cohort CCRS Blue Book and Binder Individual Schoology Account CCRS Library – ATLAS website Additional resources as needed
Staff will have access to AAABE CCRS resource spreadsheet.	11/17/20 – Ongoing	All AAABE Instructors	Google Drive CCRS Folder, curriculum and web-resources
Financial incentive and CEUs to be awarded to AAABE CCRS team members upon successful completion of the 20-21 CCRS Implementation Cohort.	June 2021	AAABE CCRS Cohort Manager - Julie Fietek	CEUs certificates and stipend money from ATLAS.
Staff will develop a PD plan which includes CCRS development for next PY.	3/1/21 – 5/15/21	AAABE CCRS Cohort Members	Website information on Professional Development planned through MNABE and ATLAS.

Future new staff will be paired with a CCRS mentor instructor to help them understand and implement CCRS.	Ongoing	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	AAABE CCRS Trained Instructors CCRS Blue Book and Binder AAABE CCRS resource spreadsheet
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): AAABE Instructors will know how to align a lesson in Math or ELA using the CCRS standards, as well as, teach CCRS-aligned lessons.</p>			

Component 3: Instructional Quality

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

Questions for Consideration:

- *How will we work as a team to determine which standards will be addressed in different aspects of our programming?*
- *How will we determine priority standards for our program or 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:

The majority of instruction at AAABE is in a one-room schoolhouse setting. Although, group (class) and tutoring (volunteer) instruction also occur. As such, each instructor (or instructor assisting the volunteer) will be responsible to evaluate the appropriate standards and levels they focus on with their learners.

In February of 2020, AAABE began a transition with our NRS assessments, moving from the TABE 11/12 paper-pencil test to the online CASAS E-Tests. CASAS E-Testing provides an array of assessment reports that are CCRS aligned. This is a total game-changer in instructional planning!

The process of aligning curriculum will be a permanent, on-going task that will be incorporated into the AAABE consortium as a part of regular practice & procedure.

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

Measurable Objective: Using knowledge obtained through the CCRS Cohort experience and future CCRS trainings, instructional staff will continue to grow their CCRS knowledge and expertise in identifying and instructing appropriate standards and levels for their students.

Action Item	Time Frame	Person Responsible	Resources Needed
Alexandria ABE Consortium will participate in the FY21 CCRS Implementation Cohort offered thru ATLAS and Hamline University.	September 16, 2020 - May 14, 2021	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Various additional resources as given, created, or found.
Instructors will use both of the CASAS E-Testing reports, the Individual Skills Profile and the Comprehensive Summary, to identify what standards to work on with their learners.	March 2021 - ongoing	All AAABE Instructors	CASAS Assessments CASAS E-Test Reports CCRS Blue Book and Binder CCRS Individual Planning Tool
In-service with CCRS Cohort Team to work thru CASAS result reports. Instructors will learn to easily read and comprehend the data.	March 2021- ongoing	All AAABE Instructors	Learner CASAS E-Test Reports CCRS Blue Book and Binder CCRS Individual Planning Tool
Instructors will use the CCRS Individualized Planning Tool from Atlas to document the standards each learner is working on. This tool will be kept in the learner's file for on-going use.	March 2021- ongoing	All AAABE Instructors	CCRS Blue Book and Binder CCRS Individualized Planning Tool HO - Guiding Questions to Build Instruction around the CCRS ELA and Math Shifts
AAABE instructors will analyze student work in order to ensure shifts and standards are appropriate to student levels.	March 2021- ongoing	All AAABE Instructors	CCRS Blue Book and Binder CCRS Individualized Planning Tool HO - Guiding Questions to Build Instruction around the CCRS ELA and Math Shifts
AAABE Instructors and staff will give direction and support to their assigned volunteers to share	June 1, 2021 - Ongoing	All AAABE Instructors	Google Sheet - AAABE CCRS Resource spreadsheet - in the shared drive CCRS curriculum and materials

high-quality CCRS-aligned curriculum and materials.			
---	--	--	--

Expected Outcome (What will it look like when we have succeeded with this objective?):
AAABE instructors and volunteers deliver instruction that incorporates the appropriate CCR standards, shifts, and practices with each of their learners.

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:

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

Measurable Objective: AAABE instructors will know how to evaluate a lesson to see that it meets CCR Standards. Instructors will know how to revise and improve a lesson as needed.

Action Item	Time Frame	Person Responsible	Resources Needed
Alexandria ABE Consortium will participate in the FY21 CCRS Implementation Cohort offered thru ATLAS and Hamline University.	September 16, 2020 - May 14, 2021	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Various additional resources as given, created, or found.
AAABE/CCRS Cohort members with a partner will complete a lesson evaluation and revision assignment.	Oct. 10 - Nov. 6, 2020	ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney	Found Lesson Plan Evaluation & Rating Tool High Value Action Tool CCRS Blue Book and Binder

AAABE Manager/CCRS Cohort Member will watch an ELA lesson video and complete the ELA Observation Tool	Oct. 10 - Nov. 6, 2020	Julie Fietek, ABE Manager	ELA Observation Tool CCRS Blue Book and Binder
AAABE/CCRS Cohort members with a partner will participate in ELA or Math content area and Administration webinars.	December 7-8, 2020	ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Various additional resources as given.
AAABE/CCRS Cohort members will complete a mini peer observation of their content area partner and create a reflection of standard shifts.	January 4 - Feb. 5, 2021	ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney	ELA & Math Observation Tools
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): When planning and instructing, AAABE Instructional Staff will ensure their lessons are standards-based and include ELA or Math shifts (complexity, evidence, knowledge, focus, coherence, rigor).</p>			

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:

The reality in a small consortium such as ours is that we do not have the staff nor the resources for instructors to be creating from scratch curriculum or lessons. Rather, instructors have access to purchased instructional curriculum and materials. Thus, they will need to know how to evaluate and revise materials as needed to ensure they meet CCRS. Quality revision/supplementation will be key as the elimination of all current non-CCRS-aligned materials is not realistic.

As finances allow, the purchase of quality CCRS-aligned curriculum in the future will be essential with the eventual goal of eliminating inadequate, non-CCRS aligned materials over time.

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

Measurable Objective: AAABE Instructors will be familiar with all in-house instructional curriculum and materials.			
Action Item	Time Frame	Person Responsible	Resources Needed
Alexandria ABE Consortium will participate in the FY21 CCRS Implementation Cohort offered thru ATLAS and Hamline University.	September 16, 2020 - May 14, 2021	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Various additional resources as given, created, or found.
Instructors will use CCRS knowledge when selecting curriculum and materials for a learner/class.	Fall 2020 - Ongoing	All AAABE Instructors	In-house and found curriculum & materials Evaluation & Rating Tool High Value Action Tool CCRS Individualized Planning Tool HO - Guiding Questions to Build Instruction around the CCRS ELA and Math Shifts CCRS Blue Book and Binder
Instructors will use the CCRS Individualized Planning Tool from Atlas to document the standards each learner is working on. This	February 2021 - Ongoing	All AAABE Instructors	CCRS Blue Book and Binder CCRS Individualized Planning Tool HO - Guiding Questions to Build Instruction around the CCRS ELA and Math Shifts

tool will be kept in the learner's file for on-going use.			
AAABE Instructors will collect and share high-quality CCRS-aligned curriculum and materials in one location.	Ongoing	All AAABE Instructors	Google Sheet - AAABE CCRS Resource spreadsheet - in the shared drive.
AAABE Instructors will work with their CCRS content area partner to build the ELA or Math sections of the AAABE CCRS Resource spreadsheet.	Ongoing	All AAABE Instructors	Agenda item during CCRS Monthly Mtgs. Content Area Team Task – work time
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): When selecting instructional curriculum and materials, AAABE Instructional Staff will ensure materials are standards-based and include ELA or Math shifts (complexity, evidence, knowledge, focus, coherence, rigor) or revise/supplement as needed.</p>			

Measurable Objective: AAABE Instructors will know how to find outside quality CCRS-aligned curriculum and materials.			
Action Item	Time Frame	Person Responsible	Resources Needed
AAABE Instructors will use the Atlas CCRS Resource website.	February 2021 - Ongoing	All AAABE Instructors	https://atlasabe.org/resources/
AAABE Instructors will use the https://lincs.ed.gov website	February 2021 - Ongoing	All AAABE Instructors	https://lincs.ed.gov/resource-collection?keys=&field_product_type_target_id%5B6705%5D=6705
<p>Expected Outcome (What will it look like when we have succeeded with this objective?): When selecting instructional curriculum and materials, AAABE Instructional Staff will ensure materials are standards-based and include ELA or Math shifts (complexity, evidence, knowledge, focus, coherence, rigor) or revise/supplement as needed.</p>			

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:

It should be noted that many adult education curriculum publishers are creating CCRS-aligned materials for the ABE field which is a tremendous help, but just as with anything, the quality of the product(s) will require evaluation.

In the AAABE Consortium, much of the initial evaluation will fall upon the ABE Manager to narrow down the best options before taking them to the instructors for full-group evaluation of the instructional product(s).

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 AAABE instructional resources and materials will be CCRS-aligned.

Action Item	Time Frame	Person Responsible	Resources Needed
Alexandria ABE Consortium will participate in the FY21 CCRS Implementation Cohort offered thru ATLAS and Hamline University.	September 16, 2020 - May 14, 2021	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Various additional resources as given, created, or found.
With the knowledge of current resources, Instructors will work together to identify which	June 1, 2021 - Ongoing	AAABE Instructional Staff and Manager	CCRS Blue Book and Binder CCRS Alignment Evaluation & Rating Tool High-Value Action Tool

resources should be kept, supplemented, or eliminated.			
Group evaluation and input of instructional curriculum and materials prior to purchase.	June 1, 2021 - Ongoing	AAABE Instructional Staff and Manager	Curriculum/Resource review time at ongoing monthly CCRS meetings.
Purchase of quality CCRS-aligned curriculum.	June 1, 2021 - Ongoing	AAABE Manager	\$\$\$
Expected Outcome (What will it look like when we have succeeded with this objective?): Throughout the AAABE Consortium, all instructors will use CCRS-aligned curriculum and resources.			

3. e. 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 Shift-based CCRS Observation Form and/or the full 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:

Alexandria Public Schools, the consortium’s fiscal agent, uses a Q-Comp system for its K-12 instructors which involves probationary, growth, and formal observation cycles. AAABE instructors are not in the Q-Comp system, thus the observation process followed the CE observation system similarly used with Parent Educators. PY 20-21 has been a year of transitioning to a more refined ABE Observation cycle as we incorporate CCRS.

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

Measurable Objective: Train and provide growth opportunities for AAABE instructors and volunteers in CCRS.			
Action Item	Time Frame	Person Responsible	Resources Needed

Alexandria ABE Consortium will participate in the FY21 CCRS Implementation Cohort offered thru ATLAS and Hamline University.	September 16, 2020 - May 14, 2021	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Blue Book and Binder Various additional resources as given, created, or found.
AAABE Observations & Evaluation Cycle of three yearly observations: 1 - Admin. Observation/CE Dir 1 - Coach Observation/ABE Manager 1 - ABE Peer Observation	Fall of 2020 - Ongoing	AAABE instructional Staff AAABE Manager CE Director	District 206's Danielson Framework Modules CCRS Observation Tool
AAABE instructors and volunteers will continue to develop their CCRS skills through Professional Development opportunities.	June 2020 - Ongoing	All AAABE Instructors & Volunteers	Professional Development through MNABE, ATLAS, Summer Institute, Regional Meetings, Consortium Meetings, Literacy MN Volunteer Conference, etc.
Future new AAABE staff will complete online CCRS Foundations Training within the first 6 months of hire.	Ongoing	AAABE Manager- Julie Fietek	ATLAS CCRS Foundations Training/Online Course
Expected Outcome (What will it look like when we have succeeded with this objective?): AAABE Instructors and volunteers who teach with a high level of quality and proficiency, and who continue to grow their teaching skills.			

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:

In February of 2020, AAABE began a transition with our NRS assessments, moving from the TABE 11/12 paper-pencil test to the online CASAS E-Tests. CASAS E-Testing provides an array of assessment reports that are CCRS aligned. This is a total game-changer in instructional planning! We will happily be continuing with the CASAS E-Testing system.

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

Measurable Objective: Permeate CCRS into the culture of the AAABE Consortium.			
Action Item	Time Frame	Person Responsible	Resources Needed
Use of CASAS E-Test assessment reports to guide learner CCRS instruction.	Ongoing	All AAABE Instructional Staff	CASAS E-Testing System Purchase of testing units - \$
CCRS will be incorporated into all AAABE programming forms and routines from entry thru exit.	Ongoing	All AAABE Staff	Revision time to update forms and practices Printing and paper
CCRS visual cue posters will be found or created and posted in classrooms.	June 1, 2021 - Ongoing	AAABE Support Staff AAABE Manager	Purchased CCRS Posters - \$ Pictures and diagrams from CCRS Cohort materials to create posters. Graphic Design Software Printing and paper
AAABE Instructors will incorporate CCRS terminology into their instruction to help learners create their own growth	February, 2021 - Ongoing	AAABE CCRS Cohort: ELA - Catherine Scholer & Sue Norlien Math - Sandy Scheff-Belaen & Shelly Gaffaney Manager & Math - Julie Fietek	CCRS Visual Que Posters HO - Guiding Questions to Build Instruction around the CCRS ELA and Math Shifts CCRS Blue Book and Binder

mindset, as well as, reinforce instructors CCRS's knowledge.			
After the 20-21 CCRS Cohort ends, the continuation of Monthly CCRS Meetings.	June 1, 2021 - Ongoing	All AAABE Instructional Staff	Professional Development Time Money
AAABE Instructors will continue to work with a colleague(s) in a CCRS Buddy Support System for on-going support and planning.	Ongoing	All AAABE Instructors	CCRS Blue Book and Binder
AAABE Instructors will share created and found CCRS-aligned, high-quality resources	Ongoing	All AAABE Instructors	Google Sheet - AAABE CCRS Resource spreadsheet (internally) CCRS Schoology Group (externally)
AAABE instructors, as a team, will continue to revise/update the consortium's CCRS Implementation Plan so that it continues to be a living document that directs consortium programming.	June 1, 2021 - Ongoing	All AAABE Instructional Staff	AAABE CCRS Implementation Plan CCRS Blue Book and Binder Individual Schoology Accounts CCRS Library – ATLAS website AAABE CCRS Resource spreadsheet Additional resources as needed
Expected Outcome (What will it look like when we have succeeded with this objective?): CCRS will be second-nature in the instruction and environment of the AAABE Consortium.			