

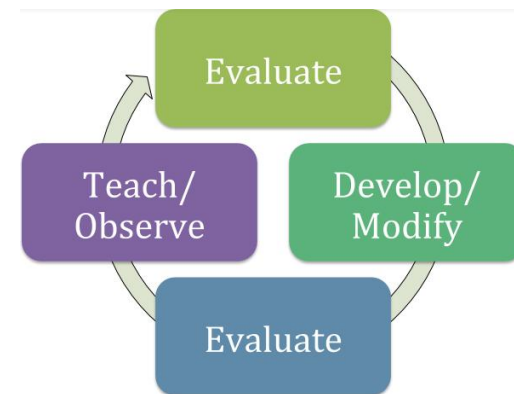


Program CCRS Implementation Plan

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. **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

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:

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

| <i>Measurable Objective: All teachers will have the foundational skills and understanding of CCRS ELA and/or Math to start implementing in their lessons by June 2022.</i> | | | |
|---|---|----------------------------------|---|
| <i>Action Item</i> | <i>Time Frame</i> | <i>Person Responsible</i> | <i>Resources Needed</i> |
| All teachers will complete CCRS Foundations Training in the discipline they teach. | All teachers will complete this by June 2022 and for any new incoming teachers, must be completed within one year of hire date. | See Moua-Leske; Program Manager | Summer Institute, Language & Literacy Institute, Math Conference, Fall & Spring Regionals, and Online MLC course CCRS ELA and/or Math Manual |

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| | | | Funding for professional development. Substitute teacher if needed. |
| All teachers will attend staff meetings and training regularly pertaining to CCRS. | Ongoing | See Moua-Leske; Program Manager Instructors | CCRS ELA and/or Math Manual Funding for Professional Development |
| Teachers will participate in a peer observation. | Annually | See Moua-Leske; Program Manager Instructors | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| Teachers will be observed teaching a CCRS lesson. | Annually | See Moua-Leske; Program Manager | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| All teachers will know and apply the three ELA and/or Math key shifts. | All teachers will complete this by June 2021 and for any new incoming teachers, must be completed within one year of hire date. | See Moua-Leske; Program Manager | Summer Institute, Language & Literacy Institute, Math Conference, Fall & Spring Regionals, Online MLC course, any professional development sessions related to CCRS CCRS ELA and/or Math Manual Funding for professional development. Substitute teacher if needed. |
| Ongoing Professional Development Training on CCRS ELA and/or Math | Ongoing | See Moua-Leske; Program Manager | Summer Institute, Language & Literacy Institute, Math Conference, Fall & Spring Regionals, Online MLC course, any |

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| | | | professional development sessions related to CCRS Funding for professional development. Substitute teacher if needed. |
| Expected Outcome (What will it look like when we have succeeded with this objective?): All teachers will have the foundational skills and understanding of CCRS ELA and/or Math to start implementing in their lessons by June 2021. | | | |

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.)?*

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| Notes/Questions: |
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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: Program manager will allocate funds and support to provide professional development to teachers. | | | |
|---|-------------------|---------------------------------|---|
| Action Item | Time Frame | Person Responsible | Resources Needed |
| Program will reimburse teacher for time, mileage, and room & board | Ongoing | See Moua-Leske; Program Manager | 10% of budget |
| Program will notify teachers of available scholarships and reimbursements opportunities from a third party regarding professional development training. | Ongoing | See Moua-Leske; Program Manager | Atlas LAN Membership COABE |
| Instructors will be paired up in a mentor/mentee relationship to provide support in CCRS. | Ongoing | Instructors | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| Instructors will all be familiar with Reading Skills for Today's Adults reading curriculum. | January 2022 | See Moua-Leske; Program Manager | Reading Skills for Today's Adults curriculum |
| Expected Outcome (What will it look like when we have succeeded with this objective?): Program manager will have funds to allocate to be able to provide professional development to teachers. | | | |

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:

As a team, we will have weekly team meetings to determine which standards will be addressed in different aspects of our programming. Due to our one room schoolhouse, determining what priority standards for our program or individual students changes depending on who is in class that day and time.

This is documented in SiD and their PEPs.

Teachers will hold periodic conferences with students to update PEPs and check progress on their goals.

ABE staff teach ELA standards in one room schoolhouse.

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

| <i>Measurable Objective: Every student enrolled in ABE will have a Personal Education Plan created and implemented.</i> | | | |
|--|--|--------------------------------------|-----------------------------------|
| <i>Action Item</i> | <i>Time Frame</i> | <i>Person Responsible</i> | <i>Resources Needed</i> |
| Every student enrolling in an ABE program will be CASAS assessed. | Ideally before a student attends their first class, but within 12 hours of classroom attendance. | Administrative Support or instructor | CASAS Life & Works CASAS GOALS |
| Every student enrolling in ABE will have a PEP created. | During student intake process | Administrative Support | PEP form- Google Document |
| Instructor receives a copy of the PEP | A week before student starts class | Administrative Support | SiD PEP form |
| Instructor implements PEP if applicable | At first class | Instructor | PEP form SiD Curriculum |

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| Instructor will hold periodic conferences with students to update on progress of PEP | Biannually | Instructor | PEP form SiD |
| Expected Outcome (What will it look like when we have succeeded with this objective?): Instructors will be able to set goals with students and determine progress throughout the year. | | | |

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?

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| <p>Notes/Questions:</p> <p>Individually, for some, it could be possible to do teams with our part time staff as they all teach mostly the same level students. But some staff teach primarily math and science which no other staff person in our region teaches.</p> <p>If teachers are comfortable sharing it would be ideal to share lessons and revisions to all but most teachers probably wouldn't be comfortable with that. In that case we could just share the final product on google drive or one drive. If we wanted to work on revising lessons to show teachers have understanding of how to do it. we could supply mock lessons to critique as a group or individually</p> <p>salary just make notes of time on task, hourly would be paid by a set amount per task.</p> |
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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.

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|--|-------------------|---------------------------|-------------------------|
| Measurable Objective: All curriculum used in our ABE program will be CCRS aligned or will be revised to align if it is not. | | | |
| Action Item | Time Frame | Person Responsible | Resources Needed |

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| All staff will be trained how to use the Evaluation Rating Tool and the High-Value Action Revision Tool as well as understanding what the CCRS Observation Tool is. | June 2022 | Program Manager CCRS Cohort Members | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| All curriculum is screened using the Evaluation Rating Tool to determine CCRS alignment in either ELA or Math. | January 2022 then before implementing in lessons | Instructor Program Manager | Curriculum Evaluation Rating Tool |
| Curriculum that is not CCRS aligned will be revised. | January 2022 then before implementing in lessons | Instructor Program Manager | Curriculum High-Value Action Revision Tool |
| When creating a new curriculum, we will be using the Evaluation Rating Tool and the High-Value Action Revision Tool to make sure it's CCRS aligned. | September 2021 | Instructor Program Manager | Curriculum Evaluation Rating Tool High-Value Action Revision Tool |
| Instructors will be periodically observed to check if lessons are CCRS aligned and the standards are appropriate for the learners | January 2022 then periodically | Program Manager | Lesson CCRS Observation Tool |
| Instructors will evaluate lessons to determine if it is CCRS aligned and appropriate for their students. This applies to premade lessons and created lessons. | January 2022 then before implementing in lessons | Instructor | Lesson Evaluation Rating Tool High-Value Action Revision Tool |
| Expected Outcome (What will it look like when we have succeeded with this objective?): All staff will know how to evaluate curriculum, use the three shifts in each content area, make adjustments as needed to make lessons that match their learners. | | | |

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:

Focusing on units/curriculum that is used by most staff or classrooms. It would be ideal to work on as a team with said resource and learn what it takes to revise and edit material, or what it takes to see areas of improvement or areas that the resource is good for.

as a group initially but then individually with a resource they want to add to the consortia resource folder (on google drive)

As before with 3b, some staff only can do individually while others could do as groups.

by using the resources from ccrs cohort to determine lesson/unit/curriculum strengths/areas of improvement/needs replacing...

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 instructors will know how to create standards-aligned units and lessons.

| Action Item | Time Frame | Person Responsible | Resources Needed |
|---|--------------------------------|--|---|
| All staff will be trained how to use the Evaluation Rating Tool and the High-Value Action Revision Tool as well as understanding what the CCRS Observation Tool is. | June 2022 | Program Manager CCRS Cohort Members | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| Instructors will be periodically observed to check if lessons are CCRS aligned and the standards are appropriate for the learners | Periodically | Program Manager | Lesson CCRS Observation Tool |
| Instructors will evaluate lessons to determine if it is CCRS aligned and appropriate for their students. This applies to premade lessons and created lessons. | Before implementing in lessons | Instructor | Lesson Evaluation Rating Tool High-Value Action Revision Tool |
| Expected Outcome (What will it look like when we have succeeded with this objective?): Instructors will create standards-aligned units and lessons. | | | |

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:

focusing on text dependent resources if possible.

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 know how to determine CCRS alignment in curriculum. | | | |
|---|--------------------------|--|---|
| Action Item | Time Frame | Person Responsible | Resources Needed |
| All staff will be trained how to use the Evaluation Rating Tool and the High-Value Action Revision Tool as well as understanding what the CCRS Observation Tool is. | June 2022 | Program Manager CCRS Cohort Members | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| Create a committee to evaluate new and existing curriculum to determine CCRS alignment. | June 2022 | Program Manager Kristine Kelly :) | Volunteers (Victims) |
| Committee will evaluate new and existing curriculum to determine CCRS alignment. | July 2022 then as needed | Committee | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool |
| Expected Outcome (What will it look like when we have succeeded with this objective?): All curriculum will be CCRS aligned. | | | |

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:

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

| Measurable Objective: Instructors will be periodically observed to check if lessons are CCRS aligned. | | | |
|---|-------------------|--|---|
| Action Item | Time Frame | Person Responsible | Resources Needed |
| All staff will be trained how to use the Evaluation Rating Tool and the High-Value Action Revision Tool as well as understanding what the CCRS Observation Tool is. | June 2022 | Program Manager CCRS Cohort Members | CCRS Manual Evaluation Rating Tool High-Value Action Revision Tool CCRS Observation Tool |
| Instructors will be periodically observed to check if lessons are CCRS aligned and the standards are appropriate for the learners | Periodically | Program Manager | Lesson CCRS Observation Tool |

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| Instructors will observe their peers. | Annually | Instructors | CCRS Observation Tool |
| Expected Outcome (What will it look like when we have succeeded with this objective?): Instructors will receive and provide constructive feedback regarding CCRS alignment of lessons. | | | |

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:

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 work together to make sure standards are implemented and met. | | | |
|---|---|---------------------------------|--|
| Action Item | Time Frame | Person Responsible | Resources Needed |
| All resources will be updated in our staff One Drive folder. | June 2022 | All Staff | One Drive Folder |
| All staff will know how to access all resources. | June 2022 | Program Manager | One Drive Folder Resources |
| All teachers will complete CCRS Foundations Training in the discipline they teach. | All teachers will complete this by June 2021 and for any new incoming teachers, must be completed within one year of hire date. | See Moua-Leske; Program Manager | Summer Institute, Language & Literacy Institute, Math Conference, Fall & Spring Regionals, and Online MLC course CCRS ELA and/or Math Manual Funding for professional development. Substitute teacher if needed. |
| All teachers will understand the three ELA and/or Math key shifts. | All teachers will complete this by June 2021 and for any new incoming teachers, must be completed within one year of hire date. | See Moua-Leske; Program Manager | Summer Institute, Language & Literacy Institute, Math Conference, Fall & Spring Regionals, Online MLC course, any professional development sessions related to CCRS CCRS ELA and/or Math Manual Funding for professional development. Substitute teacher if needed. |
| Ongoing Professional Development Training on CCRS ELA and/or Math | Ongoing | See Moua-Leske; Program Manager | Summer Institute, Language & Literacy Institute, Math Conference, Fall & Spring Regionals, Online MLC course, |

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| | | | any professional development sessions related to CCRS Funding for professional development. Substitute teacher if needed. |
| Instructors will share student goals with classroom volunteers. | Ongoing | Instructors | PEP (Goal part) |
| Expected Outcome (What will it look like when we have succeeded with this objective?): All staff will be able to implement and utilize the resources. | | | |