Next Steps— NC Star

General Information

- This is a transition year.

- All 12 Key Indicators should be assessed prior to developing the plan and tasks.

- Schools should generate at least two plans with supporting tasks.

  - Any one plan can have multiple tasks/activities.

  - By the end of February, try to generate plans with supporting tasks for at least two objectives.

  - Schools will "monitor" their tasks for the remainder of the year during the SIP team meetings. This will be a "standing" agenda item.

  - The goal will be to move an indicator from "limited" status to "full" status.

- After the transition year, the general rule will be that all 12 Key Indicators should be fully implemented or progressing to fully implemented.

  - NC Star recommends working on 4 indicators per year.

  - The 4 indicators would have plans with supporting tasks.

  - We will move to 4 indicators per year beginning with the 2017-2018 school year.

- Remember to provide access via your school's website to your school improvement and/or NC Star plan AND include a copy of your old/current plan as we transition.

  - Include information related to the transition on the website.

  - Possible narrative for the website:

    "Caldwell County Schools and _name of school_ are transitioning this year (2016 -2017) to using the NC Star tool for continuous school improvement. You can access our continuous school improvement plan by using the following login and password information:

    GuestS15## (username) and GuestS15## (password) at www.indistar.org

     Or you can review our progress with the following PDF's:

     These PDF's are updated at least twice a year and include the school's self-assessment of identified and required school improvement indcators, and the plans with tasks to improve in designated areas."

Creating a Plan with Tasks in NC Star

1. Log-in at www.indistar.org

2. From the main landing page, click on "Student Success Indicators" next to the blue star.

OR

3a. Click on "Assess" in the Theory of Action process.
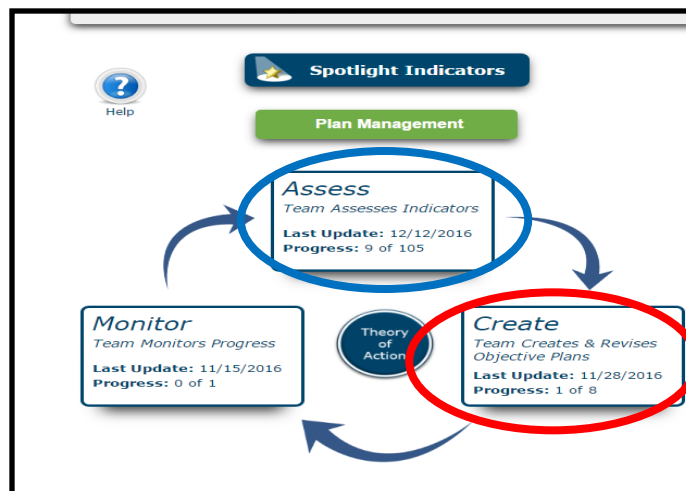
3b. Click on "Create" in the Theory of Action process.

This is a more direct approach

There are multiple ways to generate/create plans.

4a. If you clicked on "Assess," you may apply the "Key Indicators" filter. Click on tab "3. Indicators Assessed."

Indicators in red are assessed and fully implemented. Plans and tasks are not created for red indicators.

4b. If you clicked on "Create," the screen has the indicators assessed. Indicators in red are fully implemented. Plans and tasks are not created for red indicators.

	Select Objectives by Effective Practice		Display All Objectives						

All Objectives

Your school plan has a total of 8 objectives. *Note: Index = Priority Score x Opportunity Score

☐ Show Spotlight Indicators Only ☐ Hide Completed Plans

ID	Objectives	Added Date	*Index	Assigned to	Target Date	Tasks	Filter Tag(s)
A1.01	The principal will model and communicate the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices. (5082)	12/04/2016	4	- removed -	12/16/2016	0	
A2.04	Instructional Teams will develop standards-aligned units of instruction for each subject and grade level. (5094)	11/11/2016	6	Donald C. Duck	11/29/2016	0	
A4.01	The school will implement a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers. (5117)	11/18/2016	6	- removed -	12/01/2016	0	
A4.06	ALL teachers will be attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary. (5124)	11/18/2016	9	Carolyn Alford	11/08/2016	0	
B1.01	The LEA will have an LEA Support & Improvement Team. (5135)	11/21/2016	9	- removed -	10/28/2016	0	
B1.03 add task	A Leadership Team will consist of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	12/07/2016	9	- removed -	9/26/2016	0	

1. Select Indicator	2. Indicators to Assess	**3. Indicators Assessed**	4. Assess Indicator

Select indicator to update assessment (8)

Note: Indicators shown in red have either been marked as No Development/Not in Plan or Fully Implemented. These indicators will be excluded from your plan.

Code	Key	Success Indicators	Filter Tag(s)	Sta
A2.04	Key	Instructional Teams develop standards-aligned units of instruction for each subject and grade level. (5094)		Limited
A4.01	Key	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers. (5117)		Limited
A4.06	Key	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary. (5124)		Limited
B1.01	Key	The LEA has an LEA Support & Improvement Team. (5135)		Limited
B1.02	Key	The LEA selects and hires qualified principals with the necessary competencies to be change leaders. (5136)		Full
B1.03	Key	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)		Limited
B2.03	Key	The school has established a team structure among teachers with specific duties and time for instructional planning. (5143)		Limited
E1.06	Key	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning). (5182)		Limited

5. Find the indicator that the school wants to work on. You may click on the "Select Objectives by Effective Practice" box just above the objectives to see the rankings.

6. Depending on your pathway to this spot, the screen may appear slightly different or in a tab but the plan and task(s) are entered in the same manner.

7. The objective, level of implementation, priority score, opportunity score, and current level description are displayed.

A1.01 - The principal will model and communicate the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices. (5082)

ASSESS

Level of Development or Implementation: Limited Development **Priority Score:** 2 **Opportunity Score:** 2

Current Level Description: very limited

8. Create a Plan.

- Assign a team member in the drop down menu.

- Describe how the objective will look when fully implemented. Don't write how to get there. **Describe/write what it will look like as a final result**.

- Include description of evidence to support full implementation. **Describe what you are looking for to justify full implementation.**

- Establish a date when the description will be reality (full implementation.)

- Click "save."

To assist in creating plans, worksheets may be downloaded. Complete directions start on page 11.

- Use the Navigation Toolbar.

- Click on Assess-Create-Monitor.

- Click on "Create (blank) and use the disk icon to select the download format (word, pdf, csv).

9. Click on "Add a task."

- Create one task (action step/activity) in the series for this objective.

- Assign a person responsible for this task from the drop down menu or enter in box.

- Establish a date this task will be completed or become routine.

- Is this a recurring task? Click "yes" or "no."

- Record notes that will be helpful for the person responsible for the task. Include forms of evidence, resources needed, agendas, etc.

- Click "Save."

- Add as many tasks as needed to meet the plan. Narratives and tasks can be edited at anytime.

5. Create a series of tasks that will lead to full implementation of this objective. Be sure to include tasks for gathering and analyzing the information needed to show evidence of full implementation.

Add a task

Task Information

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task: - Select a Team Member - ▼ or Enter -->

5 c. Establish a date this task will be completed or will become routine:

5 d. Is this a recurring task? ○ Yes ◉ No
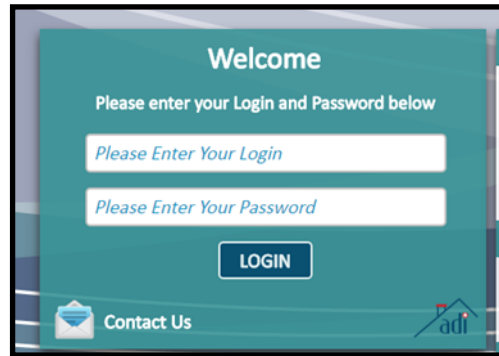
5 e. Record notes from your discussion that will be helpful to the person responsible for this task:

Save   Cancel

Task(s) created to meet this objective are shown below. Click a task to update or edit. To delete a task, go to the Monitoring process.

Creating a PDF of the Plan.

1. Log-in at www.indistar.org

2. From the main landing page, click on "Student Success Indicators" next to the blue star.

3. Open the Navigation Toolbar from the tab in the upper right-hand corner. In the toolbar, click on the last yellow box "Reports."

Reports are grouped into four categories: General, Assess, Plan, Monitor.

3. Under Plan, click on "Detailed Report of Objectives Included in Plan." This lists the plans with tasks that the school has created.

OR

4. Under Monitor, click on "Improvement Plan Report." This provides the status, assessment, and evidence narrative on the indicators assessed.

5. After opening the report, click on the blue disk. Choose PDF if you are going to upload it or share it with stakeholders.
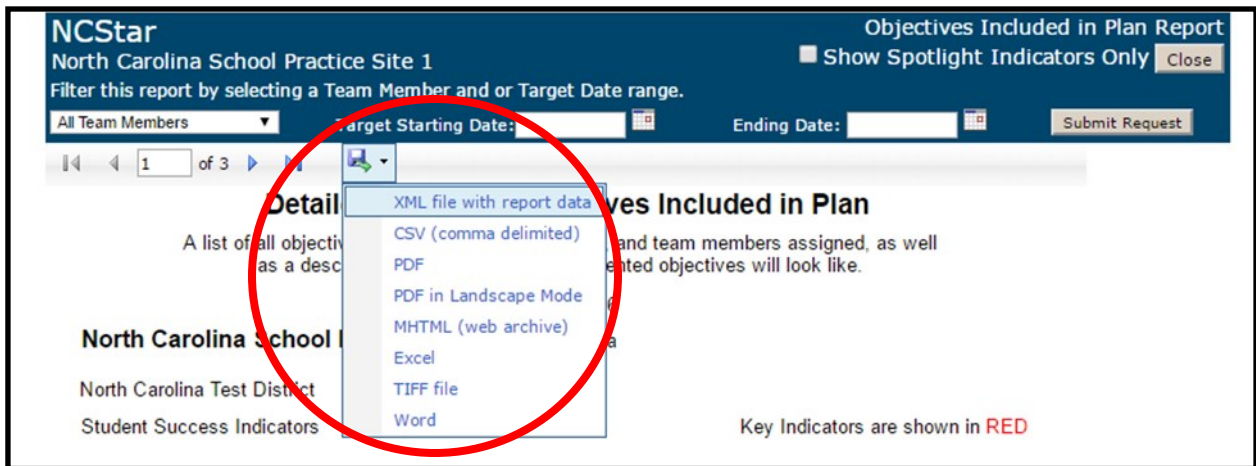
Worksheets
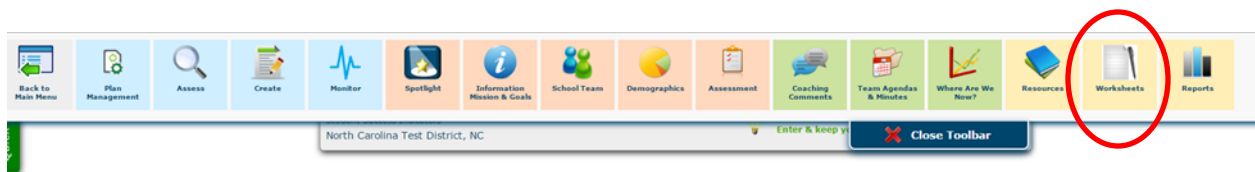

1. Log-in at www.indistar.org

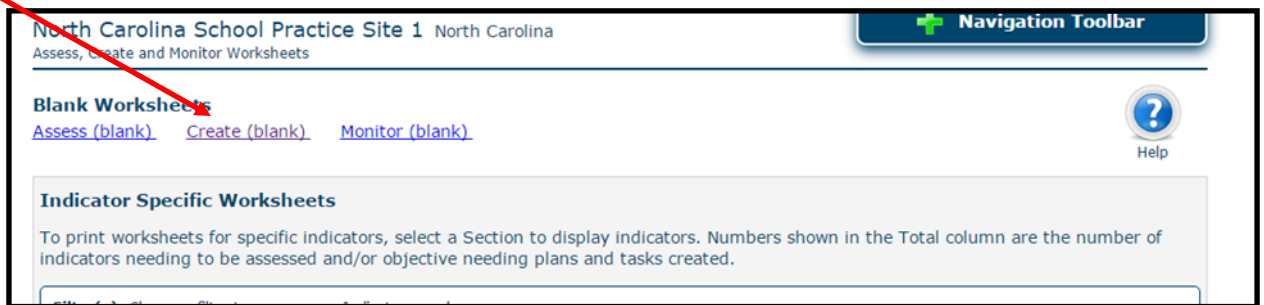2. From the main landing page, click on "Student Success Indicators" next to the blue star.

3. Open the Navigation Toolbar from the tab in the upper right-hand corner. In the toolbar, click on the middle yellow box "Worksheets."
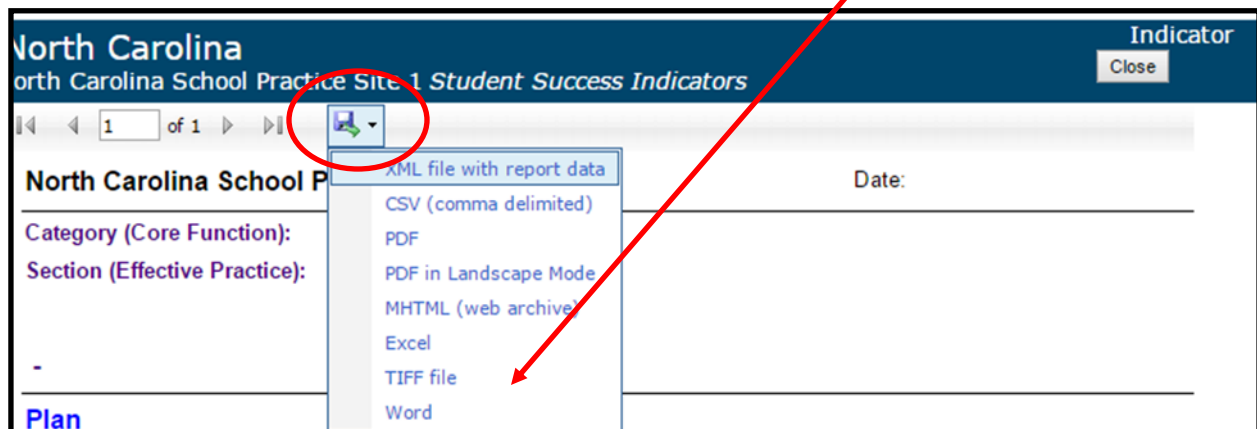
4. Click on "Assess-Create-Monitor" cycle on right side.

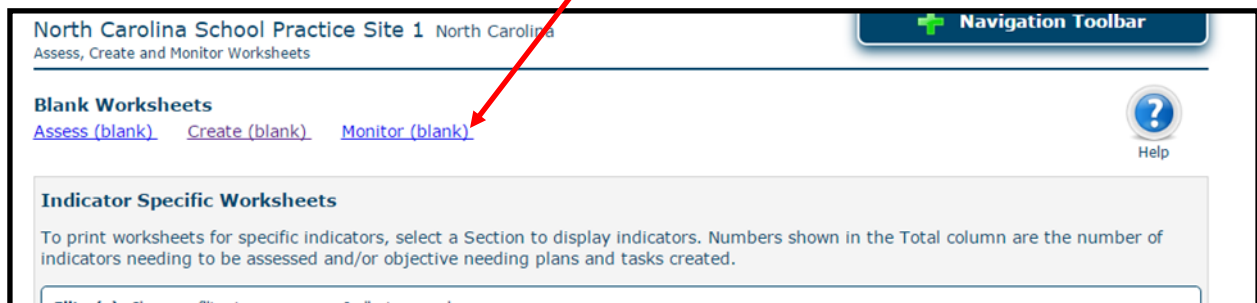5. Next, choose the worksheet that you need. If working on creating plan and tasks, click on "create."

6. A worksheet will open up . Use the disk to download as a word document or pdf.

Team members can make notes individually while the team leader records on a projected document or while the process manager enters the plan and task(s) in the portal.

7. A similar worksheet is available for **monitoring** the task. This form may be useful for the person assigned to manage the task. Downloading and printing the form at the start of the task may provide a place to record information as the task is implemented.

North Carolina School Practice Site 1 North Carolina
Assess, Create and Monitor Worksheets

Navigation Toolbar

Blank Worksheets
Assess (blank)   Create (blank)   Monitor (blank)

Help

Indicator Specific Worksheets
To print worksheets for specific indicators, select a Section to display indicators. Numbers shown in the Total column are the number of indicators needing to be assessed and/or objective needing plans and tasks created.

Implementation Worksheet

Objective #:

Objective and all tasks have been completed: Yes - No (circle one)

Date objective was met:

Evidence to support full implementation:

How efforts will be sustained:

Description of experience: