

The top banner features the Indistar logo in white on a dark blue background with a starry night sky pattern. The tagline "Lighting our path to stellar learning" is written in white below the logo.

**Indistar**<sup>®</sup>

Lighting our path to stellar learning<sup>®</sup>

# School-Level Handbook

**School**

District

State



**Center on Innovation & Improvement**

121 N. Kickapoo Street

Lincoln, Illinois 62656

217-732-6462

**[www.centerii.org](http://www.centerii.org)**

**Information   Tools   Training**

Positive results for students will come from changes in the knowledge, skill, and behavior of their teachers and parents. State policies and programs must provide the opportunity, support, incentive, and expectation for adults close to the lives of children to make wise decisions.

The Center on Innovation & Improvement helps regional comprehensive centers in their work with states to provide districts, schools, and families with the opportunity, information, and skills to make wise decisions on behalf of students.


The Center on Innovation & Improvement is administered by the Academic Development Institute (Lincoln, IL) in partnership with the Temple University Institute for Schools and Society (Philadelphia, PA), Center for School Improvement & Policy Studies at Boise State University (Boise, ID), and Little Planet Learning (Nashville, TN).

*A national content center supported by the  
U. S. Department of Education's Office of Elementary and Secondary Education.  
Award #S283B050057*

*The opinions expressed herein do not necessarily reflect the position of the supporting agencies,  
and no official endorsement should be inferred.*

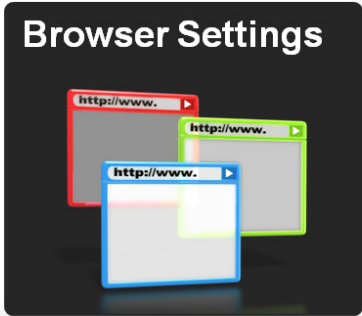
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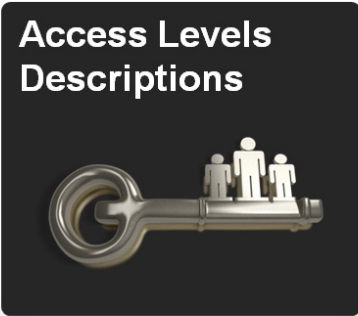


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# Getting Started



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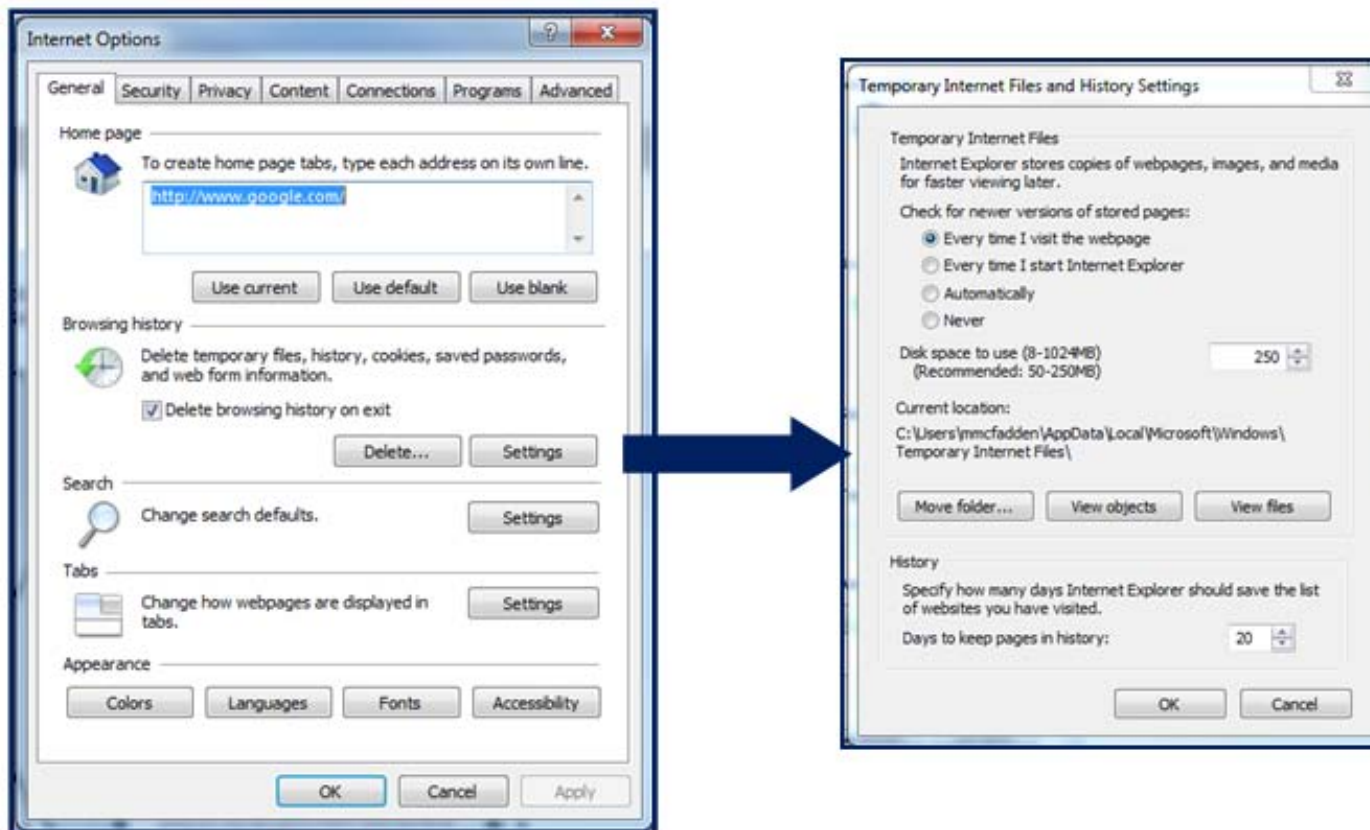




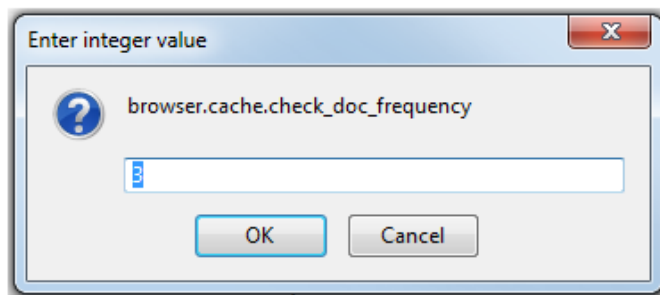
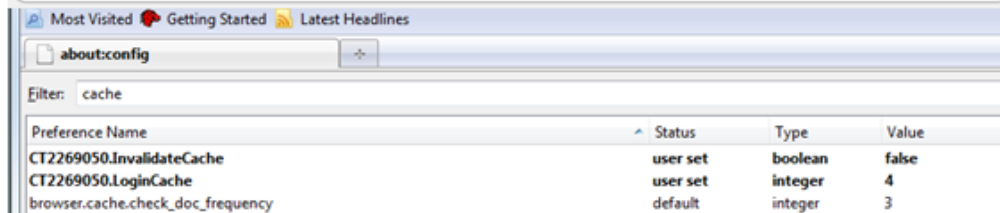
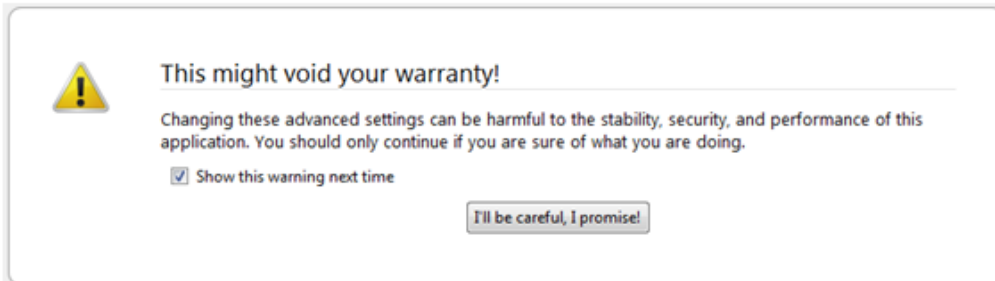
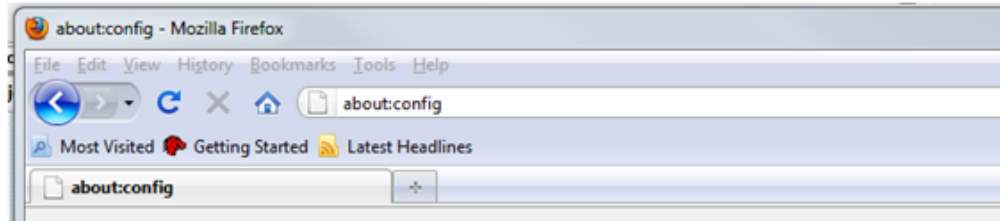
## Getting Started

### Recommended Browser Settings


The principal or process manager is responsible for entering and retrieving information from the web system. While the real work of school improvement happens in teams, team members will not need to interface with the web system. The following recommendations will ensure that the principal's and process manager's computers are set up correctly for using the system. If the default on these computers is Internet Explorer, click on the "Tools" dropdown from the menu bar and select "Internet Options." In the "Browsing History" section of the "General" tab, click the "Settings" button. Make sure "Every time I visit the webpage" is selected and click OK.



If the default browser is Foxfire, open Foxfire. In the URL field, type **about:config** and hit Enter. In the Filter field type **cache**. Double click **browser.cache\_doc\_frequency**. The default value is 3; set this to 1 (Check for a new version every time a page is loaded). Click OK, close Firefox, and open again.







If the default browser is Google Chrome, please contact your IT support department for assistance. As of the writing of this Handbook, Google Chrome required an “add on” or “extension”, so it is best to discuss this with an IT person in the school, district, or state department.

If the Refresh is not set for every time the webpage is visited, updates may not appear or data may display incorrectly.

## A Quick Look at Access Levels Descriptions

Every login is assigned according to an access level. The access level determines the privileges that each person has to view information, edit information, or enter coaching comments. In Indistar<sup>®</sup>, these privileges are carefully differentiated.

Access Level	Who Uses it	What is it for
State Administrators	State Administrators	Can view the work of both district and school teams but can offer <i>Coaching Comments</i> only at the district level. Cannot view the Rapid Improvement Leader's work.
District	Superintendent and District Process Manager	Can view and edit the district team's work and respond to <i>Coaching Comments</i> from the state. Can view the school team's work and can offer <i>Coaching Comments</i> . Cannot view the Rapid Improvement Leader's work. * The district level access also has the option of using the dashboard for additional reporting purposes.
District Consultant	Consultant/Coach working with the district	Can view the work of both district and school teams to which they've been assigned but can offer <i>Coaching Comments</i> only at the district level. Cannot view the Rapid Improvement Leader's work.
District Liaison	District person working with the school team	Can view the work of the school team(s) to which they've been assigned and can offer <i>Coaching Comments</i> only at the school level. Cannot view the Rapid Improvement Leader's work.
School	Principal and School Process Manager	Can view and edit the work of the school team and respond to <i>Coaching Comments</i> from the District Liaison, School Consultant, or District. Cannot view the Rapid Improvement Leader's work. * The school level access also has the option of using the dashboard for additional reporting purposes.
School Consultant	Consultant/Coach working with the school	Can view the work of the school team and can offer <i>Coaching Comments</i> . Cannot view the Rapid Improvement Leader's work.
Rapid Improvement Leader	Principal in a Rapid Improvement school	Can view and edit the principal's own Rapid Improvement Leader (RIL) information only and respond to <i>Coaching Comments</i> from the RIL Mentor.
RIL Mentor	Consultant/Coach working with the Rapid Improvement Leader	Can view the principal's RIL work and can offer <i>Coaching Comments</i> to the Rapid Improvement Leader. Cannot view the work of the school team.
Guest Login	Teachers, parents, school board members, accreditation organizations, and others	Can view the <i>Comprehensive Plan Report</i> , <i>Where Are We Now?</i> , and <i>Summary Report</i> .

## Logging In

When a district or state registers a school, the school login and password information is sent to the school principal and the process manager via email. The password may also be given out at a training held by the district or state. With this information, the principal or process manager may log in to Indistar® through the 1) state's website, if the state has posted a link there, 2) by clicking on the "Login" button in the "Indistar Login" section of the Center on Innovation & Improvement's (CII) home page at [www.centerii.org](http://www.centerii.org), or 3) through the "Indistar Login" on [www.indistar.org](http://www.indistar.org). All of these login access areas will lead to the same login screen. The screen shots below show the access area on the Center's webpage as well as the login screen.

The image displays two screenshots from the Center on Innovation & Improvement website. The main screenshot on the right shows the homepage with a navigation menu and various content sections. A blue arrow points from the 'Indistar Login' section on the main page to a detailed view of the login screen on the left.

**Center on Innovation & Improvement**  
Twin paths to better schools

Information, Tools, Training

HOME | EXTENDED TIME AND SES | CHARTER SCHOOLS | FAMILIES AND SCHOOLS | SCHOOL AND DISTRICT IMPROVEMENT | RESTRUCTURING & TURNAROUNDS | STATE SYSTEMS OF SUPPORT

Productivity: Achieve More, Spend Less  
Download Document  
Submit Innovative Ideas

national network of state school improvement leaders (NSSL) [Learn more](#)

INDICATORS IN ACTION™ [Learn more](#)

**Indistar**™ [Learn more](#)

Indistar Login  
Enter your State, District, or School and password.  
[Login](#)

Academy of Pacesetter States

Academy of Pacesetter Districts  
Seeing Change Through to the Classroom

How to Search this Web Site

1. [Research, Reports, Tools](#) to find resources and URLs by key word or topic.
2. [State Database](#) to create reports for one or more States with a wealth of information, tracking data, contact names, and links to SEA websites.
3. [Download CII Publications](#) here, including evidence reviews, handbooks, practice guides.
4. [Spotlights](#) to search the archives of spotlighted resources by category.
5. [Support for School Improvement](#) to search the archives of the Support for School Improvement e-newsletter that CII co-sponsors with the [Council of Chief State School Officers](#) (CCSSO).

Download CII Publications

School Improvement Grants

- [SG Online Tool](#) *New*
- [SG Handbook](#) Revised JAN 2011
- [LEA Decision Tool](#)
- [SG Webinars and PPTs](#)
- [Link to Search Engine](#)
- [What LEAs are Doing](#)
- [Transformation Toolkit \(pdf\)](#)
- [Transformation Toolkit \(word\)](#)
- [Profiles of State Monitoring Practices](#)

Quick Links

- [State Education Agencies](#) (State Departments, of Education)
- [Doing What Works](#)
- [What Works Clearinghouse](#)

**Login**

[Click here to Learn More](#)

Enter your login and password.

[Login](#)

[Recommended Browser Settings](#)

[Making Indistar Work for You](#)  
[Indicators in Action](#) [Helpful links and resources](#)  
[Dr. Lisa Kinnaman speaking with school teams about Indistar](#)

[IndistarRadi.org](#)



## Navigating the School Dashboard

After logging in, the dashboard appears. A screenshot of a school-level dashboard appears on the next page. Each state selects a unique name for the Indistar<sup>®</sup> system and designs a banner. This will appear for every school and district in the state using the system. Below the banner, the name of the school appears. The rest of the dashboard is the navigational area for all the parts of the system.

1. **Indicator-Based Planning Tools:** On the dashboard pictured, the only indicator-based planning tool listed is “Indistar-SIP-School Indicators.” This link leads to the school improvement Indicators which form the basis of the school improvement work of the leadership team. Other links may appear here if the state has chosen to include them. These might be but are not limited to:
  - **School Community Indicators:** Indicators that deal with family-school engagement
  - **Response to Intervention:** Indicators that deal specifically with the needs of Response to Intervention
  - **High School Level Indicators:** Indicators specific to the unique needs of high schools
  - **Transformation Toolkit:** Indicators specific to schools with a School Improvement Grant
2. **Other Planning Tools:** Tools listed here are state specific and are not based on Indicators. The tool shown on the sample dashboard is the Family Engagement Tool that guides a school through a process of determining their strengths and needs concerning family-school engagement. After using the tool, the school may choose to use the School Community Indicators to further the work of a School Community Council or other such team that includes parents as members of the team.
3. **Forms to Complete:** While the Indicators are fairly inclusive of all aspects of school improvement, there are some federal and state requirements that are not covered under the Indicators. States include questions related to these federal requirements on the forms listed under the Forms to Complete Section. A school opens the forms from the links provided, fills in the questions, and saves the forms.
4. **Required Reports/Report Name:** The forms that were listed under the Forms to Complete section are listed now under the Report Name along with a submission date, a submit button, a submitted column, and a previous column. After the form has been completed and saved under the Forms to Complete section, the school simply hits the submit button by the date preset by the state. A PDF is automatically sent to the state and a link (shown as a date) is shown under the Submitted column. If it is the second (or beyond) year of submission, the previous year’s link will appear in the Previous column. Required Reports/Report Name also includes the submission dates for the school improvement Indicators. Hitting “Submit” prepares a “snapshot” of the Comprehensive Report and posts it. Reports submitted are also posted to the state’s administrative page.
5. **Other Documents/Web Pages:** Any other links that the state believes will be helpful to the school will be listed here.

# School Dashboard



## School

**Indicator-Based Planning Tool** → **Planning and Reporting**  
**Caldwell Elementary School**

**Other Planning Tools** → **Indicator-Based Planning Tools** ⓘ  
[Indistar - SIP - School Indicators](#)      The Indistar school improvement planning process for the Leadership Team (School Improvement Team).

**Forms to Complete** → **Other Planning Tools** ⓘ  
 Parent Involvement Analysis      Open link and login with PIA login and password to complete the five step PIA web-based process

**Required Reports** → **Forms to Complete** ⓘ  
[School Improvement Supplemental Plan](#)      For schools required to submit a School Improvement Plan during the current planning cycle.  
[Schoolwide Program Supplemental Documentation](#)      Completed only by schools seeking approval to operate as a Title I Schoolwide program and updated in each subsequent year.

**Other Reports and/or Documents** → **Required Reports** ⓘ


Report Name	Submit By	Submit	Submitted	Previous
Indistar-SIP - School Indicators Report - 10/31	October 31, 2011	<input type="button" value="Submit"/>		
Indistar-SIP - School Indicators Report - 10/31	December 31, 2011	<input type="button" value="Submit"/>		
Corrective Action Plan Report	September 30, 2011	<input type="button" value="Submit"/>		
Restructuring Plan Report	September 30, 2011	<input type="button" value="Submit"/>		

**Other Documents/Web Pages** ⓘ  
[AYP Report Cards](#)      Locate your district report as data will be helpful in the planning process




# School-Level Process

**Step 1**  
Register School



Page 16

**Step 2**  
Provide School Information



Page 17

**Step 3**  
Form School Team



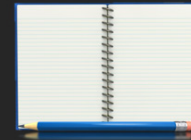
Page 19

**Step 4**  
Assess School Indicators



Page 20

**Step 5**  
Create School Plan



Page 28

**Step 6**  
Monitor School Plan



Page 33







## Welcome Page

Indicator-Based Planning Tools are the heart of Indistar® and where the most explanation and guidance is needed. The remaining sections of this Handbook will address all the parts found within the Indicator-Based Planning Tool links on the dashboard. No matter which Indicator-based tools the state has decided to include, all of them operate the same within the system—only the actual Indicators change.

After selecting the appropriate link under the Indicator-Based Planning Tools, the Welcome Page appears. The information provided on the Welcome Page changes periodically to give encouragement, words of wisdom, explanation of system changes, or other announcements. Under the “Continue” button, there is a link to [Indistar@adi.org](mailto:Indistar@adi.org). This email address is available for any technical difficulties or questions. This link is found at the bottom of every page within the system. An answer is usually provided within hours if not sooner. For any question that is too difficult to explain or figure out by email, a client relations representative will call to make sure the system is working correctly or provide solutions so including a phone number in the email is helpful.

To move into the School Improvement Process, hit the “Continue” button. Now the real work begins.

Indistar®

Welcome

"It's not so much that we're afraid of change or so much in love with the old ways, but it's that place in between that we fear. It's like being between trapezes. It's Linus when his blanket is in the dryer. There's nothing to hold on to." -Marilyn Ferguson

There is indeed an often discomfoting feeling in the middle of change, and yet there can also be such excitement when considering the possibilities that may be realized through meaningful and intentional improvement efforts. Lean on your fellow Leadership Team members as your "security blanket" as you work together to implement change that will positively impact the students we serve.

1. There are two planning processes—one for the district and one for each school.
2. A district team directs the district planning process.
3. A school team, typically the school improvement team, directs the school planning process.
4. A "process manager" is appointed by each team, and that person prints out worksheets for team meetings and enters the team's work into this web-based system.

Continue

For technical questions concerning this tool contact us.  
[Indistar@adi.org](mailto:Indistar@adi.org)

## School Process Main Page

The School Improvement Process includes 6 Steps: Register School, Provide School Information, Assess School Indicators, Create School Plan, and Monitor School Plan. Each Step will be explained in greater detail in the following pages. The screen shot below shows the “School Process Main.” On every page in the right hand corner is a “School Process Main” button. This is the way to return to this screen at any time.

**Indistar®** Indistar-SIP  
Main Menu

Caldwell Elementary School *School Improvement Team*  
Brown School District, XX

Resources and Reports

Plan Your Meeting

Coaching Comments

Where are we now?

Hints Help

Set Up School	Tutorials	Started	Last Update	
Step 1 - Register School	<a href="#">VIDEO</a>	12/09/10	02/14/11	
Step 2 - Provide School Information		01/20/11	01/20/11	
- Provide School Assessment Scores		01/20/11	01/20/11	
Step 3 - Form School Team		12/10/10	01/20/11	10 (count)

Assess - Create - Monitor	Tutorials	Started	Last Update	Progress
Step 4 - Assess School Indicators	<a href="#">VIDEO</a>	12/10/10	02/22/11	14 of 82
Step 5 - Create School Plan	<a href="#">VIDEO</a>	02/21/11	02/21/11	4 of 9
Step 6 - Monitor School Plan	<a href="#">VIDEO</a>	01/14/11	02/22/11	2 of 4

Coaches & Leaders	Name	Position	Phone	Email
Consultant to School	Mrs. Stephanie Liesman	School Consultant	217-555-8458	sliesman@email.com
Principal	Mrs. Jane Danley		217-555-8484	jdandley@school.com
Process Manager	Mr. Thomas Gentry		217-555-2246	tgentry@school.com

For technical questions concerning this tool contact us at [Indistar@adi.org](mailto:Indistar@adi.org)

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**Indistar® Indistar-SIP**  
Main Menu  
Caldwell Elementary School *School Improvement Team*  
Brown School District, XX

Resources and Reports  
Plan Your Meeting  
Coaching Comments  
Where are we now?  
Hints Help

Set Up School	Tutorials	Started	Last Update
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- Provide School Assessment Scores		01/20/11	01/20/11
Step 3 - Form School Team		12/10/10	01/20/11
			10 (count)

Assess - Create - Monitor	Tutorials	Started	Last Update	Progress
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Center on Innovation and Improvement

Under the banner, the school name is listed as well as the set of Indicators/team that is selected. The name of the district and state is shown as well.

In the top right corner of the page, there are “Hints” and “Help” buttons that provide extra guidance throughout the process. These are found on all the pages.

After each Step, there is a “Video” button. The “Video” button is a narrated demonstration of what is found in each Step and how to navigate through that part of the system. The “Video” button after Step 1 covers the process for Steps 1, 2, and 3.

Also in the top right corner of the screen are buttons for “Resources and Reports”, “Plan Your Meeting”, “Coaching Comments” and “Where are we now?”. These tools are explained in greater detail in the *Additional Tools & Resources* section of this handbook, but a brief description is provided here.



### Resources and Reports

**Resources:** The Resource page includes an Orientation Power Point, an electronic copy of this Handbook as well as the District-Level Handbook and the State-Level Handbook, Tutorials, Indicator lists, Wise Ways®, Rubrics, and links to additional resources.

**Reports:** The Reports page provides a list of reports that are available to view. Each report may be exported into a variety of file formats and saved and/or printed. There are reports for all the Steps in the process that document the work of the leadership team as well as any coaching comments provided to the school.

### Plan Your Meeting

The Indistar® system creates an agenda that documents what Indicators will be discussed and a meeting minutes worksheet to take notes during the team meeting. After the meeting, the principal or process manager will enter the minutes into the system. There are assessment, planning, and monitoring worksheets available to print out and use at meetings as well as a link to Wise Ways® (short research briefs for every Indicator). Rubrics, if required, are also available to be printed for use at team meetings.

### Coaching Comments

Schools may have been assigned a coach/consultant by the state or district, may have a district liaison providing coaching, or a district providing coaching to the school. Clicking this button will open the Coaching Comments application. Coaches may enter comments related to the work of the leadership team within the system. When the coach enters a comment, a notification is sent to the principal via email. A notification appears on the School Process Main page (in red). The school may then respond back to the coach using this same link.

### Where are we now?

“Where are we now?” is a quick glimpse of the work the leadership team is doing. It provides a summary report, bar graphs, and additional information about work in the Indicators. Additional information on this report can be found in the *Additional Tools & Resources: Resources and Reports* section of this Handbook.

## A Few Last Details on the School Process Main Page

There are dates shown after each Step. The first date is the first time information was entered into the Step. The second date is the last time that Step was updated. For Step 3, it is the last date that a new team member was added.

There is also a Progress count shown for Step 4, Step 5, and Step 6. This shows the total number of Indicators in each Step, and how many of the Indicators have been either Assessed, Planned, or are being Monitored. The total number of Indicators will display in Step 4. Only the Indicators that have been assessed as needing a plan will move into Step 5.

At the bottom of the page is information for the consultant or coach that is assigned to the school, as well as information for the principal and the process manager.

**Indistar®** Indistar-SIP  
Main Menu

Caldwell Elementary School *School Improvement Team*  
Brown School District, XX

Resources and Reports

Plan Your Meeting

Coaching Comments

Where are we now?

Hints Help

Set Up School	Tutorials	Started	Last Update	
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- Provide School Assessment Scores		01/20/11	01/20/11	
Step 3 - Form School Team		12/10/10	01/20/11	10 (count)

Assess - Create - Monitor	Tutorials	Started	Last Update	Progress
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## Step 1: Register School

During the initial set up of Indistar®, a state or district provides the information found in School Registration. However, the process manager and/or principal should check the information carefully to make sure all is correct. It is especially important to have a current email address for the principal and process manager as this is the way the system communicates when a coaching comment is added or a login reminder must be sent. It is a good practice to revisit Step 1 at least once a year to check the information, or whenever a change in leadership occurs. Be sure to hit the “Save” button after any changes are made. Use the button at the top right of the page to return to the School Process Main page.

**Indistar®** School Registration School Process Main

Caldwell Elementary School [Hints](#) [Help](#)

Complete the following School Registration Information.

---

**School Information** Registered - 12/09/2010

School Name:

Address:

City:  State:  Zip:

Phone:  Fax:  Website:

---

**School Principal**

Dr.  Mr.  Ms.  Mrs. First name:  Last name:

Phone:  Fax:

Email:

---

**School Process Manager** (if other than the School Principal)  
*The Process Manager is responsible for overseeing the process at the School Level.*

Dr.  Mr.  Ms.  Mrs. First name:  Last name:

Position:

Phone:  Fax:

Email:

---

**School Type:** Elementary

**District Liaison:**

## Step 2a: Provide School Information

The Indistar® system provides a place for schools to enter demographic information as well as a place to enter a school's assessment information. The screen below shows the page for entering demographic information. The school may already have this information stored or filed in another system or on hard copy. Not all states/districts require schools to enter the information in Indistar® so it is a good idea to check with the state/district to see if this is required. Entering the information here does allow for all the information about a school to be housed in one location. A worksheet is provided for this Step under the "Plan Your Meeting" button on the School Process Main page so the information can be collected from multiple sources (if needed) and then entered into the system. Remember to hit the "Save and Go to School Assessment Scores" after entering or editing information and before moving to the School Assessments Scores page.

**Indistar®**  
School Information

Caldwell Elementary School  
*Suggestion: print this page, complete work, then enter information into web page.*

School Process Main  
Print

Hints Help

**Percentage of Students by Ethnicity**  
*Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)*

<input type="text" value="5"/> % American Indian/Alaskan native	<input type="text" value="23"/> % Hispanic
<input type="text" value="1"/> % Asian/Pacific Islander	<input type="text" value="58"/> % White, not Hispanic
<input type="text" value="13"/> % African-American, not Hispanic	<input type="text" value="0"/> % Other

**Other Student Demographics (numbers only)**

<input type="text" value="14"/> % Percent of Students Qualifying for Free or Reduced Lunch
<input type="text" value="5"/> % Percent of Students Receiving Special Education (IEP students)
<input type="text" value="94"/> % School Attendance Percentage
<input type="text" value="95"/> % School Mobility Percentage
<input type="text" value="7"/> % Percent of Students that are Limited English Proficient (LEP)

**School Personnel (numbers only)**  
*Indicate the number of staff at your school in each of the following categories:  
-Include only personnel who are at least half-time in building  
-Include each person only once*

<input type="text" value="14"/> Classroom Teachers	<input type="text" value="2"/> Family / Parent Liaison
<input type="text" value="3"/> Special Education Teachers	<input type="text" value="2"/> Reading Specialists
<input type="text" value="3"/> Specials (Art, Music, PE, etc.)	<input type="text" value="4"/> Teacher Aides

Save and Go to School Assessment Scores

School Assessment Scores

## Step 2b: Provide School Assessment Scores

Follow Steps 1 - 3 at the top of this page. If the state has required the schools to enter the assessment scores in Step 2, the state assessment scores are required. Schools may also enter other assessment scores, but they are not necessarily required. Remember to “Save” each addition. To return to the main menu page, use the “School Process Main” button.

**Indistar®**  
School Assessment Scores

School Process Main

Caldwell Elementary School Hints Help

**There are 3 steps to this process.**  
*Step 1: Enter the name of the test and school year.*  
*Step 2: Enter the subjects included in the test.*  
*Step 3: Select the test for the appropriate school year and enter results.*  
*Note: To enter test results for subsequent school years return to Step 1.*

**Required - State Standards Assessment Scores**  
*Please enter the percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state. Round each percent to the nearest percentile, i.e. 26.8 = 27.*

**Optional - You may enter other tests; if so describe the meaning of the numbers entered.**

**Step 1. Enter a Test**

Select a test below to enter or view results.	School Year	Date Added	Delete
<a href="#">State Standards Assessment Test</a>	2009-2010	01/20/2011	Delete



A blank version of the “Provide School Information” form may be printed from the “Worksheets” section on the School Process Main page, under the “Plan Your Meeting” button.



Not all states require schools to utilize Step 2. Please contact your school coach or state administration for this information.



### Step 3: Form School Team

Working as a team is one of the most important elements of continuous school improvement and is the cornerstone of the entire Indistar® system. In Step 3 the principal or the process manager will enter the information for the members of the school improvement or leadership team. Each school may call this team something different, but this is the team that is responsible for planning and carrying out the work of school improvement. For the purposes of this handbook, leadership team is used. To add a member, hit the “Add a Team Member” and enter the information needed. When finished, hit the “Add or Update this Team Member”

Indistar®  
School Team

School Process Main

Caldwell Elementary School

[Hints](#) [Help](#)

Add a team member or choose a team member to update or remove from the team.

Team Member	Association	Phone	Email
<a href="#">Weston Bales</a>	Teacher	217-555-2135	westonb@email.net
<a href="#">James Berringer</a>	Parent	217-555-6325	jamesb@email.net
<a href="#">Connie Cooper</a>	Teacher	217-555-4867	conniec@email.net
<a href="#">Jane Danley</a>	Principal	217-555-8484	jdandley@school.com
<a href="#">Sarah Parker</a>	Board Member	217-555-4152	saraph@email.net
<a href="#">Michele Seitzman</a>	Paraprofessional	217-555-1289	micheles144@email.net

[Add a Team Member](#)

If information for an existing team member needs to be edited click on his/her name to make the changes. Save the changes by hitting the “Add or Update this Team Member.” To delete a team member, click on his/her name and use the “Delete” button that appears at the bottom of the page.

Add a new Member to your Team or choose a Team Member from the list to Update.  
You can also delete a Team Member that was selected from the list.

First Name:

Last Name:

Association:  Other, please list -->

Phone:

Email:

[Add or Update this Team Member](#) [Cancel](#)



A blank version of the “Create School Team” form may be printed from the “Worksheets” section on the School Process Main page, under the “Plan Your Meeting” button.

## Step 4: Assess School Indicators

The easy part is finished. Besides doing a little editing or updating, Steps 1, 2, and 3 are complete and need very little attention from here on out. Now the real work begins—working on the Indicators. Indicators of effective practice are concrete, behavioral expressions of professional practices that research demonstrates contribute to student learning. An Indicator is expressed in plain language so that the leadership team can answer with certainty whether or not it is standard practice in the school.

After the leadership team has met and discussed an Indicator, the principal or process manager will return to the online system to enter the decision of the team. By selecting the Step 4 link, the screen below opens. There is a lot of information on this page. The next few pages will cover all the information found here.

**Indistar®**  
Assess School Indicators

School Process Main

Middleton Elementary School

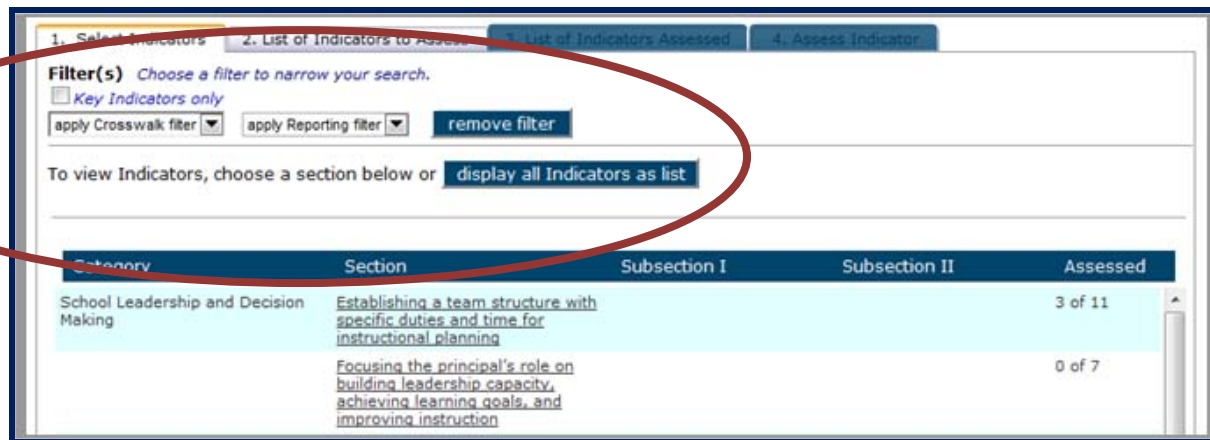
Hints Help

Tab 1 – Select Indicators by Section – select your indicator to assess by section or choose to display all Indicators  
Tab 2 – List of Indicators to Assess – choose indicator to assess  
Tab 3 – List of Indicators Assessed – choose indicator to edit assessment information  
Tab 4 – Assess Indicator – enter this tab only by selecting an indicator in tab 2 or 3

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

Filter(s) Choose a filter to narrow your search.  
 Key Indicators only

At the top of the page, an explanation of the tabs is given. Tabs are just one way to navigate through the system. In Step 4, tabs serve as a way to see quickly which Indicators need to be assessed, which Indicators have already been assessed, and which Indicators the school is currently assessing. Tab 4 is selected automatically when an Indicator has been selected to be assessed—it does not show information when selected from this page.



The system has several ways to filter and group Indicators. The state decides what filters/benchmarks/crosswalks it wants to use to make life simpler for schools. An example of a filter may be if the state wants a school to focus on Indicators pertinent to Response to Intervention. In the drop down menu for filters, RtI would appear as a choice. When selected, only the Indicators specific to RtI would appear in the list of Indicators.

A state may set guidelines for pacing a school through the work on the Indicators. If the state has specific Indicators that must be assessed within a specific timeframe, then the school would select that timeframe from the Reporting or Benchmark filter and only the Indicators due during that timeframe will appear in the list.

If the state uses a specific framework for their school improvement, such as Danielson or Essential Elements, the school would select the framework from the dropdown menu under Crosswalk and the Indicators will filter under the headings of the framework.

A state may also decide that certain Indicators are “Key” and must be addressed by every school using the system. Check the box beside “Key Indicators only” to see a list of all the Indicators the state has chosen as “Key Indicators.” The “Remove Filter” button will remove any filters/benchmarks/crosswalks applied and return the Indicators to the default list.

Indicators are grouped under a Category, Section, Subsection I, and Subsection II. However, the school also has the option of displaying all the Indicators in a list without these groupings. To do so, hit the “Display all Indicators as list” button.

Now that the Indicators have been crosswalked, filtered, benchmarked, and marked Key, it is time to actually work on them.

## Selecting Indicators

Indicators may be selected from any of the lists created from running a filter, crosswalk, or benchmark explained above. Indicators may also be selected from the default screen, or **Tab 1: Select Indicators**, which displays Category, Section, and Subsections. A Category is a broad grouping of effective practices relative to school improvement. The Section is the effective practice. The Indicators then are the indications that effective practices are being implemented. To see the Indicators, select a Section description.

The screenshot shows a web interface with four tabs: "1. Select Indicators", "2. List of Indicators to Assess", "3. List of Indicators Assessed", and "4. Assess Indicator". The "1. Select Indicators" tab is active. It features a "Filter(s)" section with a "Key Indicators only" checkbox, "apply Crosswalk filter" and "apply Reporting filter" dropdowns, and a "remove filter" button. Below this is a "To view Indicators, choose a section below or" prompt with a "display all Indicators as list" button. The main content is a table with the following data:

Category	Section	Subsection I	Subsection II	Assessed
School Leadership and Decision Making	Establishing a team structure with specific duties and time for instructional planning			3 of 11
	Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction			0 of 7

Once a Section description has been selected, the list of Indicators that are grouped under that Section appear. The Tab at the top will now be **Tab 2: List of Indicators to Assess**.

If the "Display All Indicators as List" was selected, **Tab 2** will also be displayed, but all the Indicators will be listed instead of just the Indicators grouped under one particular Section. The screen shot below displays how the Indicators appear under **Tab 2**.

Indicators: All Indicators

1. Select Indicators   2. List of Indicators to Assess   3. List of Indicators Assessed   4. Assess Indicator

Select Indicator to assess (32)

Code	Key	ReAssess	Indicator
ID03	Key		All teams operate with work plans for the year and specific work products to produce. (38)
ID05			All teams maintain official minutes of their meetings. (40)
ID06			The principal maintains a file of the agendas, work products, and minutes of all teams. (41)
ID08			The Leadership Team serves as a conduit of communication to the faculty and staff. (43)
ID10			The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. (45)
ID13			Instructional teams meet for blocks of time (4 to 6 hour blocks, once a month, whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data. (48)
IE05			The principal participates actively with the school's teams. (56)
IE06			The principal keeps a focus on instructional improvement and student learning outcomes. (57)

To enter the assessment information from the leadership team meeting for any particular Indicator, click on the Indicator.

Once the information from the assessment of an Indicator has been entered into the system, the Indicator will no longer appear under Tab 1 or Tab 2. It will only display under **Tab 3: List of Indicators Assessed**. It is still possible to edit the information for this Indicator—even change how it has been assessed (a discussion of the assessment process is upcoming under the explanation of Tab 4). Indicators listed in Tab 3 will either be blue or red. **Blue** indicates that the Indicator will be included in the school's improvement plan. **Red** indicates that the Indicator will not be included in the school's improvement plan (this includes Indicators assessed as fully implemented or not a priority or interest).

3. List of Indicators Assessed

Indicators excluded from the plan are shown in Red.

Code	Key	Indicator
ID01	Key	A team structure is officially incorporated into the school improvement plan and school governance policy. (36)
ID02	Key	All teams have written statements of purpose and by-laws for their operation. (37)
ID03	Key	All teams operate with work plans for the year and specific work products to produce. (38)
IF01		The principal compiles reports from classroom observations, showing aggregate areas of strength and areas that need improvement without revealing the identity of individual teachers. (65)
IF07		Professional development of individual teachers includes an emphasis on indicators of effective teaching. (71)
IIA01		Instructional Teams develop standards-aligned units of instruction for each subject and grade level. (88)
IIA02		Units of instruction include standards-based objectives and criteria for mastery. (89)

## Assessing the Indicator

After an Indicator has been selected, the system automatically moves into **Tab 4: Assess Indicator**. The Indicator selected is now displayed as well as a link to **Wise Ways®**. **Wise Ways®** are research-based evidence and examples directly related to the specific Indicator. If a state uses Rubrics, the link to the Rubric will also be displayed here.

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways ®](#)

**ID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43)**

1. Choose your level of Development or Implementation for this Indicator.

No development or Implementation  Limited Development or Implementation  Full Implementation \* required field

\* Please complete required fields

Save this Indicator

Wise Ways® / Center on Innovation & Improvement

**Indicator: All teams operate with work plans for the year and specific work products to produce. (38)**

**Evidence Review:**

### DEVELOPING A PRODUCTIVE TEAM

Team-building is an effort in which a team studies its own process of working together and acts to create a climate that encourages and values the contributions of team members. Their energies are directed toward problem-solving, task-effectiveness, and maximizing the use of all members' resources to achieve the team's purpose. Sound team-building recognizes that it is not possible to fully separate one's performance from those of others.

Team-building works best under the following conditions (Francis and Young, 1979):

- There is a high level of interdependence among team members. The team is working on important tasks in which each team member has a commitment and for which teamwork is critical for achieving the desired results.
- The team leader has good people-skills, is committed to developing a team approach, and allocates time to team-building activities. Team management is seen as a shared function, and team members are given an opportunity to exercise leadership when their experiences and skills are appropriate to the needs of the team.
- Each team member is capable and willing to contribute information, skills, and experiences that provide an appropriate mix for achieving the team's purpose.

After the leadership team has read through the Wise Ways® for an Indicator, they will decide the level of implementation of the Indicator in their school. The principal or process manager then returns to the system after the team meeting and inputs the information. There are three levels of implementation: No Development or Implementation, Limited Development or Implementation, or Full Implementation.

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways ®](#)

**ID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43)**

1. Choose your level of Development or Implementation for this Indicator.

No development or Implementation  Limited Development or Implementation  Full Implementation \* required field

\* Please complete required fields

Save this Indicator

► **No Development or Implementation**

If the team decided that there is “No Development” on this Indicator, the principal or process manager would check the box for “No development or Implementation. The team must also decide if the Indicator will be included in their school improvement plan or not. The principal or process manager would check either “Not a Priority or Interest” or “Will include in plan.”

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways ®](#) Key Indicator

**ID03 All teams operate with work plans for the year and specific work products to produce. (38)**

1. Choose your level of Development or Implementation for this Indicator.

No development or Implementation  Limited Development or Implementation  Full Implementation \* required field

Not a Priority or Interest  Will include in plan \* required field

2. Please explain why this Indicator is not a Priority or Interest. \* required field

Save this Indicator

When “Not a Priority or Interest” is selected, the team must give an explanation of why the Indicator is not a priority or interest for the school. The principal or process manager enters the explanation in the field provided (see

screenshot on preceding page). After entering the explanation, hit “Save this Indicator.” The button will only become “live” when the required field is filled.

**Note:** An Indicator will not appear in Step 5: Create School Plan if the Indicator has been assessed as “Not a Priority or Interest” and the leadership team has justified why it is not a priority or interest.

► **Will Include in Plan and Limited Development**

If the team decides an Indicator is either “No development or Implementation” and “Will include in plan”, or if they decide the Indicator is “Limited Development or Implementation” the system will ask the same questions: What is the priority of this Indicator? How easily is this Indicator accomplished (opportunity score)?

These two numbers will be multiplied (Priority Score x Opportunity Score) to give an Index rating. This total can be found in Step 5: Create School Plan. The rating gives the leadership team some guidance for working on Indicators that might be considered “quick wins”—those items that are easily accomplished and can show to the school community that changes are taking place.

Unlike a school improvement plan which requires a school to describe and plan for its deficits, when using Indistar<sup>®</sup> a school is asked describe what it is currently doing in the “Please describe the current level of development or implementation” box. The “Save this Indicator” button will become live once the required field is filled.



## ► Full Implementation

If the leadership team decides that the Indicator in their school has “Full Implementation”, the team then provides evidence that the Indicator is fully implemented and some explanation of how the work will be sustained. The evidence provided needs to be sufficient so the leadership team proves to itself and its stakeholders (students, parents, teachers, school board) that the Indicator is fully implemented. This Indicator will not appear in Step 5: Create School Plan.

[Wise Ways ®](#)

**ID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43)**

1. Choose your level of Development or Implementation for this Indicator.

No development or Implementation  Limited Development or Implementation  Full Implementation \* required field

2. Please provide evidence that this indicator has been fully and effectively implemented.  
Also, describe the continued work that will be necessary to sustain your efforts. \* required field

\* Please complete required fields

Save this Indicator



*An Indicator's level of development may be edited until a plan has been created for that Indicator. Once a plan is created in Step 5, the Indicator's level of development cannot be changed, however the Index rating and description of current level of development may still be edited.*



*A blank version of the “Assess Indicator” form may be printed from the “Worksheets” section on the School Process Main Menu, under the “Plan Your Meeting” button.*



*Throughout the Handbook it refers to the principal or process manager returning to enter data from the leadership team after the meeting using the worksheets printed for the meeting. If a principal or process manager is comfortable with the technology, he/she may also enter information at the meeting.*

## Step 5: Create School Plan

Once an Indicator has been assessed, it moves into Step 5: Create School Plan. Indicators are now called Objectives. When the Step 5 link is selected from the School Main Menu page, the screen below appears. There is an explanation at the top of the page about the switch in name from Indicator to Objective. After the leadership team has met and planned the Objective, the principal or process manager will select the Objective from the list to enter the information from the meeting. Objectives are also color coded. An explanation of the colors is also provided on this page. If the button “Select Group of Objectives to Display” is selected, the Objectives will display under Sections, as in Step 4.

The indicators that you have chosen to include in your plan are stated below as objectives. They will be referred to as "objectives" through the remainder of the process. Select objective to create and assign tasks for the School Plan.

Objectives shown in Blue are included in the plan and have tasks that are not complete.  
 Objectives shown in Green have all the tasks completed and the Objective has been met.  
 Objectives shown in Red need a task added or you were undecided if the Objective has been met.

**All Objectives**

School Plan (10 objectives) \*Note: Index = Priority Score x Opportunity Score

ID	Objectives	Added Date	*Index	Assigned to	Target Date	Tasks
ID01	<u>A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)</u>	2/14/2011	6	Jane Danley	9/01/2011	0
ID02	<u>All teams will have written statements of purpose and by-laws for their operation. (37)</u>	2/22/2011	6	Weston Bales	10/31/2011	0
IF01	<u>The principal will compile reports from classroom observations, showing aggregate areas of strength and areas that need improvement without revealing the identity of individual teachers. (65)</u>	2/21/2011	3			0
IF07	<u>Professional development of individual teachers will include an emphasis on indicators of effective teaching. (71)</u>	2/14/2011	3			0
IIA01	<u>Instructional Teams will develop standards-aligned units of instruction for each subject and grade level. (88)</u>	2/14/2011	6			0
IIA02	<u>Units of instruction will include standards-based objectives and criteria for mastery. (89)</u>	2/21/2011	4			0
IIC01	<u>Units of instruction will include specific learning activities aligned to objectives. (96)</u>	2/21/2011	4			0
IIC03	<u>Materials for standards-aligned learning activities will be well-organized, labeled, and stored for convenient use by teachers. (98)</u>	2/21/2011	9	James Berringer	5/01/2011	3

## A. Define Objective & Assign Task

The leadership team creates the plan for an Objective by first deciding which team member will be responsible for managing that Objective. This does not mean that the team member is responsible for carrying out all the work of the Objective, just that he or she will manage and monitor the work on that Objective. At each team meeting, the team member assigned will give an update of the progress on that Objective.

Next, the team will describe how the Objective will look when it is fully implemented in their school and what information will be needed to provide evidence that the Objective is fully met. Once again, Wise Ways® for this Objective may be printed out and distributed to remind the team members what the research says the Objective should look like in a school.

The team will also decide a target date for completion of the Objective. When the principal or process manager enters this information into the system, he/she hits “Save” before moving to the next screen.

**Indistar®**  
Create School Plan

School Process Main  
Objective List

Caldwell Elementary School  
Define Objective and Assign Tasks Hints Help

Objective: **IID07** [Wise Ways](#)

---

***The Leadership Team will monitor school-level student learning data. (105)***

---

Level of Development or Implementation: **Limited Development**  
Current level description: **The Leadership Team regularly monitors school-level data for at-risk populations only.**

---

**1.** Assign a team member to manage and monitor your work toward this objective.

**2.** Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met.

**3.** Establish a date by which your description above will be a reality.

**4.**

## B. Create Tasks

Once the Objective has been assigned to a specific team member, a description has been created for how it looks when fully implemented, and a target date set for completion, the team now needs to figure out how to reach the goal. This is accomplished by creating tasks—Objectives broken down into small steps that get the school from where it is now to where it wants to be. Each task will be assigned to either a leadership team member or other school staff. Assigning tasks to staff outside of the leadership team is a good way to get buy-in from all the staff in the building. A completion date is also set for each task.

The principal or process manager, when entering the information from the team meeting, will see the screen shown below after hitting the “Save” button from the previous screen. Notice, the information entered from the previous screen is now displayed here.

**Indistar®**  
Create School Plan

School Process Main  
Objective List

Caldwell Elementary School  
Define Objective and Assign Tasks  
Objective: **IID07** *Wise Ways @*

***The Leadership Team will monitor school-level student learning data. (105)***

Level of Development or Implementation: **Limited Development**  
Current level description: ***The Leadership Team regularly monitors school-level data for at-risk populations only.***

1. Assign a team member to manage and monitor your work toward this objective. ***Sarah Parker***
2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. ***A database will be developed to keep track of student progress.***
3. Establish a date by which your description above will be a reality. ***10/01/11***
4. Edit steps 1 - 3.
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.

To enter the tasks created by the team, the principal or process manager selects the button “Add a task.” Tasks may be added to the Objective at any time, and if tasks have been previously entered, a list of those tasks will display below the “Add a task” button as shown in the next screen shot. Tasks already entered may also be edited from this screen.

1. Assign a team member to manage and monitor your work toward this objective. **John Landis**
2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met. **When this objective is fully met, the school will have a process in place where staff members will cover for each other so others can observe a peer teaching. Teachers/Teacher Assistants fill out a BRS rubric about what they saw and how this information can be incorporated in their classroom. Also, information from the rubric will be distributed to the observed teacher as feedback to improve the teaching process. The observations will allow all staff to improve teaching techniques to benefit our children.**
3. Establish a date by which your description above will be a reality. **6/07/2010**
4. Edit steps 1 - 3.
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.

Task assigned to this objective (click to edit task)	Assigned to	Target Date	Completed
<a href="#">1. A format will be developed and a schedule of when peer observations can occur. The format will include a place for both parties to reflect on the visit.</a>	Grade Level Teams	05/28/2010	01/17/2011

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Center on Innovation and Improvement

### C. Describe and Assign

For each task, the principal or process manager will enter the short description the team created as well as the person who is assigned to the task. If it is a member of the leadership team, the name will appear in the drop down menu. If it is someone other than a team member, that name can be entered in the box to the right of the drop down menu. Next is a place to enter the date by which the task will be completed and a place to enter any notes from the discussion that might be important to the completion of the task. Don't forget to hit the "Save" button. To enter more tasks for the Objective, the principal or process manager repeats the process.

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

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

5 b. Assign a person to be responsible for this task.  or Enter -->

5 c. Establish a date this task will be completed.

5 d. Record notes from your discussion that will be helpful to the person responsible for this task.

Save

Cancel



*The information on these screens may be edited at any time. Always be sure to save the new information.*

## Step 6: Monitor School Plan

Now that the plan has been created for the Objective, the leadership team and school staff assigned to the Objective work to complete the assigned tasks. At the next meeting, the leadership team can review the list of Objectives and tasks to update the progress. Notice, the Objectives are once again color coded. The colors are explained at the top of the screen. Also shown is the Objective, the leadership team member that is assigned to the Objective, the date the team decided the Objective would be complete, how many tasks were created for the Objective, what percentage of the tasks are complete and the date when the Objective was met.

*The objectives you see listed below are those you've chosen to include in your plan. Select an objective to update the progress of tasks, or to remove a task from an objective. Once all the tasks for an objective are complete, tell about the work that you've done.*

*Objectives shown in Blue have tasks that are not complete.*  
*Objectives shown in Green have all the tasks completed and the Objective has been met.*  
*Objectives shown in Red need a task added in Step 5 or you were undecided if the Objective has been met.*

School Plan (5 objectives)						
ID	Select Objective to update task progress.	Assigned to	Target Date	Tasks	% Tasks Completed	Objective Met
ID01	<a href="#">A team structure will be officially incorporated into the school improvement plan and school governance policy. (36)</a>	Jane Danley	09/01/2011	0	0 %	
ID02	<a href="#">All teams will have written statements of purpose and by-laws for their operation. (37)</a>	Weston Bales	10/31/2011	0	0 %	
IIC03	<a href="#">Materials for standards-aligned learning activities will be well-organized, labeled, and stored for convenient use by teachers. (98)</a>	James Berringer	05/01/2011	3	100 %	02/21/2011
IID07	<a href="#">The Leadership Team will monitor school-level student learning data. (105)</a>	Sarah Parker	10/01/2011	1	0 %	
IIIA06	<a href="#">All teachers will test frequently using a variety of evaluation methods and maintain a record of the results. (115)</a>	Jackie Kinder	04/01/2011	4	100 %	02/22/2011



*Worksheets for Step 6: Monitor School Plan are available under "Plan Your Meeting" on the School Main Menu page to use during the team meeting. It is also suggested that the Tasks Report be printed for review at the meeting.*

## A. Monitoring the Completion of Tasks

After the team discusses the progress of the tasks for each Objective, the principal or process manager will enter the information. To update the information for an Objective, select the Objective. The screen shown below appears. Notice the Objective is listed that was selected, as well as the information that was entered in Step 5: Create School Plan. The team may have decided that the task was not yet complete, but comments were made that needed to be recorded. Enter those in the box provided and then hit "Save/Update." The team may have decided that the task is no longer necessary, or that the task will not lead to the completion of the Objective. Simply hit "Delete this task." The team may decide that the task has been completed. Enter the date of completion and then hit "Save/Update."

Indicator: **IID07** [Wise Ways](#)®

**Objective: The Leadership Team will monitor school-level student learning data. (105)**

---

*Describe how it will look when this objective is being fully met in your School:*  
**A database will be developed to keep track of student progress.**

---

Assigned to: **Sarah Parker**    Objective Target Date: **10/01/2011**

---

**Update or Complete Task Status**

1. Update task comments as necessary.
2. Enter "Completed date" (mm/dd/yyyy) when task has been completed.
3. Click "Save/Update" to save changes.

Note: Click "Delete this task" to remove the task from the objective. This should only be done if the task is no longer necessary in working toward meeting the objective.

---

Task: 1 Jane will create the database and share the template at the September Leadership Team Meeting

Comments:

Completed date.

---

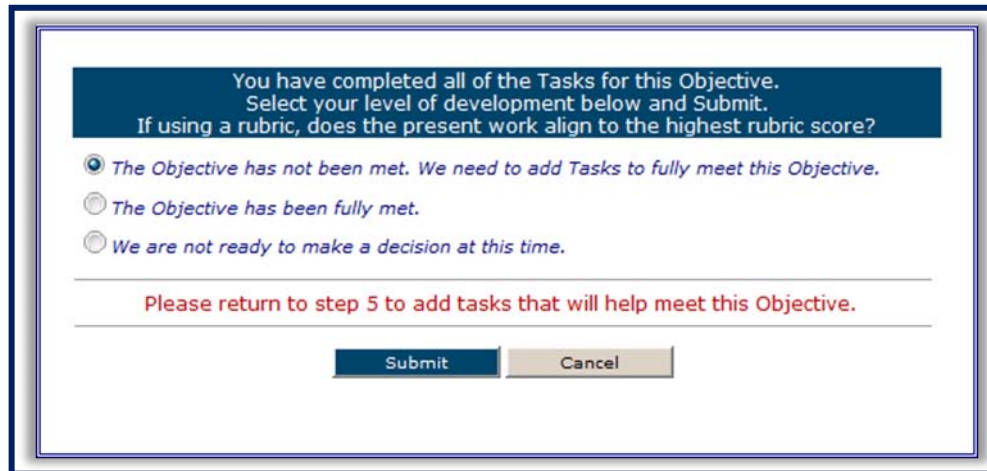
Select Task to Enter Monitoring Information	Assigned to	Target Date	Completed	task
<a href="#">Jane will create the database and share the template at the September Leadership Team Meeting</a>	Jane Danley	09/15/2011		Jane will create the database and share the template at the September Leadership Team Meeting



## B. Completed Tasks

Once all tasks for an Objective have been completed, the leadership team will then decide if the Objective has been met. Completing all the tasks may not necessarily lead to the completion of an Objective. For the principal or process manager, when the last task listed in the system for an Objective has a date entered for completion, the following screen will appear. The team must decide if the Objective has not been met, the Objective has been fully met, or if they are undecided. If the team has decided that it has not been met, they will need to create more tasks for that Objective. For the principal or process manager, it means returning to Step 5 when the team creates more tasks.

### ► The Objective has not been met.



The screenshot shows a dialog box with a dark blue header containing the text: "You have completed all of the Tasks for this Objective. Select your level of development below and Submit. If using a rubric, does the present work align to the highest rubric score?". Below the header are three radio button options: "The Objective has not been met. We need to add Tasks to fully meet this Objective." (selected), "The Objective has been fully met.", and "We are not ready to make a decision at this time.". A red text prompt below the options reads: "Please return to step 5 to add tasks that will help meet this Objective.". At the bottom are two buttons: "Submit" and "Cancel".

► **The Objective has been fully met.**

If the team decides that the Objective is fully met, they will also need to describe their experience in completing the Objective, explain how they will sustain the Objective, and give the evidence that the Objective has been fully met. Once again, the evidence is to prove to themselves as a leadership team and to the stakeholders of the school (students, parents, teachers, school board, etc.) that the Objective has been met. The screen to enter that information will appear when “The Objective has been fully met” is selected. Be sure and hit the “Save” button when finished entering the information.

The image shows a screenshot of a web application interface. On the left, a modal dialog box is displayed with a dark blue header containing the text: "You have completed all of the Tasks for this Objective. Select your level of development below and Submit. If using a rubric, does the present work align to the highest rubric score?". Below the header are three radio button options: "The Objective has not been met. We need to add Tasks to fully meet this Objective.", "The Objective has been fully met." (which is selected), and "We are not ready to make a decision at this time.". Below the options is a red text prompt: "This Objective will be marked as fully met. Please describe your experience and work that will be needed to sustain this objective." At the bottom of the dialog are "Submit" and "Cancel" buttons.

To the right of the dialog is a larger form titled "Status of Objective". Below the title is a small paragraph of instructions: "The tasks assigned to this Objective have been completed. If the objective has been met, complete the status report below. If the objective is still not met, go back and add tasks in step 5 as needed. When those tasks are completed, you will then be prompted to complete this status report." The form contains three numbered sections, each with a text input field:

1. Please describe your experience in pursuing this Objective. Add your Experience here.
2. What continued work will be necessary to sustain your efforts and continue to meet the Objective. Add your Sustain information here.
3. Please provide evidence that this Objective has been fully and effectively implemented. Add your Evidence information here.

At the bottom of the form is a "Save" button.

► **We are not ready to make a decision at this time.**

In some cases, the leadership team may not be able to decide at the meeting whether the Objective has been fully met or not—perhaps team members are absent, or the evidence for completion has not been collected. Whatever the reason, if the team feels they are unable to decide when the tasks have been completed for that Objective, the system will simply mark that Indicator in Red until the team decides whether to mark it as fully met or to add tasks in Step 5.

You have completed all of the Tasks for this Objective.  
Select your level of development below and Submit.  
If using a rubric, does the present work align to the highest rubric score?

*The Objective has not been met. We need to add Tasks to fully meet this Objective.*

*The Objective has been fully met.*

*We are not ready to make a decision at this time.*

---

You may return to review this Objective at any time in step 6.

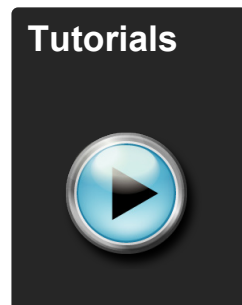
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# Additional Tools & Resources



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Page 43



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Page 51



Page 59



Page 61





# Resources and Reports

Indistar@ Indistar-SIP  
Main Menu  
Caldwell Elementary School School Improvement Team  
Brown School District, XX

Resources and Reports  
Plan Your Meeting  
Coaching Comments

Where are we now?  
Hints Help

Set Up School	Tutorials	Started	Last Update
Step 1 - Register School	(VIDEO)	12/09/10	02/14/11
Step 2 - Provide School Information		01/20/11	01/20/11
- Provide School Assessment Scores		01/20/11	01/20/11
Step 3 - Form School Team		12/10/10	01/20/11
			10 (count)

Assess - Create - Monitor	Tutorials	Started	Last Update	Progress
Step 4 - Assess School Indicators	(VIDEO)	12/10/10	02/22/11	14 of 82
Step 5 - Create School Plan	(VIDEO)	02/21/11	02/21/11	4 of 9
Step 6 - Monitor School Plan	(VIDEO)	01/14/11	02/22/11	2 of 4

Coaches & Leaders	Name	Position	Phone	Email
Consultant to School	Mrs. Stephanie Liesman	School Consultant	217-555-8438	slesman@email.com
Principal	Mrs. Jane Danley		217-555-8484	jdanley@school.com
Process Manager	Mr. Thomas Gentry		217-555-2246	tgentry@school.com

For technical questions concerning this tool contact us at [Indistar@adl.org](mailto:Indistar@adl.org)

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Resources and Reports  
Plan Your Meeting  
Coaching Comments

Where are we now?  
Hints Help

## Resources

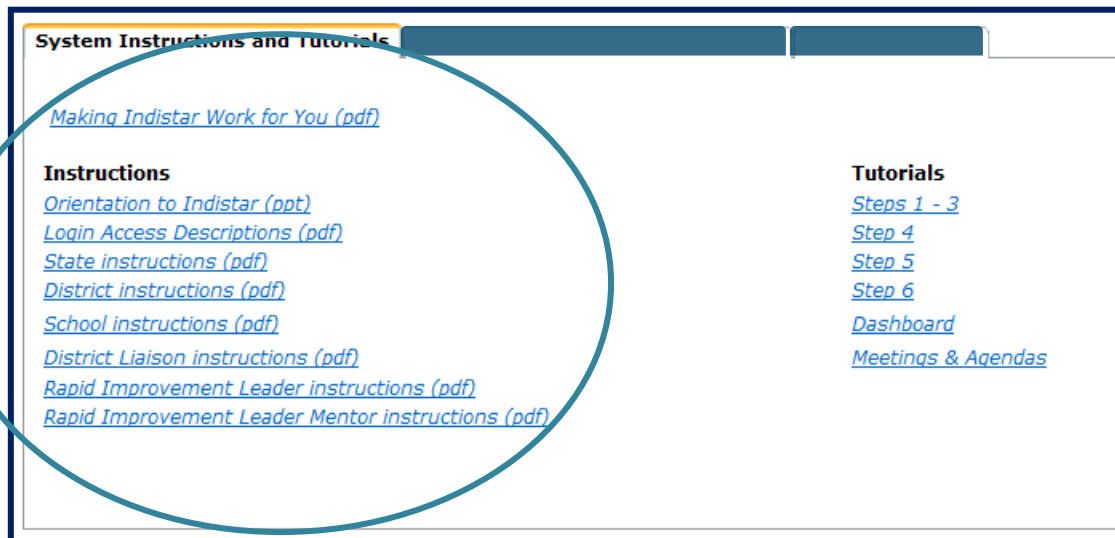
The button for Resources and Reports is found on the School Process Main page in the top right hand corner. Once on the Resources page, a state needs to be selected.

Resources are divided into 3 sections:

- ▶ System Instructions and Tutorials
- ▶ Indicators, Wise Ways®, and Rubrics
- ▶ Other Resources

## System Instructions

This section includes PDF versions of the School-Level Handbook, District-Level Handbook, and State-Level Handbook as well as a short document explaining Indistar®: “Making Indistar Work for You.” Both the document and the PowerPoint “Orientation to Indistar®” are useful when introducing the system to the leadership team, teachers, school board, or other stakeholders.



**System Instructions and Tutorials**

[Making Indistar Work for You \(pdf\)](#)

**Instructions**

- [Orientation to Indistar \(ppt\)](#)
- [Login Access Descriptions \(pdf\)](#)
- [State instructions \(pdf\)](#)
- [District instructions \(pdf\)](#)
- [School instructions \(pdf\)](#)
- [District Liaison instructions \(pdf\)](#)
- [Rapid Improvement Leader instructions \(pdf\)](#)
- [Rapid Improvement Leader Mentor instructions \(pdf\)](#)

**Tutorials**

- [Steps 1 - 3](#)
- [Step 4](#)
- [Step 5](#)
- [Step 6](#)
- [Dashboard](#)
- [Meetings & Agendas](#)



## Tutorials

The video Tutorials provide “how-to” demonstrations for completing each step of the process. Links to the tutorials can be found on the School Process Main page, as well as the “System Instructions and Tutorials” tab of the “Resources” section.

The screenshot displays the Indistar-SIP interface. At the top left, it shows the logo and 'Main Menu' for Caldwell Elementary School School Improvement Team. On the right, there are navigation links for 'Resources and Reports', 'Plan Your Meeting', and 'Coaching Comments', along with a 'Where are we now?' search box and 'Hints' and 'Help' buttons.

The main content area is divided into two sections:

- Set Up School:** A table with columns for 'Tutorials', 'Started', and 'Last Update'. It lists steps 1 through 3, each with a 'VIDEO' link.
- Assess - Create - Monitor:** A table with columns for 'Tutorials', 'Started', 'Last Update', and 'Progress'. It lists steps 4 through 6, each with a 'VIDEO' link.

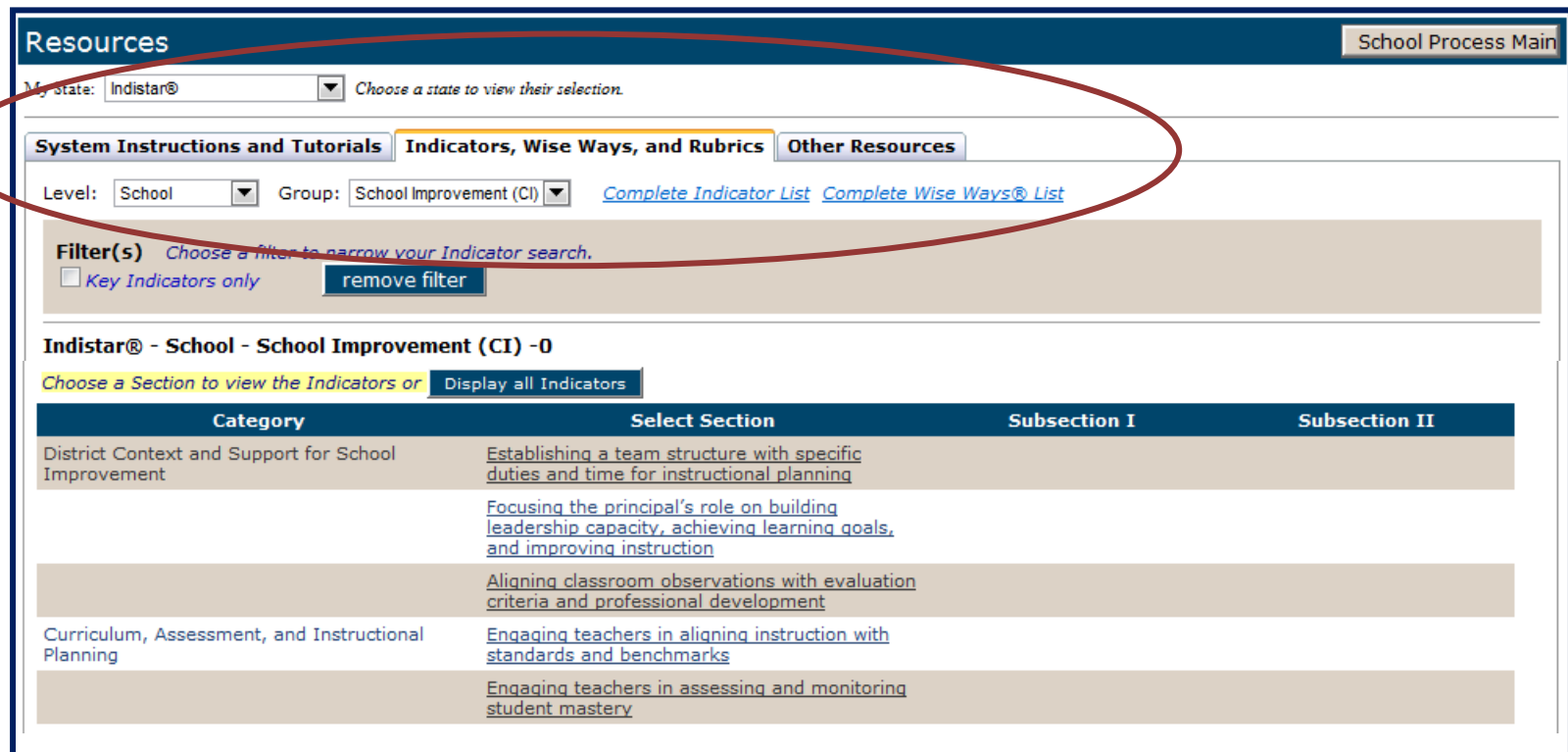
Below these tables is a 'Coaches & Leaders' section with columns for 'Name', 'Position', and 'Email'. A callout box labeled 'or' points to a detailed view of the 'System Instructions and Tutorials' page. This page has three tabs: 'System Instructions and Tutorials', 'Indicators, Ways, and Rubrics', and 'Other Resources'. Under the 'System Instructions and Tutorials' tab, there are two main categories:

- Instructions:** A list of links for various instruction documents, including 'Orientation to Indistar (ppt)', 'Login Access Descriptions (pdf)', 'State instructions (pdf)', 'District instructions (pdf)', 'School instructions (pdf)', 'District Liaison instructions (pdf)', 'Rapid Improvement Leader instructions (pdf)', and 'Rapid Improvement Leader Mentor instructions (pdf)'.
- Tutorials:** A list of links for video tutorials, including 'Steps 1 - 3', 'Step 4', 'Step 5', 'Step 6', 'Dashboard', and 'Meetings & Agenda'.

## Indicators, Wise Ways®, and Rubrics

This page offers lists of Indicators, Wise Ways®, and Rubrics (if the state provides Rubrics). The resources are organized by State, Level, and Group. A Level would be SSOS/District/School for example, and a Group might be SIG Online Tool, School Improvement Team, or Parent Involvement for example. By filling in these fields, the Indicators will display that are for that particular level and group. The list may be further sorted by selecting “Key Indicators only.” The Indicators display the same as they did in Step 4, by Category, Section, and Subsections. To view a section of Indicators, select the link under “Select Section.” To view all indicators as a list, hit the button “Display all Indicators.”

A list of Wise Ways® is also available by clicking on the “Complete Wise Ways® List” link.



The screenshot shows the 'Resources' page for Indistar®. The page title is 'Resources' and there is a 'School Process Main' link in the top right. The page is filtered for 'My state: Indistar®'. There are three tabs: 'System Instructions and Tutorials', 'Indicators, Wise Ways, and Rubrics' (which is selected), and 'Other Resources'. Below the tabs, there are dropdown menus for 'Level: School' and 'Group: School Improvement (CI)'. There are links for 'Complete Indicator List' and 'Complete Wise Ways® List'. A 'Filter(s)' section shows 'Key Indicators only' selected with a 'remove filter' button. Below this, the page title is 'Indistar® - School - School Improvement (CI) -0'. There are two buttons: 'Choose a Section to view the Indicators or' and 'Display all Indicators'. The main content is a table with four columns: 'Category', 'Select Section', 'Subsection I', and 'Subsection II'.

Category	Select Section	Subsection I	Subsection II
District Context and Support for School Improvement	<a href="#">Establishing a team structure with specific duties and time for instructional planning</a>		
	<a href="#">Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction</a>		
	<a href="#">Aligning classroom observations with evaluation criteria and professional development</a>		
Curriculum, Assessment, and Instructional Planning	<a href="#">Engaging teachers in aligning instruction with standards and benchmarks</a>		
	<a href="#">Engaging teachers in assessing and monitoring student mastery</a>		

## Other Resources

The Other Resources tab offers access to the Center on Innovation & Improvement's searchable database of resources on topics relevant to schools in improvement, as well as a link to the Center's website and the Indistar® website.

PDFs of all the Wise Ways® for various states using the Indistar® system are also available from the links on the right.



The screenshot shows a web interface with a tab labeled "Other Resources". It is divided into two columns. The left column, titled "Additional Resources", contains four blue underlined links: "Helpful links and resources", "Center on I & I", "Indistar", and "Indicators in Action". The right column, titled "Wise Ways", contains ten blue underlined links, each representing a state's Wise Ways PDF and its page count: "District Wise Ways® (pdf) - 59 pages", "Continuous Improvement School Wise Ways® (pdf) - 300 pages", "Rapid Improvement School Wise Ways® (pdf) - 153 pages", "AK School Wise Ways® (pdf) - 132 pages", "ID School Wise Ways® (pdf) - 160 pages", "BIE ELO Wise Ways® (pdf) - 81 pages", "IL District Wise Ways® (pdf) - 77 pages", "IL School Wise Ways® (pdf) - 143 pages", "OK District Wise Ways® (pdf) - 89 pages", and "BIE School Wise Ways® (pdf) - 186 pages".

## Indicators in Action

The last link on the left is Indicators in Action—a series of videos showing real schools putting the Indicators in action. The videos show instructional teams discussing classroom assessments, teachers in classrooms, and interviews with principals and teachers—all implementing the Indicators in their schools. Indicators in Action™ are designed to be used for professional development, faculty meetings and workshops, and as a tutorial for individual educators. The screen shot below shows the web page to access the courses. Workbooks and facilitator's guides are available for each course, as well as downloadable templates for use.

**INDICATORS in ACTION™**

Home About **Courses** Downloads Links Contact Us

Start with the OVERVIEW

INSTRUCTION leadership school community

Available Now [in production] [in production]

Center on Innovation & Improvement

[www.centerii.org](http://www.centerii.org)  
[www.indistar.org](http://www.indistar.org)

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Indicators in Action™ can also be accessed without logging in to the Indistar® system. To find the other access points, visit [www.centerii.org](http://www.centerii.org) or [www.indistar.org](http://www.indistar.org) and look for the Indicators in Action™ link. No login or password is required to access the videos.



## Reports

The reports section offers reports on every Step of the process. A brief description for all the reports is given below.

<b>Step 1</b>	<b>School Registration</b>	<i>Registration information for the school, principal, and process manager.</i>
<b>Step 2a</b>	<b>School Information</b>	<i>Demographic, personnel, and enrollment information as entered by the school.</i>
<b>2b</b>	<b>School Assessment</b>	<i>Assessment information for state and standardized tests as entered by the school.</i>
<b>Step 3</b>	<b>School Team Members</b>	<i>Information on members of the leadership team (names, position, phone, email address).</i>
<b>Step 4</b>	<b>List of Indicators Included in Plan</b>	<i>A list of all assessed indicators that will be included in the school improvement plan.</i>
	<b>Detailed Report of Assessed Indicators</b>	<i>Shows each assessed indicator, including its level of development, opportunity and priority scores, as well as evidence of current implementation.</i>
<b>Step 5</b>	<b>List of Objectives Included in Plan</b>	<i>A list of all objectives included in the plan.</i>
	<b>Detailed Report of Objectives Included in Plan</b>	<i>A list of all objectives, the index score, target date, and team member assigned to the objective, as well as a description of what the fully implemented objective will look like.</i>
<b>Step 6</b>	<b>Tasks Report</b>	<i>Detailed information for all tasks including who is responsible for the task and target date for completion.</i>
	<b>Progress Report</b>	<i>Information about the created plan including the number and status of tasks for each objective, the assigned team member, as well as the target date for completion.</i>
	<b>Comprehensive Plan Report</b>	<i>A detailed description of the improvement plan including all assessments, plans, tasks, monitoring, and implementation information.</i>
	<b>Indicator Checklist Report</b>	<i>A customizable report that allows individual indicators to be selected and displays all information for assessments, plans, and tasks for each indicator selected.</i>

**Implementation and Monitoring Report**

*A comprehensive list of only those indicators that were initially assessed as fully implemented or those indicators for which a plan has been created.*

**Coaching Comments**

*Displays the conversation entered into the system between the school's coach(es) and the school.*

**Where are we now?**


*An overview of the school's execution of its plan in graph form, as well as a list of fully implemented and completed indicators.*

**Summary Report**

*Summary information on the number of meetings held, numbers of indicators assessed and planned, number of coaching comments, forms submitted, and leadership team information.*

## **Saving Reports**

Reports can be exported in multiple formats and then saved or printed. Follow these instructions for running these reports:

1. Filter report as necessary and click “Submit”.
2. Select  and choose a file format.
3. Save or print the document.

## **File Format Descriptions**

### **XML file with report data**

This file type can be used to display documents on the World Wide Web. XML is a code-based file that is primarily used to store and transport data (as opposed to HTML, which is used to display data).

### **CSV**

Saves the report as a Microsoft Excel Comma Separated Values file. With a CSV file, the report is not separated into categories, as it is in the online report. The file separates the information into columns which makes it easier to sort and filter the data in a variety of ways without needing to reformat the document.

### **Acrobat file**

Saves the report as a PDF file. This format requires Adobe Acrobat to view the file.

### **MHTML**

Saves the report as a web archive file. With a web archive, the file may be viewed through the internet browser without connecting to the internet.

### **Excel**

Saves the report as a Microsoft Excel document file. The report is formatted the same as the online report.

### **TIFF file**

Saves the report as an image file that contains multiple pages.

### **Word**

Saves the report as a Microsoft Word document.

## Report Tools

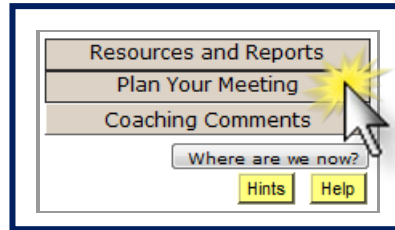
To filter the reports, the following options are available. These options are not available on every report, only on the reports that contain lists of Objectives or Indicators. The filters function the same as they did in Steps 4, 5, and 6. Added to the reports section, however, is the ability to set a date range on the work to be viewed.

The screenshot shows a report tool interface with several callout boxes pointing to specific features:

- Filter objectives/tasks by Team Member:** Points to the "Assigned to" dropdown menu, which is currently set to "all team members".
- Filter Indicators in a variety of ways:** Points to the filter options section, which includes checkboxes for "Show only the indicators included in the plan." and "Key Indicators only", and buttons for "apply Crosswalk filter", "apply Reporting filter", "apply Indicator filter", and "remove filter".
- Filter objectives/tasks by Date range:** Points to the "Starting Date" and "Ending Date" input fields, each with a calendar icon.
- Navigate through the pages of the online Report:** Points to the pagination controls, which show "1 of 2" and navigation arrows.
- Export & Save:** Points to the "Export & Save" button.
- Print the Report:** Points to the "Print the Report" button.



## Plan Your Meeting



To create an agenda, click “Plan Your Meeting” and then “Meeting Agenda setup”.

- ▶ Select ‘Set up a new Meeting’ button to create a new meeting agenda.
- ▶ To edit an agenda that has already been created, click on the meeting “Location” link. To remove any agenda that has been set up, click on the “remove” link for that meeting.

A screenshot of the Indistar® Caldwell Elementary School Team Meetings interface. The header includes the Indistar logo, the school name, and a 'School Process Main' link. Below the header are 'Hints' and 'Help' buttons. A message reads 'Set up a new meeting or choose an existing meeting.' followed by a 'Set up a new Meeting Agenda' button. A table lists existing meetings with columns for Location, Date, Meeting, View Agenda - Meeting, and Remove this meeting. A mouse cursor is clicking on the 'Set up a new Meeting Agenda' button.

Location	Date	Meeting	View Agenda - Meeting	Remove this meeting
<a href="#">Computer Lab</a>	12/10/2010	Parental Involvement meeting	<a href="#">Agenda</a>	<a href="#">remove</a>
<a href="#">Library</a>	12/10/2010	First Leadership Team Meeting	<a href="#">Agenda</a>	<a href="#">remove</a>

## Tab 1 - Enter or Edit Meeting Agenda

This is the main screen for planning a leadership team meeting. The principal and/or the leadership team decide which Indicators (Step 4) or Objectives (Steps 5 & 6) will be addressed at the meeting. The process manager then comes to “Plan Your Meeting” to create the Agenda and print out any worksheets, Wise Ways®, Rubrics, or Meeting Minutes form needed for that meeting.

**Note: A Tutorial Video link is provided on this page for a refresher whenever needed.**

Middleton Elementary School Indistar® School Improvement Team

School Process Main  
Back to My Meetings

School Improvement Meeting Library 8/20/2010 [Hints](#) [Help](#)

1. Enter or Edit Meeting Agenda 2. Print Documents for Meeting 3. Enter Meeting Minutes

**VIDEO**

Meeting Date: 8/20/2010 Time: 9:00 AM  
Meeting Title: School Improvement Meeting  
Location: Library

1. Save / Update Meeting Date, Time, and Location

2. Add Indicators to Assess or Plan to your Meeting

**Assess Indicators (Step 4)**

ID05 All teams maintain official minutes of their meetings.(40) [remove](#)  
ID06 The principal maintains a file of the agendas, work products, and minutes of all teams.(41) [remove](#)

**Create Improvement Plan (Step 5)**

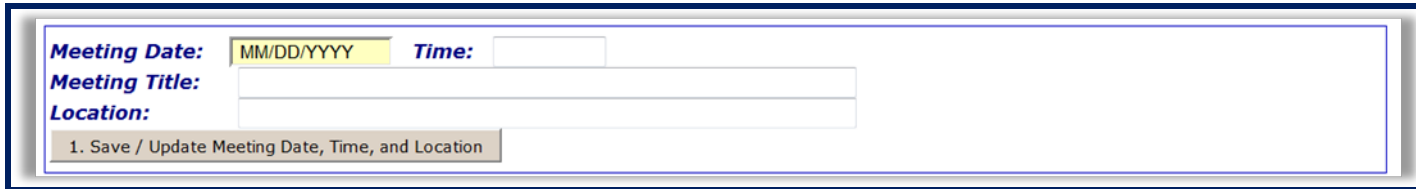
ID07 A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff will meet regularly (twice a month or more for an hour each meeting).(42) [remove](#)  
ID08 The Leadership Team will serve as a conduit of communication to the faculty and staff.(43) [remove](#)

**Other Business:**

3. Save Other Business for this Meeting

### Step 1: Meeting Date, Time, and Location

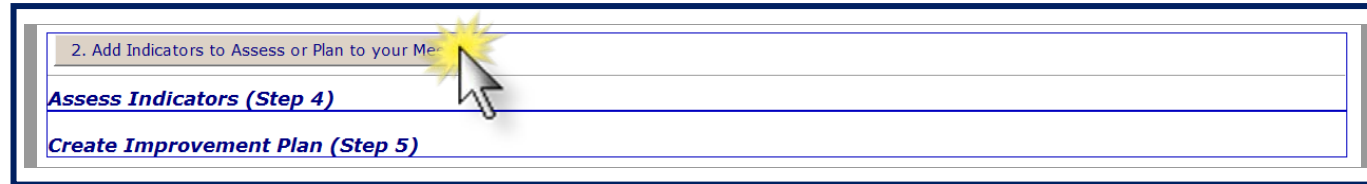
To begin creating a new agenda, the process manager will enter the Meeting Date (use the format shown in the box), the Time of the meeting, a Meeting Title (if one is required) and the Location. Always remember to hit the “Save/Update Meeting Date, Time, and Location” whenever information is added or edited.



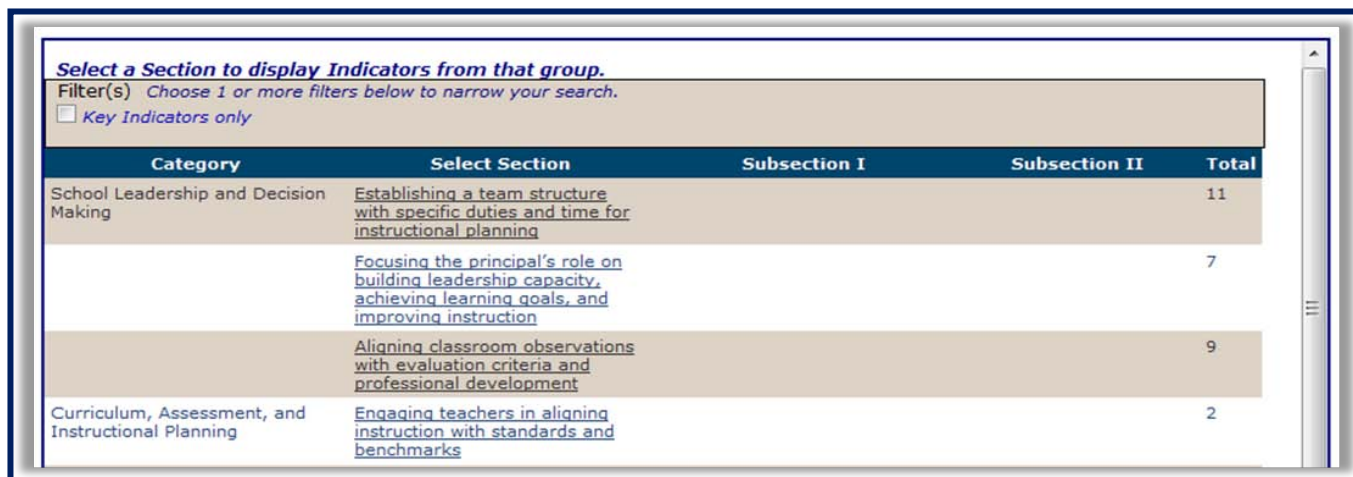
The screenshot shows a form with the following fields: Meeting Date (with a yellow highlight and MM/DD/YYYY format), Time, Meeting Title, and Location. A button at the bottom reads "1. Save / Update Meeting Date, Time, and Location".

### Step 2: Add Indicators to Assess or Plan to your Meeting

The next step in creating the agenda is to select the Indicators that will be addressed at the team meeting. By clicking the “Add Indicators to Assess or Plan to your Meeting” button, the screen will display the Indicators as they are displayed in Step 4—by Category, Section, and Subsections. The screen will also show how many Indicators are in that section. Choose a section to see the list of Indicators/Objectives.



The screenshot shows a button labeled "2. Add Indicators to Assess or Plan to your Meeting" with a mouse cursor clicking on it. Below the button are two links: "Assess Indicators (Step 4)" and "Create Improvement Plan (Step 5)".



The screenshot shows a table titled "Select a Section to display Indicators from that group." with a filter section and a table of indicators. The filter section includes "Filter(s) Choose 1 or more filters below to narrow your search." and a checkbox for "Key Indicators only". The table has columns for Category, Select Section, Subsection I, Subsection II, and Total.

Category	Select Section	Subsection I	Subsection II	Total
School Leadership and Decision Making	<a href="#">Establishing a team structure with specific duties and time for instructional planning</a>			11
			<a href="#">Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction</a>	7
			<a href="#">Aligning classroom observations with evaluation criteria and professional development</a>	9
Curriculum, Assessment, and Instructional Planning	<a href="#">Engaging teachers in aligning instruction with standards and benchmarks</a>			2

Indicators that are already assessed will have a green border around the checkbox in the Assess column. Objectives that have a plan started will have a green border around the box under the Plan column. These Indicators/Objectives may still be selected for the meeting if the team feels they need to be reviewed, additional tasks added, etc.

- ▶ Check the box in the Assess column for the Indicator(s) that will be assessed during the meeting.
- ▶ Check the box in the Plan column for the Objectives(s) that will be planned during the meeting.

Checkboxes highlighted in Green for Indicators that have already been assessed or planned.

Close Indicators    Display Indicator Categories

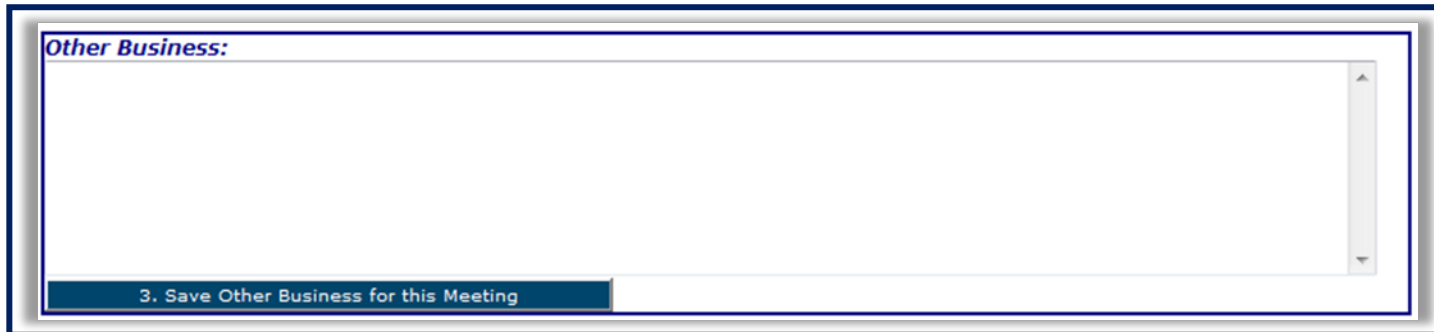
Code	Key	Indicator	Assess	Plan	Implementation
ID01	<i>Key</i>	<i>A team structure is officially incorporated into the school improvement plan and school governance policy. (36)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Plan
ID02	<i>Key</i>	<i>All teams have written statements of purpose and by-laws for their operation. (37)</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Plan
ID03	<i>Key</i>	<i>All teams operate with work plans for the year and specific work products to produce. (38)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Imp - Not in Plan
ID04		All teams prepare agendas for their meetings. (39)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID05		All teams maintain official minutes of their meetings. (40)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID06		The principal maintains a file of the agendas, work products, and minutes of all teams. (41)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID07		A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting). (42)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID08		The Leadership Team serves as a conduit of communication to the faculty and staff. (43)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID10		The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. (45)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID11		Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams. (46)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed
ID13		Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data. (48)	<input type="checkbox"/>	<input type="checkbox"/>	Not Assessed

2a. Add Selected Indicators to this meeting

Click “Add Selected Indicators to this meeting” to add the Indicators to the agenda for the meeting. These Indicators/Objectives will then be listed in Assess Indicators (Step 4) and Create Improvement Plan (Step 5) of the agenda. Selecting the red “remove” button will remove that Indicator/Objective from the meeting agenda. To add more Indicators/Objectives, repeat the process.

### Step 3: Other Business

Add any other business that will be discussed at the meeting in the space provided and select “Save Other Business for this Meeting.”



The image shows a screenshot of a web form. At the top left of the form area, the text "Other Business:" is displayed in a blue, italicized font. Below this text is a large, empty white rectangular box with a vertical scrollbar on the right side, intended for entering text. At the bottom left of the form, there is a dark blue button with the white text "3. Save Other Business for this Meeting".

Now the agenda is ready to be saved and emailed out to the leadership team, or printed for the meeting. The links to do this is found under Tab 2: Print Documents for Meeting.

## Tab 2 - Print Documents for Meeting

The top of this screen shows the place and the date of the meeting selected. To save and email or print a copy of the agenda for the meeting, select the link “Meeting Agenda.” To print a meeting minutes form, select the “Meeting Minutes Form” link. Both of these documents are pre-filled with the information that was entered under Tab 1. The meeting minutes form will also include a list of the leadership team members to take attendance at the meeting.

Indistar®  
Caldwell Elementary School *School Improvement Team*

[School Process Main](#)  
[Back to My Meetings](#)

[Hints](#) [Help](#)

**Leadership Team Meeting** Library 8/15/2011

1. Enter or Edit Meeting Agenda
2. Print Documents for Meeting
3. Enter Meeting Minutes

**Print Documents for your Meeting**

**1. Print Meeting Agenda and Minutes Form** *Click link to create, then export into word, pdf, etc. to print or share via email.*

[Meeting Agenda](#)  
[Meeting Minutes Form](#)

**2. Assess Indicators, Create Plans, & Monitor Plans (Steps 4 - 5 - 6)**  
*Indicators shown in Gray are not included in the plan.  
Indicators shown in Black have not been assessed.  
Indicators shown in Blue are included in the plan and have tasks that are not complete.  
Indicators shown in Green have all the tasks completed and the Objective has been met.  
Indicators shown in Red need a task added or you were undecided if the Objective has been met.*

*Links with a yellow background are included in the meeting. Click the link to create the worksheet.*

Code	Key	Indicator	Assess 4	Plan 5	Monitor 6	Wise Ways®	Implementation
ID04		All teams prepare agendas for their meetings.(39)	Worksheet	Worksheet	Worksheet	WW	Not Assessed
ID05		All teams maintain official minutes of their meetings.(40)	Worksheet	Worksheet	Worksheet	WW	Not Assessed
IF02		The Leadership Team reviews the principal’s summary reports of classroom observations and takes them into account in planning professional development.(66)	Worksheet	Worksheet	Worksheet	WW	Not Assessed
IF07		Professional development of individual teachers will include an emphasis on indicators of effective teaching.(71)	Worksheet	Worksheet	Worksheet	WW	In Plan
IIC01		Units of instruction will include specific learning activities aligned to objectives.(96)	Worksheet	Worksheet	Worksheet	WW	In Plan

**3. Monitor Improvement Plan (Step 6)** *Click link to create, then export into word, pdf, etc to print or share via email.*

[Tasks Report](#)  
[Comprehensive Plan Report](#)

Notice the Indicators/Objectives are again color coded. The explanation of the colors is given under number 2. The system also highlights Indicators/Objectives that were selected to be addressed during the meeting, and what Step was chosen (Step 4 to assess, Step 5 to plan). Worksheets that are not highlighted may also be printed if desired, but the worksheets highlighted are what was selected for this meeting. Also available to save and either email or print are the Wise Ways®, and Rubrics (if the state uses Rubrics). It is a good idea to make the Wise Ways® available to the team members prior to the meeting so they can read and become familiar with them beforehand rather than taking precious time during the meeting to read through them. The Tasks Report and the Comprehensive Report also have links on this page for quick access to print or email to the team members.

Indistar®

[School Process Main](#)  
[Back to My Meetings](#)

**Leadership Team Meeting** Library 8/15/2011

[Hints](#) [Help](#)

1. Enter or Edit Meeting Agenda

2. Print Documents for Meeting

3. Enter Meeting Minutes

**Print Documents for your Meeting**

**1. Print Meeting Agenda and Minutes Form** *Click link to create, then export into word, pdf, etc. to print or share via email.*

[Meeting Agenda](#)  
[Meeting Minutes Form](#)

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**3. Monitor Improvement Plan (Step 6)** *Click link to create, then export into word, pdf, etc to print or share via email.*

[Tasks Report](#)  
[Comprehensive Plan Report](#)

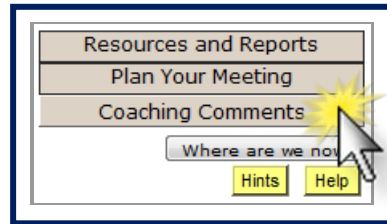
### Tab 3 - Enter Meeting Minutes

After the leadership team meeting, the process manager will take the worksheets that were filled in during the meeting and enter the information back into the system. As long as the process manager is keeping up with the documentation after every meeting, the entry shouldn't take more than 30 minutes and sometimes less time. To enter the meeting minutes, return to Tab 3 under "Plan Your Meeting." If the next meeting was set up during the Leadership Team Meeting, the process manager may also create a new agenda at this time. The meeting minutes will be entered under Tab 3. The work from assessing, planning, or monitoring the Indicators/Objectives will be entered under those Steps found on the School Process Main page.

The screenshot shows the 'Enter Meeting Minutes' tab in the Indistar system. The interface includes a header for 'Caldwell Elementary School Indistar® School Improvement Team' with navigation links for 'School Process Main' and 'Back to My Meetings'. Below the header are three tabs: '1. Enter or Edit Meeting Agenda', '2. Print Documents for Meeting', and '3. Enter Meeting Minutes'. The main content area is titled 'Meeting Minutes' and contains several sections: 'Team Members in Attendance' with checkboxes for Weston Bales, James Berringer, Connie Cooper, Jane Danley, Melvin Harper, Karen Harrison, Jackie Kinder, Shane Kishmore, Sarah Parker, and Michele Seitzman; 'Guests in Attendance' with an empty text area; 'Action Taken' with a large empty text area; 'Adjourned Time' with a text input field; 'Next Meeting Date', 'Next Meeting Time', 'Next Meeting Title', and 'Next Meeting Location' each with a text input field. At the bottom, there is a 'Save Meeting Minutes' button, a 'Print Meeting Minutes' link with a tooltip, and a 'Create your next meeting' section with a button to 'Create a new meeting from the above Date, Time, and Location'.



## Coaching Comments



- ▶ Coaching Comments is a communication tool to be used by the school and its coaches. However, it should not be used to replace in-depth discussions via email, phone, or face-to-face.
- ▶ The comments are listed in date order, with the “coach” comments in blue and the school responses in black.
- ▶ A notification in **Red** will appear on the School Process Main page when a coaching comment has been entered by the school’s coach. An email notification will also be sent to the Principal when a coaching comment is sent. Select the “Coaching Comments” button to view or respond to the coaching comment. To respond, click on the comment.

Select a Coaching Comment to respond

Sender	Date	Added By	Step	Indicator	Comment
<i>Coach</i>	02/21/2011	Alice Hale	5	ID01	<i>Hi Cladwell! Great job on completion of one of your indicators already! Remember that <u>ID01</u> must be planned by next district visit (3/12/11). Be sure to meet, discuss, and add tasks!</i>
<i>Coach</i>	02/21/2011	Tom Benedict	0	<b>Coach Review</b>	<i>Looked over your assessed indicators. Very pleased that all were assessed by the deadline!! I reccommend you take another look at IIIA02. If this is assessed correctly, you will need to provide more evidence. Keep up the good work!</i>

Once a comment has been selected, the following screen will appear.

**Indistar®**  
Coaching Comments

School Process Main  
Comprehensive Plan Report

Middleton Elementary School *School Improvement Team* Hints Help

Comment: Get your team members info in to Step 3 please

From: **Coach**  
07/07/2011 - Rosie O

**Coaching Comment**

Name:

Step Reference: not applicable

Indicator (if applicable):

Comments:

Select a Coaching Comment to respond

Sender	Date	Added By	Step	Indicator	Comment
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To respond to a coaching comment, the principal or process manager would enter his/her name, the Step (1-6) referred to, the individual Indicator that was addressed (if applicable) and the response. Remember to hit “Save Coaching Comments” after entering the response.

**Note:** It is a good practice to print out the Coaching Comments report for the leadership team meetings to share with the team any comments the coach has made.

## Wise Ways®

Wise Ways® is a built-in reference tool that provides a synthesis of the research that supports the Indicator/Objective and provides strategies for attaining full implementation. There are various ways to access the Wise Ways® from within Indistar®.

- ▶ The individual Wise Ways® can be accessed through each Step of the process, almost anywhere there is an Indicator/Objective listed.

**Indistar®**  
Assess School Indicators

Caldwell Elementary School

Tab 1 – Select Indicators by Section – select your indicator to assess by section or choose to display all Indicators  
Tab 2 – List of Indicators to Assess – choose indicator to assess  
Tab 3 – List of Indicators Assessed – choose indicator to edit assessment information  
Tab 4 – Assess Indicator – enter this tab only by selecting an indicator in tab 2 or 3

Indicators: All Indicators

1. Select Indicators 2. List of Indicators to Assess 3. List of Indicators Assessed 4. Assess Indicator

[Wise Ways](#)

**IID08 The Leadership Team serves as a conduit of communication to the faculty and staff. (43)**

1. Choose your level of Development or Implementation

No development or Implementation

\* Please complete required fields

**Indistar®**  
Create School Plan

Caldwell Elementary School

Define Objective and Assign Tasks

Objective: **IID07** [Wise Ways](#)

**The Leadership Team will monitor school-level student learning data. (105)**

Level of Development or Implementation: **Limited Development**  
Current level description: **The Leadership Team regularly monitors school-level data for at-risk populations only.**

1. Assign a team member to manage and monitor your work toward this objective.

2. Describe how it will look when this objective is being fully met in your School. Also describe the information you will need to provide evidence that this objective is fully met.

**Indistar®**  
Monitor School Plan

Caldwell Elementary School

Indicator: **IID07** [Wise Ways](#)

**Objective: The Leadership Team will monitor school-level student learning data. (105)**

3. Establish a date by which your description of the objective is being fully met in your School:

4.

Describe how it will look when this objective is being fully met in your School:  
**A database will be developed to keep track of student progress.**

Assigned to: **Sarah Parker** Objective Target Date: **10/01/2011**

Select Task to Enter Monitoring Information	Assigned to	Target Date	Completed
<a href="#">Jane will create the database and share the template at the September Leadership Team Meeting</a>	Jane Danley	09/15/2011	09/25/2011

- ▶ To access a full list of Indicators with links to their Wise Ways®, click on the “Plan Your Meeting” button and select “Wise Ways”.



- ▶ To access a PDF document containing all of the Wise Ways® for any state, click on the “Resources and Reports” button and select “Resources” then go to the “Other Resources” tab.



For technical assistance email:  
[Indistar@adi.org](mailto:Indistar@adi.org)



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[www.indistar.org](http://www.indistar.org)