

# ABE Content Standards Implementation Plan

## Introduction

This plan outlines how the local ABE program (consortium, site, etc.) is planning to implement the ABE content standards over the next 3-5 years. Minnesota's ABE content standards are:

- ACES (Academic, Career and Employability Skills) TIF (Transitions Integration Framework)
- CCRS (College and Career Readiness Standards for Adult Education)
- Northstar Digital Literacy Standards

## Guidance

In developing the multi-year plan consider the following:

1. **Training:** How will current and new staff (ongoing) be trained on each set of content standards? Which staff might need more specialized training and how/when will that happen?
2. **Integration into instruction:** How will the program integrate the content standards into instruction? How will the program evaluate standards implementation?
3. **Program structure and additional supports:** What additional supports (financial, support services, etc.) should the program seek in order to implement the standards? How might the program need to reconsider its structure and programming to better implement the standards and enable student success?

Overall plans are expected to incorporate all three sets of content standards.

All consortia are required to submit an implementation plan; this specific template is recommended but not required.

***If your program has already developed a plan for one or more of the sets of content standards,*** your program can either continue to utilize that plan or embed it in this template. This template can be used to articulate a plan for all sets of content standards or any set(s) that are not already represented in previously developed plans.

# Content Standards Implementation Plan

Consortium name	Metro East Basic Adult Education Consortium
Staff contact	Scott Helland, Harmony ABE
Plan implementation period (start and end dates)	August 2023
Date of last update	January 2024

## Implementation Plan Strategies

**Options:** You may choose to develop:

1. One section for each set of content standards with strategies;
2. One section for each area of consideration from the “Guidance” (training, integration into instruction, and program structure and supports);
3. Or another way that works best for your program.

# Metro East CCRS Implementation Plan

## Component 1: Groundwork

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

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

### Questions for Consideration:

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

### **Notes/Questions:**

**Key Message:** Our key message around CCRS implementation is “we will do this together.” Metro East has programs at different stages of CCRS awareness and integration. We want to leverage our strengths and work together to make progress. We don’t want programs or individual teachers to think they have to do this on their own in isolation. Messaging will also highlight that CCRS Implementation is an expectation and requirement of all consortiums. Also, we should see and increase in level gains when we align teaching practices to the standards.

**Past Challenges:** Challenges we’ve faced with implementing other initiatives is having clearly defined goals and the accountability to make sure goals are being met. One barrier as a consortium is the wide variety of programs, ranging in their student needs, subjects, staffing levels, and experience with CCRS content. There has also been resistance from teachers about taking on professional development related to CCRS because they are overwhelmed with their current responsibilities. Another challenge is finding the balance between creating a “one size fits all” plan that has room for customization. Lastly, another challenge is that several programs in our consortium are “one room schoolhouse” programs, where there are students working independently. It is easy for some to say “CCRS won’t work there” but we need to push our consortium to think creatively through the challenges. Any strategies we implement must contain an action step conducive for a one room schoolhouse setting.

**Strategies:** Utilize Metro East teachers and Admin who have participated in past cohorts. Our implementation plan was initially created in 2021 and will be revised during the 2022-2023 CCRS Cohort by the Metro East Admin group. Partnering with other staff, across programs, is a strategy we can use to encourage participation. Our teachers love opportunities to work with other teachers. Another strategy is to be more clear and defined on the Implementation Plan to be able to hold our consortium accountable to the objectives and outcomes of CCRS implementation.

**2022 Update:** A limited number of items from the plan from 2020 have been incorporated - CCRS updates in Consortium meetings, consortium-wide PD offerings focused on CCRS have been incorporated. It is still a challenge to identify leaders for CCRS within the consortium. More clearly defined strategies to tackle that are articulated in this updated plan.

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

#### **Measurable Objective 1.1: Integrate CCRS Implementation into all Consortium meetings, held 4-6 times per year.**

<b>Action Item</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
Assemble work group for CCRS Implementation for Metro East Consortium. Determine goals, meeting schedule and plan to communicate Implementation plan to Cohort members, managers, and all staff.	Q1 2021 and ongoing  Meet 4 times per year	<b>Work group</b> is Scott Helland, Susanne Kimber, Carly Voshell, Tad Hagen, Sky Gillespie and Rachel Stiglitz.	Staff time from multiple programs to coordinate and plan CCRS implementation and communicate to Metro East staff.
Incorporate a CCRS Implementation Update, Review and Discussion in each consortium meeting, during the collaborative work section. Slides will be provided to share these discussion items with their own program.  Programs can share their experiences with implementation and we can focus on shared strengths and challenges.	Started March 3, 2021. CCRS updates have been included in all meetings since.  Will continue for each consortium meeting.	CCRS Work group (identified above)	CCRS Work Group meeting one or two weeks before consortium meeting to determine agenda, discussion prompts and create slides.

<p>Programs won't feel like they are going through this process alone as we are all holding each other accountable. In addition to sharing experiences, staff will learn different components of the CCRS in order to reinforce what they learned through the cohort, or just begin to get familiar with the CCRS.</p> <p><b>Identified Topics to address:</b>          Discuss barriers to CCRS implementation and create problem solving</p> <p>Training for managers on key CCRS resources (training, mentoring, materials, etc) to direct their staff to when they need further direction</p> <p>Utilize topics from CCRS Implementation PLC website, MN Literacy and MN Education videos on Youtube  <a href="https://www.youtube.com/@mnadulthoodeducationprofession8753/search?query=ccrs">https://www.youtube.com/@mnadulthoodeducationprofession8753/search?query=ccrs</a>  <a href="https://www.literacymn.org/search?keyword=ccrs">https://www.literacymn.org/search?keyword=ccrs</a>  <a href="https://atlasabe.org/resources/ccr-standards/">https://atlasabe.org/resources/ccr-standards/</a></p> <p>Review Implementation document with all managers, seek input</p> <p>Share videos showing CCRS in action with discussion questions.  <a href="https://atlasabe.org/resources/ccr-standards/ccrs-ela-resources/ela-videos/">https://atlasabe.org/resources/ccr-standards/ccrs-ela-resources/ela-videos/</a></p> <p>Metro East will show this video at Dec 14 Consortium meeting as a way to build buy in for renewed energy  <a href="https://youtu.be/qPO1Xhmaw7c">https://youtu.be/qPO1Xhmaw7c</a> (CCRS Patsy Eagen's explanation of why to use the CCRS standards)</p>			<p>Ask for feedback for other topics from managers and teachers</p> <p>Relevant information on CCRS training such as new initiatives specifically targeting instruction for ELL provided by Atlas, MDE or others.</p>
<p><b>Expected Outcome 1.1 (What will it look like when we have succeeded with this objective?):</b></p>	<p>CCRS Implementation discussion will be held for 20-30+ minutes each time Metro East meets as a consortium. These will be recorded when possible, so recordings can be shared with ABE managers in order to bring it to Staff at each site.</p>		

<b>Measurable Objective 1.2: Ensure Metro East teachers receive training in CCRS Standards.</b>			
<b>Action Item</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>

<p>Use SID to track CCRS Foundation and Implementation Cohort training completion in the History tab under Staff training.</p> <p>SID reports from Nov 22, 2022 are <a href="#">HERE</a>. Only a handful of people added these transitions to their SID account.</p> <p>Carly Voshell wrote up the <a href="#">procedure</a>, recorded a <a href="#">screencast</a> and presented it to the consortium in Spring 2021. Still only a handful of individuals have updated their CCRS training in SID.</p> <p>To push this documentation again, this procedure will be discussed at the February 2023 consortium meeting with independent work time during the meeting to allow managers to enter training in SID.</p>	<p>Started Spring 2021,</p> <p>Run SID Staff training report yearly.</p>	<p>ABE Managers</p>	<p>Time to run a consortium report each year, present data at consortium meetings and follow up with managers who have staff that are not listed on the SID report.</p>
<p>Require all teachers (full or part time) and admin staff to finish the <a href="#">CCRS Foundations</a> course within their first year. Metro East will add the requirement into the Consortium contract that all new teachers will take CCRS Foundations within one year of their hire date. Foundations is not required for clerical staff.</p>	<p>Started Spring 2021</p>	<p>ABE managers will review yearly.</p>	<p>Utilize SID report to track compliance.</p> <p>Commitment from Managers to imbed CCRS Foundations course into their new teacher training in process.</p>
<p>Encourage and incentivize completion of ELA and Math CCRS Foundations for Metro East teachers and Admin.</p>	<p>2022</p>	<p>CCRS Work Group Program managers</p>	<p>We will use the SID data to see what Foundations courses teachers have participated in.</p> <p>CEUs, Paid subs, multiple delivery methods to take the Foundations courses are incentives to participate, as well as improving instructional quality.</p>

<b>Expected Outcome 1.2</b> <b>(What will it look like when we have succeeded with this objective?):</b>	All Metro East programs are using SID to track CCRS Foundations and Cohort training. A report can be run yearly to monitor participation.
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<b>Measurable Objective 1.3: Offer CCRS Professional Development to consortium teachers and admin.</b>			
<b>Action Item</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
Kristine Kelly will hold a 2.5 hour Zoom training on text dependent questions. 35 people attended.	March 3, 2021	Scott Helland	Advertise the training to all teachers, encourage managers to require the training for those who have not completed a CCRS cohort, offer to teachers who need a refresher.
<p>Offer CCRS professional development in person or on Zoom for all programs to utilize.</p> <p>In Spring 2021, lesson was on <a href="#">Establishing Routines</a> and 13 people completed lesson reflection.</p> <p>In Fall 2022, lesson was on <a href="#">Developing Text Dependent Questions</a> and facilitated on Nov 9 and 11 with 10 Harmony staff completing the training. The video and materials will be shared with the entire consortium on Dec 14 at the December 2022 consortium meeting, and in a follow up email in January 2023.</p>	First held Spring 2022 and then again Fall 2022.	<p>Carly Voshell has been the facilitator two times but will reach out to CCRS Cohort participants in the future. Two individuals could prepare one lesson a year to share with all Metro East Programs. LR and TK are two teachers that will be recruited.</p> <p>The focus of the CCRS PDs will be based on that year's summit's focus (ELA or Math).</p>	<p>Discussion over the outcomes of the training using data collected through discussions, teacher feedback and cohort participants.</p> <p>Time to schedule the event, find a speaker, advertise to teachers.</p> <p>ATLAS website for math and ELA lessons.</p> <p>Need to develop Google form as a training evaluation tool</p>
Hold a yearly Metro East CCRS Summit to gather teachers for collaborative learning focused on CCRS.	August 2023	Tad Hagen	<p>Roseville ABE will host in-person summit with options to join virtually.</p> <p>Roseville will provide refreshments.</p>
<b>Expected Outcome 1.3</b> <b>(What will it look like when we have succeeded with this objective?):</b>	Metro East will offer virtual, in-person small group and in-person large group CCRS Professional development opportunities each year with teachers and admin as the intended audience. Goal for the August summit is to have 50 or more teachers and managers attend.		

## Component 2: Supports

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

**Questions for Consideration:**

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

**Notes/Questions:**

**Expertise and Leadership:** Roseville and LNA have several staff who have been through CCRS implementation and more thoroughly developed site plans for CCRS. Nicki, Deanna, Tom, Susanne, Carly, Sarah, Amanda, Britt, Scott, Abby have been through the cohort before. These individuals need to be recruited by managers to help with CCRS leadership roles. There are CCRS PLC guides and videos that Atlas created. Our consortium will try to utilize as many resources as possible during implementation. Consortium meets are the primary professional development structure that will be repurposed.

**Funding:** Primary funding is teacher staff time that comes out of program budgets. Paid subs can be provided as an incentive for participation.

**2022 Update:** CCRS training in the consortium will focus on bringing teachers together from various Metro East sites. This type of training happened more before COVID, and the Admin cohort thinks this will be helpful in building collaboration.

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

**Measurable Objective 2.1: Utilize former CCRS cohort participants as resident experts to lead CCRS PD workshops and discussions.**

Action Item	Time Frame	Person Responsible	Resources Needed
Create a Google sheet with a list of Metro East staff who have completed CCRS Cohort with full contact info. Individuals will indicate on the form if they are interested in facilitating consortium-wide CCRS training in the next year or two. <a href="#">Google form</a>	Q4 2022	CCRS Cohort Admin group	Use SID data on ABE staff  Google sheets  Share this form at consortium meetings, via email to all staff.
Identify Metro East staff who can use Atlas resources or other tools to facilitate professional development for the consortium relating to CCRS.	Q4 2022 contact several CCRS cohort participants	CCRS Cohort Admin group	Gather contact list of CCRS Cohort participants over the last few years.  Create a Google doc to list who is responsible for the training, when/where it will be offered
Empower past CCRS cohort participants to lead short PD	Starting February/March 2021, and then 2 or more	CCRS Cohort Admin group	CCRS Work Group will need time to identify

trainings/discussions at consortium meetings or Metro East PD events.	times a year moving forward		topics and discussion leaders. Google form to create schedule
<b>Expected Outcome 2.1 (What will it look like when we have succeeded with this objective?):</b> Responsibility and accountability for CCRS implementation will be spread out. We will start with the experts we have and then branch out to spread out responsibilities.			

<b>Measurable Objective 2.2: Recruit Metro East staff to provide training for other teachers on ELA and Math CCRS standards implementation.</b>			
<b>Action Item</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
Personally invite staff to facilitate CCRS training. Contact individually, show examples of past lessons	Spring 2023	ABE Managers	Manager's time to contact teachers
Explore what incentives can be given to teachers that plan and implement CCRS training- paid time to prep and present lessons.	Spring 2023	CCRS Admin group	Managers to check district budgets for special projects. Teachers can be paid hourly, with 2 hours prep for each lesson. Explore using charitable giving budget lines to pay teachers for this time.
Revisit a list of recruited staff to make sure that we maintain a list of 8-10 staff who are actively engaged in CCRS professional development.	2023, yearly	ABE managers	Time to update the staff list and make phone calls and emails to recruit.
<b>Expected Outcome 2.2 (What will it look like when we have succeeded with this objective?):</b> Recruit 8-10 or more staff to provide training to the consortium.			

### Component 3: Instructional Quality

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

##### **Questions for Consideration:**

- How will we work as a team to determine which standards will be addressed in different aspects of our programming?
- How will we determine priority standards for our program or individual students?
- How is this being documented and shared in our program and with students?
- How will we revisit and refine these decisions as needed moving forward?



**Notes/Questions:****Determine and Prioritize Standards**

Metro East will spend time during the 2023 CCRS Summit to have breakout groups of teachers who work with similar levels of students to discuss standards. Discussion questions will be geared towards determining priority standards for classes. Although there will be a wide range of experiences, the goal will be to find areas of shared priority among levels.

**Documented and Shared**

CCRS standards covered should be listed on the course description for each class. When classes are structured with managed enrollment, these standards can be shared with students at the beginning of the term. For classes that have ongoing enrollment or it is a more independent study/one room schoolhouse, the standards can be posted, or shared with new students as they enter the class or program. They could be shared with students electronically or on paper. The process of documenting and sharing CCRS content standards with students is not currently a unified process. We have a few ideas on how to share this with students of varying levels like using pictures and small amounts of text (such as “I can” statements, but this can be further explored.

**Revisit and Refine**

Metro East is a large consortium and will likely have members participating in future CCRS cohorts, especially if it is held every other year. Future CCRS Cohort participants will continue to revisit and refine the implementation plan and adapt it based on current staffing and professional development needs.

**Measurable Objective 3a. 1: Use 2023 CCRS Summit to identify appropriate standards and priorities for ESL and ABE classes.**

<b>Action Item</b>	<b>Time Frame</b>	<b>Person Responsible</b>	<b>Resources Needed</b>
Hold breakout sessions for ESL and ABE teachers at CCRS Summit to compare syllabus and content standards. Groups will be broken out into <a href="#">specific levels</a> (A, B, C, D and E) for <b>ELA</b> for the first summit. The plan for the next summit will be focused on Math standards. Sessions will discuss standards and determine which standards should be prioritized in classes. Math only teachers will be coached on how to select a group based on their student's reading level.	August 2023	CCRS Work group and ABE Managers	Professional Development time at CCRS Summit.  Need table coaches for each level to guide discussion and take notes.
A Consortium Wide Google Drive will be created and shared with all consortium staff. This will house CCRS tools, the implementation plan, lesson evaluations,	August 2023	ABE Managers	Google Drive created

completed lessons and other resources.			
<b>Expected Outcome 3a.1 (What will it look like when we have succeeded with this objective?):</b> 40 teachers will participate in breakout groups. Documents will be created for each ELA level that serve as a framework defining CCRS content standards across the consortium.			

**NOTE: 3B and 3C have been combined in this plan.**

**3. B Evaluate lessons/units** to determine alignment and **make needed improvements** (*Resource Alignment Evaluation and Rating Tool* and *High-Value Action Tool*) and **3. C Create standards-aligned lessons/units** (*Lesson/Unit Planning Template*) (**Combined**)

**Questions for Consideration for 3. B:**

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

**Questions for Consideration for 3. C:**

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

**Notes/Questions:**

**Collaborative lesson creation and revision**

All ABE teachers (part and full time) will be creating or adjusting existing lessons to be more aligned to CCRS standards. This process will begin at the 2023 CCRS Summit, where small workgroups will form to work collaboratively through the a year long process of creating or revising a lesson, having an observation and sharing those resources on a Metro East CCRS Google Drive to benefit the entire consortium (activities detailed in 23-24 Timeline doc).

**Workgroups**

Small groups of similar teaching levels or content areas, regardless of site location, will be encouraged. Meetings and communication strategies will be different across groups.

**Support for evaluation and revision process**

Strategies to support staff through this process will be identified at a March 2023 consortium meeting, and will continue to be expressed throughout the year. Suggestions include - weekly or monthly meetings, professional development days provided through the school district, time carding specific hours spent on these activities, or finding downtimes in the day to work on CCRS.

**Templates**

Due to the size of our consortium and the large number of staff, teachers will be working individually, with support, on the product of creating lessons. Teachers will evaluate individual lessons that align to the specific content areas and levels using the *Alignment Evaluation and Rating Tool* and *High-Value Action Tool*.

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

**Measurable Objective 3b. 1: After 3.a. When completed, teachers will work with their partners or in small groups at their site to evaluate current lessons/units to determine alignment and make needed improvements.**

Action Item	Time Frame	Person Responsible	Resources Needed
Teachers use <a href="#">ELA Evaluation and Rating Tool and High-Value Action Tool</a> and <a href="#">Note Sheet</a> to evaluate lessons.  A presentation on how to do this will be shared at the summit.	Fall 2023	Teachers and ABE Managers	Tool Time to evaluate lessons and make changes.
Completed Evaluations and High Value Action Tool pages will be uploaded onto a Google Drive as an accountability measure.	By Dec 31, 2023	Teachers and ABE managers	Google Drive  Managers will be the accountability checks to see if uploads have been done.
Revised lessons/units will be uploaded onto a Google Drive.	By Dec 31, 2023	Teachers and ABE managers	Google Drive  Managers will be the accountability checks to see if uploads have been done.

**Expected Outcome 3b.1 (What will it look like when we have succeeded with this objective?):**  
Teachers will have one or more current lessons evaluated using the High Value Action Tool and upload lessons to the Google Drive. 30+ lessons will be uploaded.

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

**Measurable Objective 3.c. 1: Teachers who choose to build a lesson from scratch will use appropriate tools to align the lesson to CCRS standards.**

Action Item	Time Frame	Person Responsible	Resources Needed
Teachers use the <a href="#">Template for CCRS Aligned ELA Unit/Lesson Planning</a> tool to create a lesson from scratch  Instructors utilize Atlas website to view <a href="#">sample ELA Lesson/Unit Plans</a>	Fall 2023	Teachers and ABE Managers	Tool

Completed Evaluations and High Value Action Tool pages will be uploaded onto a Google Drive as an accountability measure.	By Dec 31, 2023	Teachers and ABE managers	Google Drive  Managers will be the accountability checks to see if uploads have been done.
Revised lessons/units will be uploaded onto a Google Drive.	By Dec 31, 2023	Teachers and ABE managers	Google Drive  Managers will be the accountability checks to see if uploads have been done.
<b>Expected Outcome (What will it look like when we have succeeded with this objective?):</b> Approximately 1-5 lessons will be created using CCRS tools.			

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

**Questions for Consideration:**

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

**Notes/Questions:**

**Evaluating Resources**

Metro East uses a wide range of resources, printed and digital. An established process is sharing information and feedback about materials before programs make purchases. For instance, before Harmony purchased the Futures series, other programs were consulted. When this information comes up at consortium meetings or other informal networking events, programs are encouraged to make curriculum decisions based on CCRS alignment as one of the many factors used to determine if a material is right for the site. Sharing tools for evaluating resources can be shared at a consortium meeting. We will encourage each program to evaluate their own commonly used resources using tools from ATLAS. Teachers working through the yearlong CCRS lesson evaluations and improvement process detailed in the timeline may choose to utilize a resource or existing lesson for that activity.

**Information Sharing**

Resource evaluations will be added into the shared Google Drive to act as a resource before purchasing curriculum.

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

**Measurable Objective 3. D 1: Encourage programs to use CCRS Alignment resources before purchasing materials.**

Action Item	Time Frame	Person Responsible	Resources Needed
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Share tools for evaluating larger resources and link for Atlas vetted resource ( <a href="#">Libraries CCR Standards - ATLAS ABE</a> )  Utilize <a href="#">ELA Evaluation and Rating Tool and High-Value Action Tool</a> and <a href="#">Note Sheet</a> to evaluate resources	By the end of 2023/24 school year	ABE managers will share these resources with teachers	<i>Resource Alignment Evaluation and Rating Tool and High-Value Action Tool</i>  Share information at consortium meetings
Develop a folder in the shared google drive to share resource alignment evaluations.	2023/24	Carly Voshell	Google Drive
<b>Expected Outcome 3. D 1.(What will it look like when we have succeeded with this objective?):</b> Programs will have access to a shared Google Drive folder with tools and completed evaluations to use as a resource when reviewing curriculum.			

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

**Questions for Consideration:**

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

**Notes/Questions:**

**Observations**

Each of the 8 programs in our consortium have their own policies around peer or manager evaluations. 2023 is the first year we will try a cross-program peer review utilizing the workgroups established in August 2023 at the CCRS Summit. This will be used as a professional development tool using mentoring, collaboration and focus on quality instruction.

**Supports**

Peer observations can be supported by training and resources, providing a sub so teachers have time to observe another class. Classroom recordings can be used so that the lesson can be observed at any time in the future, giving the reviewer extra flexibility. PLCs can be used to support these activities.

**Measurable Objective 3e.1: Each teacher will be observed and evaluated by a peer in the 23-24 school year.**

Action Item	Time Frame	Person Responsible	Resources Needed
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Teachers or ABE managers conduct a review of a live or videotaped CCRS ELA aligned lesson utilizing the <a href="#">Shifts-Based CCRS ELA Mini-Observation Form</a>	2023-2024	Teachers/ABE managers	Tool
Instructors will submit their completed observation tool to their program manager.  A folder will be created in the shared google drive to share observation records and reviews for people who feel comfortable sharing reviews.	By June 30, 2024	Teachers and ABE managers	Google Drive  Managers will be the accountability checks to see if uploads have been done, and observation tools submitted by instructors.
<b>Expected Outcome 3. E 1.(What will it look like when we have succeeded with this objective?):</b> 25+ observations will be completed, with evaluations uploaded into the Google Drive by June 2024.			

## Component 4: Program Structures

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

### Questions for Consideration:

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

### Notes/Questions:

#### Determine Gaps

Intentional discussion within and across Metro East sites will allow us to identify gaps and combine resources to meet needs. The CCRS Summit is one of these offerings, but others will be PLCs and professional development days and shared CCRS trainings.

#### Assessment/Placement

Student assessment and/or placement procedure can possibly adjust due to standards implementation. Our hope is that as lessons become more CCRS aligned, the quality of instruction will increase which will extend to more measurable skills gains. Besides a certain score on a standardized test being used to place students into a leveled classroom, teachers might find additional standards based qualifiers to be able to place or move students into a class.

#### Volunteers

Volunteers will be encouraged to take CCRS Foundations via Schoology, especially if they are teaching in their volunteer role. YouTube/Atlas videos can be shared with volunteers who want to see

CCRS in action. Special focus will be paid to the shifts so that volunteers are aware of the big picture changes.

Metro East consortium will be on a course of continuous improvement as managers discuss and focus on these objectives to maintain focus on CCRS goals for the consortium.

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

***Measurable Objective 4. 1: Metro East will use SiD to track CCRS participation (see objective 1.2).***

<b><i>Action Item</i></b>	<b><i>Time Frame</i></b>	<b><i>Person Responsible</i></b>	<b><i>Resources Needed</i></b>
Develop a procedure and share at a consortium meeting so that all programs are aware of how to use SiD to track CCRS participation for Staff.	2023	Carly Voshell and CCRS Work group	SiD resources
Programs will enter CCRS Cohort and Foundations participation in SiD.	2023 - ongoing	ABE managers	SiD resources
CCRS Workgroup will ensure all Metro East programs are requiring Foundations for all teachers.	2023 - ongoing on a quarterly basis	CCRS Work group	Check SiD reports 2x per year.

***Expected Outcome 4.1 (What will it look like when we have succeeded with this objective?):*** All CCRS Cohort and Foundations participants will be added into SiD and this data will be reviewed quarterly.

***Measurable Objective 4. 2: Metro East will incorporate CCRS implementation at multiple levels.***

<b><i>Action Item</i></b>	<b><i>Time Frame</i></b>	<b><i>Person Responsible</i></b>	<b><i>Resources Needed</i></b>
20-30 minutes of each consortium meeting will be devoted to CCRS discussion and learning work	2021- ongoing	CCRS Work group	Google Slides
CCRS leaders in Metro East will be identified through the development of Action Teams, consortium wide Professional Development, Peer Observations and mentoring	2021- ongoing	ABE managers CCRS Work group Action Teams	Staff time, paid subs, professional development times where class is canceled
Metro East will work collaboratively to build a	2021-ongoing	CCRS Work group Carly Voshell	Google Drive

repository of CCRS lessons that have been evaluated			
<b><i>Expected Outcome 4.2 (What will it look like when we have succeeded with this objective?)</i></b> Continual and constant improvement through systematic focus and constant revisiting of CCRS as a concept of teaching for our consortium. This support and reinforcement of CCRS concepts by the consortium will be present in individual classrooms.			