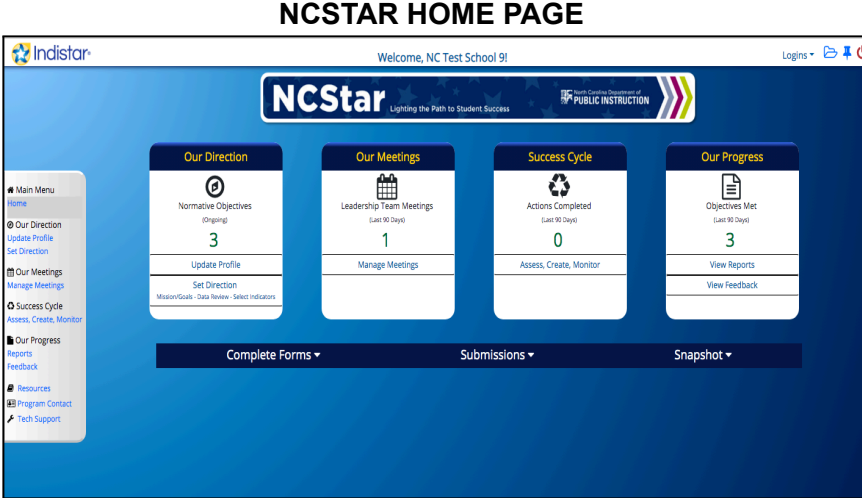
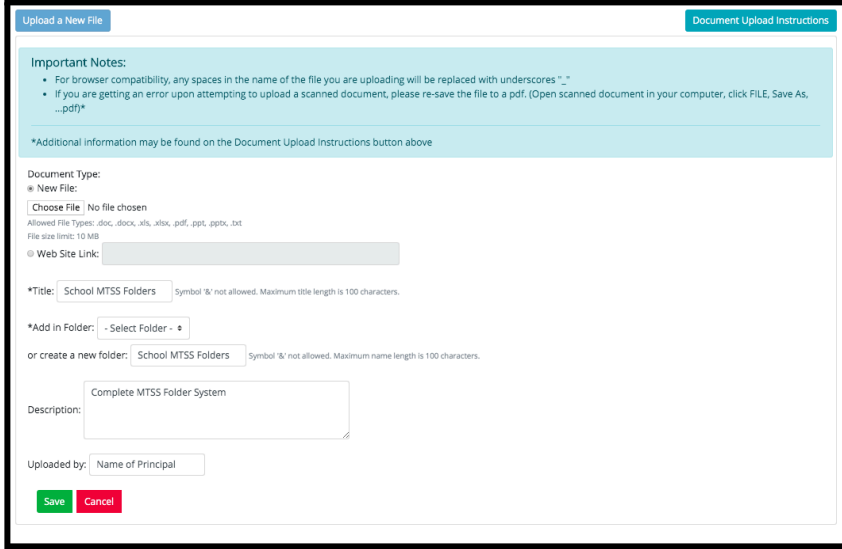


NCSTAR SIP Preparation Guide

[NC Star Key Indicators](#)

[Video Link](#)

NC STAR Tasks	Notes	Screenshot
Accessing NC Star Site and Login	<ul style="list-style-type: none"> Bookmark site: indistar.org Sections of the NCSTAR Home Page to note are: <ul style="list-style-type: none"> Login & Folder Upload (Top Right) Our Direction (Box 1) Our Meetings (Box 2) Success Cycle (Box 3) Our Progress (Box 4) Main Menu on left (Home) Click words “logins” (top right) and take note of Team and Guest Logins. Click “Add Goal” and “Add Performance Measure” for each goal. 	
School MTSS Folder Upload	<p>To Access a shareable link to your MTSS Folders</p> <ul style="list-style-type: none"> Navigate to you MTSS folders in Google Drive Copy the link for your MTSS Folder System Open the NCStar Platform Click folder in the top right corner. <p>To paste the link to your folder system into NCSTAR:</p> <ul style="list-style-type: none"> Click “Upload New File” Click “Website Link” “Upload” your school’s MTSS Google folder system by pasting the link and include: <ul style="list-style-type: none"> Folder title Create new folder “<i>School Name MTSS Folders</i>” Description: “<i>Evidence for Implementation of NCStar Indicators can be found in these folders</i>” Uploaded by: cx Click “save” Click “home” <p>To Access the link to your MTSS Folder System:</p> <ul style="list-style-type: none"> Navigate to your MTSS Folder system in Google Drive Set the sharing settings in the folder to “Anyone with the link can view” Click “Copy Link” 	

Set Up School Profile

- Click “Update Profile” from “Our Direction” (Box 1) on the home screen.
 - Complete:
 - Information about school
 - Principal
 - Process manager
 - Click “Add a Team Member”
 - First and Last Name
 - Association (Role)
 - Phone
 - Correct Email
 - Add School Improvement Team Members only
- If there is a name on your SIT team list that needs to be removed:
- Click on the person’s name
 - Click the option to “Remove” to remove him/her from the list. Do not just type over the name
- Click “save edits”
 - Members populate to the list
 - Click “home”

Set Direction

- Click “Set Direction” from “Our Direction” (Box 1) on the home screen.
 - In “Set Direction” select tab #1 “Mission and Goals”
- Enter information regarding:
- Vision
 - Values
 - Mission
 - “Our goals” are based on performance measures
 - Choose an area of assessment data you would like to increase.
 - Click “Add Goal”
 - Type in student goal
 - Add Performance Indicator
 - Add Target Year
 - Click “Save”

Indicator Selection

- In “Set Direction” select tab #3 “Indicator Selection”
- Click “Select Crosswalk”
- Select “Multi-Tiered System of Support” from the drop-down list.
- Find and click on the 12 Key Indicators within each MTSS component. (Click the arrow to open each section)

There are

- 3 in Building Capacity
- 1 in Communication
- 1 in Data Based Problem Solving
- 0 in Data Evaluation
- 3 in Leadership
- 4 in Three Tiered Instructional Model
- Indicators will turn green when they are selected.

The screenshot shows the Indistar application interface. The top navigation bar includes tabs for 'Mission and Goals', 'Data Review', 'Indicator Selection', and 'New Selected Indicators in Success Cycle'. The 'Indicator Selection' tab is active. A sidebar on the left contains a 'Main Menu' with options like 'Home', 'Set Direction', 'Success Cycle', and 'Feedback'. The main content area displays a table of indicators categorized by domain. A dropdown menu is open, showing 'Multi-Tiered System of Support' selected. Below the table, a detailed view of the 'Multi-Tiered System of Support Components' is shown, listing various indicators with checkboxes for selection.

Effective Practice	Subsection I	Subsection II	Selected	Progress Status
Domain A - Instructional Leadership and Alignment				
Effective Practice	Subsection I	Subsection II	Selected	Progress Status
High expectations for all staff and students	(A1.01 - A1.10)	0 of 10	0 of 10	
Curriculum and instructional alignment	(A2.01 - A2.20)	0 of 20	0 of 20	
Classroom management and instructional planning	(A3.01 - A3.10)	0 of 10	0 of 10	
Student support services	(A4.01 - A4.20)	1 of 20	1 of 20	
Domain B - Leadership Capacity				
Effective Practice	Subsection I	Subsection II	Selected	Progress Status
Strategic planning, mission, and vision	(B1.01 - B1.07)	0 of 7	0 of 7	
Student-based learning and collaboration	(B2.01 - B2.06)	1 of 6	1 of 6	
Monitoring instruction in school	(B3.01 - B3.06)	0 of 6	0 of 6	
Domain C - Professional Capacity				
Effective Practice	Subsection I	Subsection II	Selected	Progress Status
Teacher quality and experience	(C1.01 - C1.07)	0 of 7	0 of 7	
Quality of professional development	(C2.01 - C2.04)	0 of 4	0 of 4	
Teacher recruitment and retention	(C3.01 - C3.02)	1 of 2	1 of 2	
Domain D - Learning and Operational Effectiveness				
Effective Practice	Subsection I	Subsection II	Selected	Progress Status
Resource Allocation	(D1.01 - D1.03)	0 of 3	0 of 3	
Facilities and technology	(D2.01 - D2.03)	0 of 3	0 of 3	

Effective Practice	Subsection I	Subsection II	Selected
Multi-Tiered System of Support Components			
Effective Practice	Subsection I	Subsection II	Selected
Building the Capacity/Infrastructure for Implementation			
3 of 22			
A1.02	ALL teachers improve their practice by responding to principal's observations and/or observations by peers. (S083)		No
A1.03	The LEA/School promotes a school culture in which professional collaboration is valued and emphasized by all. (S084)		No
A3.03	The principal compiles reports from classroom observations, showing aggregate areas of strength and areas that need improvement without revealing the identity of individual teachers. (S112)		No
A4.02	Teams of special educators, general education teachers, and related service providers meet regularly to enhance/unify instructional planning and program implementation for students with disabilities. (S118)		No
A4.03	Instructional teams utilize student learning data to determine whether a student requires a referral for special education services. (S121)		No
A4.11	The school provides all students extended learning opportunities (e.g., summer bridge programs, after-school and supplemental educational services, Saturday academies, enrichment programs). (S129)		No
A4.13	The LEA/School provides all high school students with opportunities to enroll in and master rigorous coursework for college and career readiness. (S131)		No
A4.15	The school provides all students with opportunities to learn through nontraditional educational settings (e.g., virtual courses, dual enrollment, service learning, work-based internships). (S133)		No
A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level. (S134)		No
B3.03	The school has established a team structure among teachers with specific duties and time for instructional planning. (S143)		No
B3.04	The LEA/School sets goals for professional development (based on data) and monitors the extent to which it has changed practice. (S150)		No
C1.02	The principal plans opportunities for teachers to share their strengths with other teachers. (S153)		No
C1.03	The LEA/School has established, communicated, and provided to employees clear goals and measures for employee's performance and provide targeted training or assistance for any employee receiving an unsatisfactory evaluation or warning. (S154)		No
C1.06	The LEA/School offers an induction program to support new teachers in their first years of teaching. (S157)		No
C1.07	ALL pre-K teachers have specialized education in early childhood education or child development. (S158)		No
C2.02	ALL teachers develop individual professional development plans based on classroom observations and self-assessments. (S161)		No
C2.03	The LEA/School provides all staff high quality, ongoing, job-embedded, and differentiated professional development. (S163)		No
C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, re-evaluating, reassigning, and replacing staff. (S168)		No
D1.02	The LEA has aligned resource allocation (money, time, human resources) within each school's instructional priorities. (S171)		No
D2.08	All teachers receive initial and ongoing training and support in effective use of blended learning methods. (S312)		No
D2.09	All students receive adequate, up-to-date equitable access to technology. (S628)		No
E1.08	Professional development for teachers includes support for working effectively with families. (S184)		No

Indicator Assessment

- In “Set Direction” select tab #4 “View Selected Indicators in Success Cycle”
- The list of the 12 selected indicators will be in view
- Click one of the indicators in the list to assess.
- Use your **needs assessment document** to copy and paste information for each indicator and check “Initial Level of Development”

For Fully Implemented:

- Copy and paste information and add needed information for fully implemented indicators.
- Refer to evidence of this indicator in your MTSS Folder System.

For Limited or No Implementation:

- Priority Score
- Opportunity Score
- Implementation Efforts
- Assign Member from SIT
- Date
- Evidence Needed
- Click “save”

Information is editable, enter principal name and 2021 date for all indicators until you determine your goals with 2020 action steps.

Adding Action Steps

- In “Set Direction” select tab #4 “View Selected Indicators in Success Cycle”
- Assessing each indicator produces an index score to help prioritize them for school improvement.
- **Selecting 3 indicators with highest index scores to add action steps will be the next step with SIT Team.**
- You will see “Add Action Steps” at the bottom of the screen when you click on your indicator from the list.
- For each step related to implementation of the indicator, include:
 - Description of action
 - SIT member it is assigned to
 - Target date for 19-20
 - Recurrence (frequency)
 - Notes
 - Click “save”

Manage Meetings

Before Meeting :

Select “Manage Meetings” from the section on the home page titled “Our Meetings” (Box 2.)



- Document SIT meetings and MTSSLT meetings by setting agendas before and entering meeting minutes after.
- Before Meeting: Click “Set up a new meeting agenda” (Blue Box.)
- Enter information including:
 - Date
 - Time
 - Title
 - Location
 - Click “*Save Agenda*”
- This will populate the agenda to the meeting list.

After Meeting:

- Click on “manage meetings” and select the meeting from the list.
- Click tab 3 “enter meeting minutes”
- Click the names of SIT members present.
- For MTSSLT Meetings, add MTSS team members as guests.
- Click Item VII from the list, “Other Business,” and paste the link for your meeting minutes for SIT or MTSSLT.
- Click “Save meeting minutes”

Home
Settings

Meetings

Set up a new Meeting Agenda

Filter to display meeting agendas or minutes by specified date range.

Start Date: End Date:

Pick a date Pick a date

Filter
Reset Dates

View/Update Meeting	Meeting Title	Location	View Report	Remove Agenda
06/21/2019	SIT #2	Media Center	Meeting Minutes	
04/15/2019	April SIT Meeting	Media Center	Meeting Minutes	
04/05/2019	April #1 Meeting	Media Center	Meeting Minutes	
03/29/2019	March #2 Meeting	Media Center	Meeting Minutes	
10/31/2018	October Halloween Meeting	Media Center	Meeting Minutes	
10/08/2018	October #1 Meeting	Media Center	Meeting Minutes	
10/27/2017	October #2	Media Center	Meeting Minutes	
10/18/2017	October #2	Media Center	Meeting Minutes	
06/22/1949	June #2 Meeting	Media Center	Meeting Minutes	

[Home](#) [Meetings](#) [Team Meetings](#)

Team Meetings

1

2

3

[Enter or Edit Meeting Agenda](#) [Print Documents for Meeting](#) [Enter Meeting Minutes](#)

!

Remove formatting when copy/pasting into the text box(es) below to avoid any issues with rendering the report. (Right-click, paste as plain text)

[← Go back to My Meetings](#)

Meeting Information

*Meeting Date:


*Time:

*Meeting Title:

Location:

Save Agenda

Save and Print Documents

 Check each agenda item below that was completed during the meeting.

II. ☐ Celebrate recent successes

III. ☐ Review and respond to Coaching Comments


IV. ☐ Approval of last meeting's minutes

V. ☐ Old business

VI. ☐ Indicators to Assess-Create-Monitor

VII. ☐ Other Business

Action Taken



Paste link to SIT meeting minutes or MTSLT meeting minutes here

VIII. Next Meeting

IX. *Adjourned Time


*Adjourned Time:

Save Meeting Minutes

Save and Print Meeting Minutes

Meeting Templates

- SIT meeting agenda is designed according to NC Star examples to review and discuss implementation of SIP goals.
- MTSSLT meeting agenda and problem solving guides are designed to provide guidance for monthly problem solving of current systems.
- These agenda templates are located in the Leadership section of your folder system (B1.03,)



School Improvement Team Minutes, Agenda & Sign-In
School Improvement Team (SIT) Minutes
Includes Agenda & Sign-In

School Name	School Year	2019-2020	Date
Appointed Secretary	Meeting Location		Time

Members Present	Position

Opening Meeting	
Actions	Comments
Meeting called to order	
Celebrate recent successes	
Review and Respond to Coaching Comments	
Approval of minutes from the previous meeting statement	
Old Business	

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MTSS Leadership Team
Schedule, Agenda & Minutes

Problem Solving Focus	
Suggested Focus for this Month: (See District PS Calendar)	
Problem Solving Guide Used:	
Additional Items for Discussion:	

Date:

Members Present:

Agenda	Minutes

Printing Reports

Comprehensive Report

Use this report as evidence of your School Improvement Plan.

- Select “View Reports” from the section on the home page titled “Our Progress” (Box 4.)
- Choose *Comprehensive Report*
- Your report will populate in a new tab.
- It will include:
 - Mission, Vision, Goals
 - Goals and Action Steps

Actions Report

Use this report to plan your SIT meeting calendar for the school year.

- Select “View Reports” from the section on the home page titled “Our Progress” (Box 4.)
- Choose *Actions Report*
- Your report will populate in a new tab.
- It will include:
 - Indicator number
 - Action
 - Frequency
 - Assigned Member
 - Target and Completed Dates

