

Standards-in-Action Montana Sustainability Plan Summary

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August 4, 2011

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Standards-in-Action Montana Sustainability Plan Summary

The Standards-in-Action (SIA) pilot project has renewed interest in the content standards and energized the instructional staff completing the assigned innovations. As the pilot project concludes in September 2011, Montana will begin bringing the SIA Innovations to all Adult Basic and Literacy Education (ABLE) programs in the state. This will require thoughtful planning. As with any initiative, it is important for directors and instructional staff to see standards-based instruction as relevant and not a stand-alone project that will fade away.

The Montana pilot team will introduce the SIA process at the annual ABLE fall conference on September 21–22, 2011, in conjunction with data analysis training. The two-pronged agenda will underscore that best practice requires thoughtful instruction that is connected to data-driven decisions. Throughout the program year, implementation of the SIA innovations will be sustained through site visits, ongoing technical assistance, an SIA blog, and a mid-year conference to address issues, misconceptions, and ways to enhance standards-based instruction. It is the belief of the state that receiving information in chunks will lead to successful implementation and a commitment to best practice.

This project will be funded with state leadership dollars. The state will reimburse travel, lodging, and meals for all participants. The Technical Assistance Travel Team (TATT) members will be given an honorarium. The state has annually held a fall and winter professional development conference to provide cutting edge information to ABLE programs; weaving the SIA work into an existing schedule validates its significance in defining best practice in Montana.

Instructors from Montana participated in Learning to Achieve Training (L2A) in July 2011. Two regional trainings are scheduled for October 2011. All programs are required to send instructors to participate in this training. This professional development opportunity is also being funded with leadership dollars for participant reimbursement and honoraria for the trainers. At the winter conference, L2A will be added to the agenda. Beginning in January 2012, ABLE conferences will be three-pronged to connect data, content standards, and L2A as

the framework for effective ABLE programs. The connection can be described in the following manner:

- **L2A** = Implementing best practice via explicit instruction in all content areas for students with learning disabilities
- **SIA** = Implementing best practice in a specific content area
- **Data Analysis** = Tracking progress for program accountability
- **L2A + SIA = Improved outcomes as documented by Data Analysis**

Montana depends on virtual communication to sustain ongoing professional dialogue. Bi-monthly updates are sent out through the MTLINCS Newsletter. The updates include links to research and activities for current state initiatives. This will be the hub for disseminating information regarding data analysis and L2A. There will also be a link to the blog devoted to SIA.

Steps to Building a Montana Sustainability Plan

SIA Goes Statewide

Data Analysis Is Strengthened

Low Level Learners Succeed

Long Term Goal: 2011–12: All 20 state Adult Basic Education (ABE) programs will send representative teams to two face-to-face trainings and participate in onsite training. Instructional teams will include two to four instructors depending on the size of the program. Programs with only one instructional staff will be encouraged to bring a volunteer or part-time staff. All directors will be required to attend the trainings.

This sustainability plan is the foundation for three years of professional development. Successive years will build on this model, thus providing ABLE staff the opportunity to make programmatic and instructional changes over time. Collegial, ongoing, job-embedded professional development is the goal of the state.

SIA Planning Team: Byrdeen Warwood, Sheri Wilson, Kathy Daviau (SIA regional team leaders), and Margaret Bowles (state ABE director).

***Goal:** Provide SIA training with a focus on math content standards in order to improve instruction and increase student education gains through standards-based instruction.*

Data Quality Planning Team: Norene Peterson, Renee Bentham, Jesse Sauskojus, and Margaret Bowles.

***Goal:** Provide training with a focus on reviewing data aligned with the new performance-based funding formula.*

L2A Planning Team: Brydeen Warwood, Camille Pomeroy, Christine Malchuski, Fawn Thibodeaux, Norene Peterson, Shelley Barrett-Catton, Sheri Wilson, Shirley Burns, Val Ericson, and Margaret Bowles.

***Goal:** Provide training and give tools for increased achievement by adults with learning disabilities.*

Fall and Winter Conferences Logistical Planning

Year 1

Objective: Provide tools and guidance in the SIA process and data analysis; ensure a proper working atmosphere and appropriate materials are developed.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
Secure locations (work rooms and lab).	Carol Flynn	Environment conducive to team work will be ensured.	Contract with facility will outline all logistical needs.	July 2011–done	Participants will complete an evaluation that includes questions on facilities.
Send save the date e-mail to all ABE programs.	Carol Flynn	Programs identify staff who will participate.	Programs will send list of participants to state.	July 15–done	State will contact program if insufficient number of participants are coming.
Prepare and mail annual professional development schedule to all programs (in annual awards letter).	Margaret Bowles/Carol Flynn	Programs will schedule staff attendance at required state trainings.	State will develop a spreadsheet for programs to track professional development attendance for all staff.	August 30	Programs will submit spreadsheets quarterly.
Contact Kathie D. to create opening PowerPoint and Monique F. for introduction to performance-based funding.	Margaret Bowles	Participants will understand work completed last program year and initiatives for upcoming year.	Program agenda will be completed.	August 15	N/A
Prepare participant packets.	Carol Flynn	All materials for the data quality and SIA portion of conferences will be printed.	Each attendee will have a packet.	September 15	N/A

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
Develop conference evaluation.	Margaret Bowles	Evaluation will be conference specific.	All participants will complete prior to leaving conference.	September 10	Comments will guide planning of further professional development work to support initiatives.
Develop site visit evaluation form for TATT teams and programs.	Margaret Bowles and regional team leads	Evaluations will guide winter conference planning and future site visits.	Each team/program will submit an evaluation at completion of a site visit.	September 21	State will review completed evaluations to guide agenda topics for January conference and future professional development.
Develop quarterly report to assist programs with meeting performance targets and increasing student retention.	Margaret Bowles, programmer, and data quality team	Programs will improve their efforts in meeting state targets and retaining students.	Meeting targets and student contact hours will be regularly monitored in the National Reporting System (NRS).	January 2012	State will review outcomes with each program, and performance allocation will be awarded accordingly. Technical assistance will be provided when necessary.

Fall Conference Agenda Planning SIA and Data Analysis Best Practice

Scope: The fall conference agenda will be two-pronged: data analysis and SIA. The data portion of the conference will focus on connecting data analysis to performance-based funding (PBF), while the SIA portion will focus on Innovations I–III. Throughout the training, the connection between standards-based instruction and program performance will be emphasized.

Year 1

Data Analysis Objective: Provide tools and guidance for using the Montana Student Information System (MABLE) to track data that is used in the PBF formula. Participants will leave the training with an understanding of the connection between data analysis and student outcomes.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/Evaluation
Schedule conference call with data quality field team.	Margaret Bowles and field data team	Decide on data sets to analyze and issues to address.	Components of data system aligned with data issues will be identified to guide conference presentation.	July 2011–done	Send call summary to team for comments and modifications.
Develop data portion of conference to include red flag indicators from Leadership Academy.	Field data team	PowerPoint, handouts, and activities for participants will provide tools needed to use data to drive instruction and make programmatic changes.	Programs and state will monitor targeted data sets for progress.	September 1	PowerPoint, handouts, and activities will be reviewed by state for accuracy. State and programs will regularly check desk monitoring tool to track progress.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
Conference: Present data demonstration and provide time for hands-on activities and group work.	Field data team	Program participants will share in discussions and activities. Participants will incorporate what they learned into daily practice.	Work teams will be assigned to complete activities and report out at the conclusion of this portion of conference.	September 21–22	Participants will complete evaluation that includes questions on how data information presented will impact their work as they strive to meet student outcomes to increase their funding allocation.
Develop desk monitoring tool.	Margaret Bowles and programmer	Programs will manage and monitor progress.	NRS report will show progress.	Fall 2011	State will monitor all programs and provide technical assistance when necessary.
Provide information on data research, upcoming professional development and opportunities to post questions or respond to state-generated questions on data.	Norene Peterson (MTLINCS)	Participants will sustain dialogue about data analysis.	Norene will track hits to web page.	September–June 2011	State will provide questions to pose and review research links.

SIA Objective: Provide tools and guidance in using the SIA process for math content standards and provide interim support for implementation. Participants will leave the training with a clear understanding of the tools and activities that will positively impact student learning.

Note: The Montana ABE Content Standards are very succinct, and we consider all standards lead standards. This gives participants time to quickly walk through all of the activities listed in the measurable column. We believe the participants need to understand the entire process, as this fall conference is laying the foundation to repeat this process with the remaining content standards.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
Schedule meetings with regional leaders to plan going to capacity with SIA and identify key concepts to share with programs.	Margaret Bowles and regional team leads	Key concepts to cover were identified at June meeting. Day One: unpack the standards, align with cognitive levels, design activities, align resources. Day Two: Redesign lessons, ratchet up lessons. Discussion will continue in August.	Final agenda will identify concepts to be covered at conference.	June 2011–done	Send meeting summary to leaders for comments or modifications.
Develop conference presentation assignments.	Margaret Bowles and regional team leads	SIA conference presentations will be finalized.	Regions will complete detailed outline for their portion of workshop and submit to state.	September 10	State staff will review for accuracy.
Conference: Present SIA processes and provide time for hands-on activities and group work.	Regional teams	Program participants will share in discussions and activities. Participants will be given the tools and activities to positively impact student learning.	Work teams will be assigned to complete activities and report out at the conclusion of this portion of conference. Team leads will monitor group work.	September 21–22	Participants will complete an evaluation that reveals understanding of connection between SIA, student performance, and meeting state goals.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
Demonstrate SIA blog—how it is organized, available information, and how it ties SIA community together. http://mtcontentstandards.blogspot.com/	Kathie Daviau	Attendees will learn how to use SIA blog to share ongoing work.	Kathie will track hits to link.	Done	State will assign and monitor postings to be completed by each program.
Assign homework for each program to complete: Align resources, ratchet up five lessons, provide name of TATT team members to contact to address any questions.	Margaret Bowles	Participants will align their resources with standards and reflect on existing lessons. Instructors will learn from blog. Participants will leave conference with a scheduled date for a visit and a technical assistance contact.	Programs will post completed alignment and ratcheted up lessons.	September to December 2011	TATTs will review alignment and ratcheted lesson prior to posting on blog.

Technical Assistance Travel Teams

Technical Assistance Travel Teams (TATT): Instructors that were part of the pilot project will be invited to participate in the technical assistance teams. Each member of the pilot team brought strength to the project, so all team members are viable candidates to be a TATT member. Once people have committed to serve, teams will be organized according to individual strengths (math expertise, instructional pedagogy, understanding and commitment to the SIA process) in order to bring balance to the teams. These individuals have been steeped in the SIA process; a brief overview of the monitoring process will be all that is required.

Year 1

Objective: Provide guidance in the implementation of standards-based instruction.					
Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/Evaluation
Assign TATT members partner programs to visit and provide technical assistance.	Margaret Bowles and regional team leads	Programs will share completed homework with TATT.	Homework will be posted on blog.	September to December 2011	State staff will check for completed postings and review technical assistance log.
Maintain technical assistance log.	TATT	SIA issues, challenges, and successes will be identified.	Log will validate need for technical assistance.	September to May 2011	State staff will aggregate all logs to help plan future professional development.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
TATT teams complete one site visit to review completed homework, introduce Innovation IV, and take teachers to Standards website to watch and evaluate sample math lesson. http://www.adultcontentstandards.ed.gov	TATT	Instructors will dialogue with TATT about SIA assignment and learn how to evaluate a lesson.	TATT team will complete evaluation of site visit. Programs will complete evaluation of site visit.	September to December 2011	State will review completed evaluations to guide agenda topics for January conference.

Winter Conference Agenda Planning SIA, Data Analysis, and L2A Best Practice

Winter Conference: The winter conference is scheduled to build upon the strategies presented at the fall conference with the addition of revisiting the Learning to Achieve modules that were presented at the train-the-trainer conference in October. This is a one day meeting, so each component of best practice (SIA, data analysis, and Learning to Achieve) will be revisited briefly.

Year 1

Objective: Provide tools and guidance in the implementation of the SIA process, data analysis, and Learning to Achieve.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
Agenda item 1, Learning to Achieve: Prepare presentation to address questions on modules that have been introduced and implemented.	Margaret Bowles and regional teams, Norene Peterson (MTLINCS)	In small work groups, participants will share successes and challenges in making gains with low level learners using tools introduced at October conference. Following conference a specific topic for L2A will be addressed bi-monthly.	Small work groups will report out. MTLINCS will track hits to web page.	January 2012	Participants will complete evaluation that includes questions on L2A session. L2A teams will use information for fall conference planning. State will review comments on MTLINCS.
Agenda item 2, Data Quality: Prepare presentation to address progress since fall conference and introduce quarterly reports to look at targets and retention.	Margaret Bowles, programmer, and data quality team	Programs will improve efforts in meeting state targets and retaining students.	Meeting targets and student contact hours will be tracked in NRS system and quarterly reports will help measure outcomes.	January 2012	State will periodically review outcomes with each program, and performance-funded allocation will be awarded accordingly. Participants will complete evaluation that includes questions on data analysis session. Information gleaned will be used for future planning.

Key Action	Personnel	Outcome	Measures	Time Frame	Monitoring/ Evaluation
<p>Agenda item 3, Standards in Action: Develop presentation to address implementation successes, challenges, and questions in small groups. Observe master teacher instruct standards-based lessons (Tips and Tricks—Whole Numbers to Algebra). Introduce and discuss self-evaluation tool.</p>	<p>Margaret Bowles, team leaders, and Kathie Daviau will present lessons</p>	<p>Participants will glean ideas from groups and master teacher. Lessons learned will be presented in report outs.</p>	<p>Small work groups will report out. Self-evaluation tools will be given to directors to assist them in future evaluations.</p>	<p>January 2012</p>	<p>Participants will complete evaluation that includes questions on SIA session. Information gleaned will be used for future planning.</p> <p>Overall conference evaluation will demonstrate how well people understand connection between L2A, data analysis, and SIA.</p>

Long Term Goal: 2012–2014 All 20 ABE programs will participate in professional development activities following the pattern of the previous year with a focus on reading content standards, deeper data analysis, and more strategies to meet the needs of low level learners.