

# Starpoint Central School District Comprehensive District Education Plan



Established in 2015, Reviewed Annually

## Background of Starpoint’s CDEP (Comprehensive District Education Plan)

High Reliability Organizations or HROs are organizations that “take a variety of extraordinary steps in pursuit of error free performance” (Weick, Sutcliffe, Ostefeld, 1999). In the current era of accountability, schools are measured by their ability to be safe collaborative places, create systems that help improve teaching and learning, and get as many students as possible proficient or beyond in your state standards.

In order to achieve this Robert Marzano developed his High Reliability Schools Model (HRS Model) based on the concept of HROs, as well as research and practices from other professional organizations, and 40 years of educational research into effective school practices.

Marzano’s High Reliability Schools Framework is organized into 5 levels. Level 1 Safe and Collaborate Culture, Level 2 Effective Teaching in Every Classroom and Level 3 Guaranteed and Viable Curriculum are foundational for all schools and Starpoint’s CDEP Plan outlines how the district and all four buildings will simultaneously work together towards reaching these levels.

Starpoint CSD plans to use Marzano’s HRS as a strategic planning model, in which the goals are designed through a long term focus on sustained school improvement. In addition, plans and interventions are designed with a short term focus on specific areas.



The following pages include the plans for Level 1 - Safe & Collaborative Culture and Level 2 - Effective Teaching in Every Classroom. Each plan includes the goals and interventions in a chart format that which outlines the specific actions steps taken, evidence of accomplishment, stakeholders involved, and a timeline of completion.

# **Level 1 -Safe and Collaborative Culture**

2015-2017

**Goal 1:** Increase Communication with Parents

**Goal 2:** All Staff Knowing and Regularly Practicing  
Emergency Management Procedures

**Goal 3:** Gathering and Sharing Opinion Data from  
Students, Parents, and Staff

## Goal 1: Increase Communication with Parents

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
<p>Revamp model &amp; possibly change the name of “Open House” at the different buildings after investigating other school models for Parent Information Nights (PINS). Building principals will present to BOE to communicate purpose and create buy-in</p>	<p>Attendance Parent survey</p>	<p>Building Leadership Teams</p>	<p>Completed 2015-2016 school year</p>
<p>Create more transparency and information on how students are graded with the creation of a Parent Portal training on YouTube with a link sent through email by using an email database created by eSD</p>	<p>Usage statistics</p>	<p>District Parent Portal Sub-Committee (teachers, parents &amp; administrators)</p>	<p>Completed January 2016</p>
<p>Create and modify teacher web pages during Supt Conf Day 2015 with the assistance of turn-key trainers in each building, an expected minimum criteria on each teacher web page as well as a directory listing of all teachers by grade level on the school website</p>	<p>Web usage statistics Presence of teacher web page for each teacher</p>		<p>Completed September 2015</p>

## Goal 2: All Staff Knowing and Regularly Practicing Emergency Management Procedures

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
Consistent emergency drill procedures (all staff wearing badges, emergency folders/bags in classrooms) across all 4 buildings facilitated by the Building Level Safety Teams & District Level Safety Team	Creation of Building Safety Teams Purchase of additional radios for staff communication during drills All four buildings provided emergency folders for each classroom at the beginning of the year	Building Leadership Teams Building Administrators and Director of Facilities & Operations	Completed Summer 2015
Develop a manual and procedure for training substitute teachers in the district/building emergency procedures	Trainings for building-based/long-term substitutes in August & January	District Parent Portal Sub-Committee (teachers, parents & administrators)	Completed 2015-2016 school year
Refine mission of District Level Safety Committee by utilizing this committee to review emergency procedures, drills, questions & concerns from staff and reserving a different committee for liability issues (i.e. potholes)	Agenda minutes Sharing agenda minutes with all district staff	Director of Facilities & Operations	Completed 2015-2016 school year
Implement Lockdown, Lockout & Shelter in Place Drills on a quarterly basis by setting the schedule in the beginning of the year along with fire drills	Schedule of Lockdown/Lockout/Shelter in Place drills Post-meetings of Building and District Level Safety Committees to review drills	Director of Facilities & Operations Building Administrators District & Building Level Safety Committees	Completed 2015-2016 school year

## Goal 3: Gathering and sharing opinion data from students, parents & staff

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
Create an annual parent survey in all four buildings using a parent group list of emails that would be placed in the “bcc” line in order to keep confidentiality	Surveys distributed, completed & analyzed	District Survey Committee Building secretaries	Completed May 2015
Create an annual staff survey that will be emailed & completed digitally to all four buildings	Surveys distributed, completed & analyzed	Building Principals Building Leadership Teams	Completed May 2015
Create an annual student survey for students to complete digitally in all four buildings	<p><b>Fricano</b> - Face responses (smile, straight mouth, sad) &amp; completed during computer lab time</p> <p><b>Intermediate</b> - “regular” responses choices as well as “comments” text boxes completed during computer lab time</p> <p><b>MS</b> - “regular” responses choices as well as “comments” text boxes completed during extended homeroom</p> <p><b>HS</b> - “regular” responses choices as well as “comments” text boxes completed during April 2015</p>	Building Principals Building Leadership Teams	Completed Spring 2015
Share parent, student and staff survey results with all stakeholders	Survey results shared at opening day faculty meetings Survey results posted on the district website, parent newsletters and The Spartana	BLT, Building Principal	Ongoing
Create a link for Building Leadership Team Goals on each school’s website for parent access	Links found on buildings’ main websites	BLT, Building Principal	Ongoing

# **Level 2 -Effective Teaching in Every Classroom**

**2017-2020**

**Goal 1:** Develop, Articulate, and Promote Common Language for Essential Elements (EE) of Instruction

**Goal 2:** Provide Professional Development to Support Essential Elements of Instruction

**Goal 3:** Establish Learning Walks as a Form of High-Level Professional Development at Starpoint, to Enhance the Knowledge Base and Practice of Quality Instruction and the Implementation of Essential Elements

**Goal 4:** Implement Kagan Cooperative Learning Structures District Initiative

## Goal 1: Develop, Articulate, and Promote Common Language for Essential Elements (EE) of Instruction

- Defining, communicating, and educating the Starpoint community of the Essential Elements of Instruction (EE) which is our district-wide model of instruction

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
Develop and distribute an EE informational poster	Poster developed and distributed to the entire faculty	District and building administrators	Completed September 2017
Communicate that the EE is now our district-wide model of instruction during the Superintendent's opening day address	EE addressed during Superintendent's opening day address and faculty meetings across all four buildings	Superintendent, District and Building Administrators	Completed September 2017
Develop and implement district-wide pre- and post-observation forms that incorporate the EE	Pre- and post-observation forms developed and utilized district-wide  New teachers exposed to and provided form(s) at NTO	District and Building Administrators	Completed September 2017
Develop an EE Google Shared Drive which serves as a warehouse of EE resources	Shared Drive regularly updated with relevant information, links, and videos for each EE  Instructional coach will train each building on how to access EE Shared Drive at a faculty meeting during 2019-20	CDEP Committee, Instruction Office, Instructional Coach	Ongoing
Ensure all buildings have educated their staff on the EE during faculty meetings and/or staff newsletters	EE content reviewed with faculty during the school year in each building during faculty meetings and/or in staff newsletters	Building administrators	K-12: Ongoing; Completed June 2020



**Goal 2: Provide Professional Development (PD) to Support Essential Elements of Instruction**

- Provide ongoing, targeted professional development to the Starpoint faculty on the Essential Elements of Instruction (EE)

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
Continue to provide EE PD training during the school year, including after school opportunities	<p>One EE workshop offered during the school year plus additional EE workshops during Superintendent Conference Days</p> <p>GLS and CAS will attend EE training during NTO (August 2020) or during the 2019-20 school year</p>	Instruction Office, Teacher Trainers	Ongoing
Teacher leaders regularly discuss the EE during department/grade-level meetings	<p>Grade-Level Specialists (GLS) &amp; Content Area Specialists (CAS) will review &amp; provide examples EE at grade-level/department meeting.</p> <p>Focus on EE during grade-level/department meetings will be reflected in their meeting minutes.</p>	GLS and CAS	Ongoing

**Goal 3:** Establish Learning Walks as a Form of High-Level Professional Development at Starpoint, to Enhance the Knowledge Base and Practice of Quality Instruction and the Implementation of Essential Elements

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
<p>Complete ongoing ghost walks/physical classroom walks throughout school year</p>	<p>Teachers should provide a piece of positive feedback to the teacher whose classroom was visited</p> <p>Teachers should reflect on one take-away from the classroom visit</p>	<p>Building administrators and teachers</p>	<p>HS: Completed 18-19 MS: Ongoing K-5: Completed 18-19</p>
<p>Provide initial overview of learning walks during a faculty meeting:</p>	<p>Present in a whole group setting (i.e., faculty meeting)</p> <p>Address/focus on process and benefits of learning walks using an <a href="#">article study/video</a> during faculty or grade-level/ department meetings</p> <p>Provide options for ways to participate and ask for staff feedback</p>	<p>District and building administrators</p>	<p>Ongoing</p>
<p>Implement learning walk “pilot program” with volunteers (groups of teachers will observe and learn from each other)</p>	<p>Assemble a list of at least 4 volunteers within each building willing to pilot learning walk program</p> <p>Compile possible list of observable items/practices that volunteers can look for</p> <p>Provide flexible schedules and release time for learning walks</p> <p>Volunteers should share their experience with colleagues in each building (e.g., present at faculty meetings)</p>	<p>Building administrators and volunteer teachers</p>	<p>Ongoing</p>

**Goal 4: Implement Kagan Cooperative Learning Structures District Initiative**

Action Steps	Evidence of Accomplishment	Who is responsible?	Timeline
Staff trained in Days 1-4 of Kagan Cooperative Learning Structures	<p>All administrators, teachers, and teaching assistants trained in days 1 and 2 of Kagan Cooperative Learning Structures.</p> <p>Interested staff trained in days 3 and 4 of Kagan Cooperative Learning Structures.</p>	<p>Instruction Office and Kagan</p> <p>Instructional Office and Kagan</p>	<p>Ongoing</p> <p>Ongoing</p>
Provide ongoing professional development and coaching for Kagan	<p>Continue to offer Kagan Structure a Month (SAM) meetings. Introduce Kagan Coach at faculty meetings in-person or through video</p> <p>Provide refresher Kagan PD courses throughout the year</p> <p>Discussion of Kagan Structures at department and grade level meetings</p> <p>Administration model Kagan Structures in faculty meetings</p>	<p>Kagan Coach: Amanda Estrada</p> <p>Kagan Coach: Amanda Estrada</p> <p>GLS/CAS</p> <p>Administration</p>	<p>Ongoing</p> <p>Ongoing (2019-20 and 2020-21)</p> <p>Ongoing</p> <p>Ongoing</p>