



# Using the Indistar® Web-based Planning Tool to Support School Improvement

## Session 4 – Tools for Coaching Schools and Divisions

**Presenter: Yvonne A. Holloman, Ph.D.**  
**Associate Director**  
**Office of School Improvement**

# Purpose:

- To review the procedures for coaching a division- or school-level team using the Indistar® Web-based planning tool

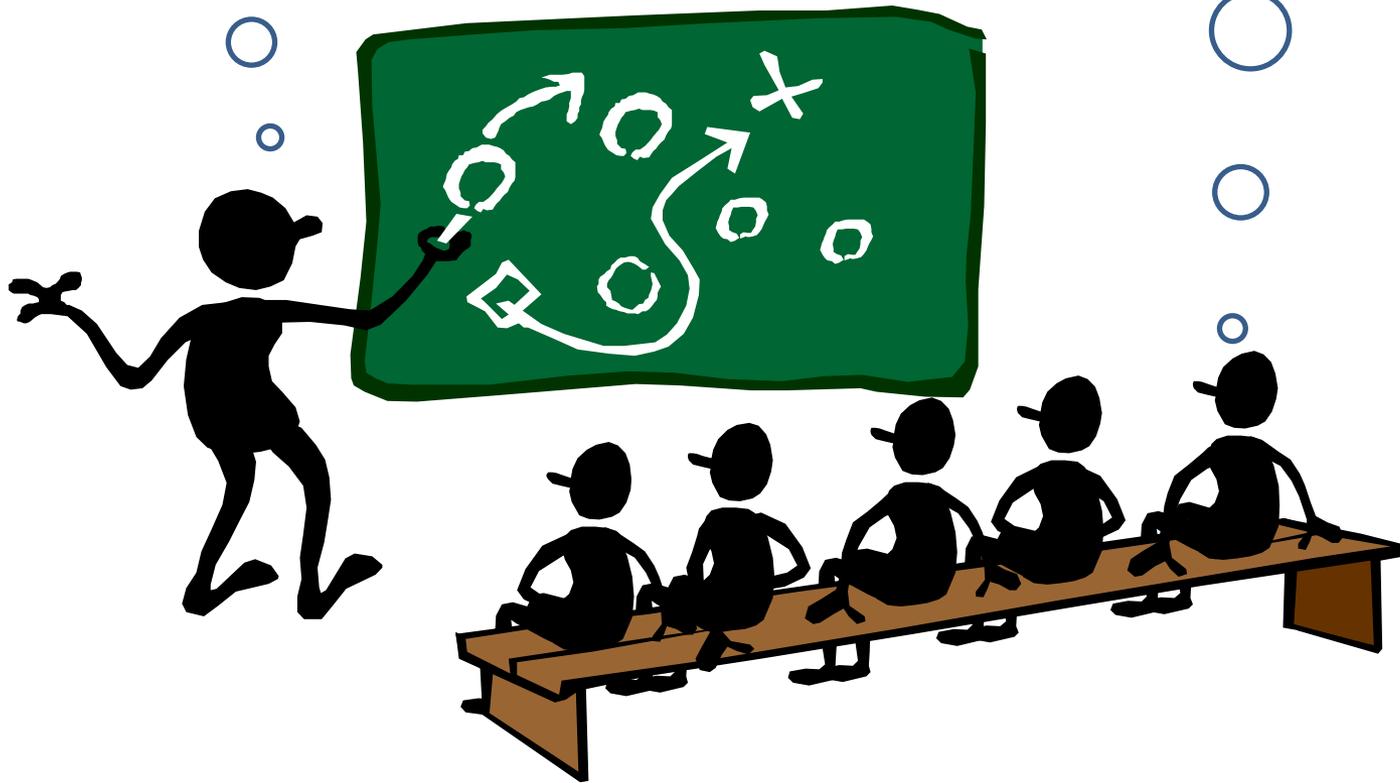


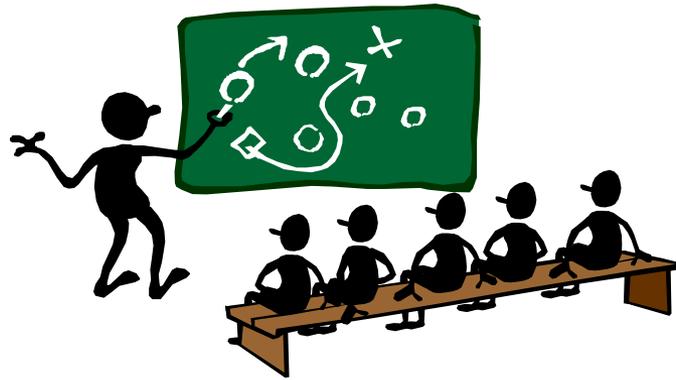
**"A good coach will make his  
players see what they can be  
rather than what they are."**

**Ara Parseghian,  
Notre Dame football coach**

What is a coach?

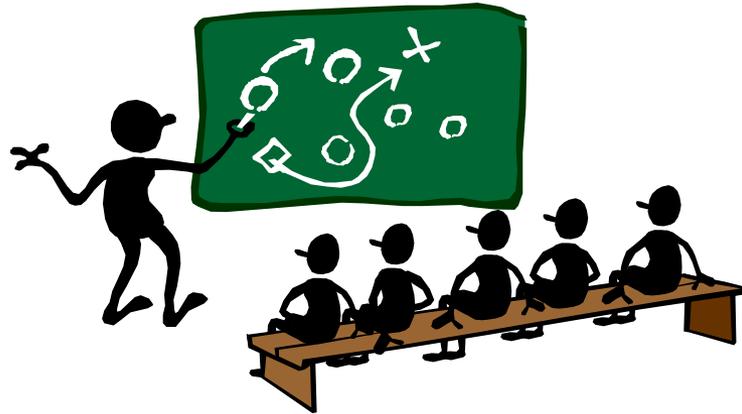
Why do improvement teams need coaches?





Division- and school-level leadership teams served by the Office of School Improvement (OSI) are often assigned the responsibility of working with a central office or VDOE-appointed coach who:

- **Assists** with development of team norms;
- **Provides** guidance regarding development of tasks associated with specific indicators;
- **Monitors** team function and fosters positive interactions;
- **Provides** technical assistance with implementation of tasks; and
- **Suggests** resources aligned with specific tasks.

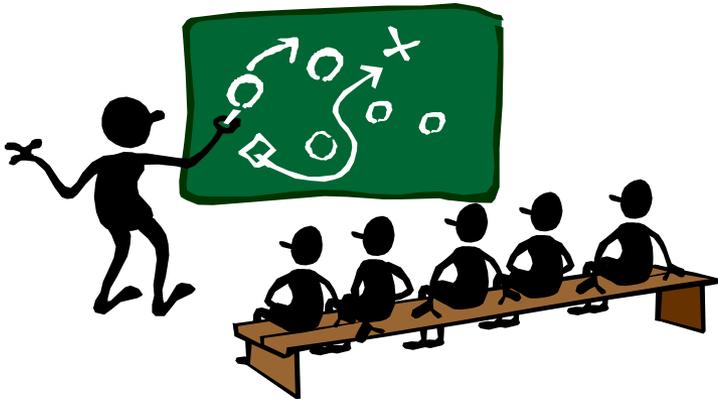


Indistar® enables a **VDOE-appointed** or **other improvement coach** to support the work of a **division- or school-level leadership team**.

Coaches have **three means for providing guidance and feedback** to the division or school leadership team:

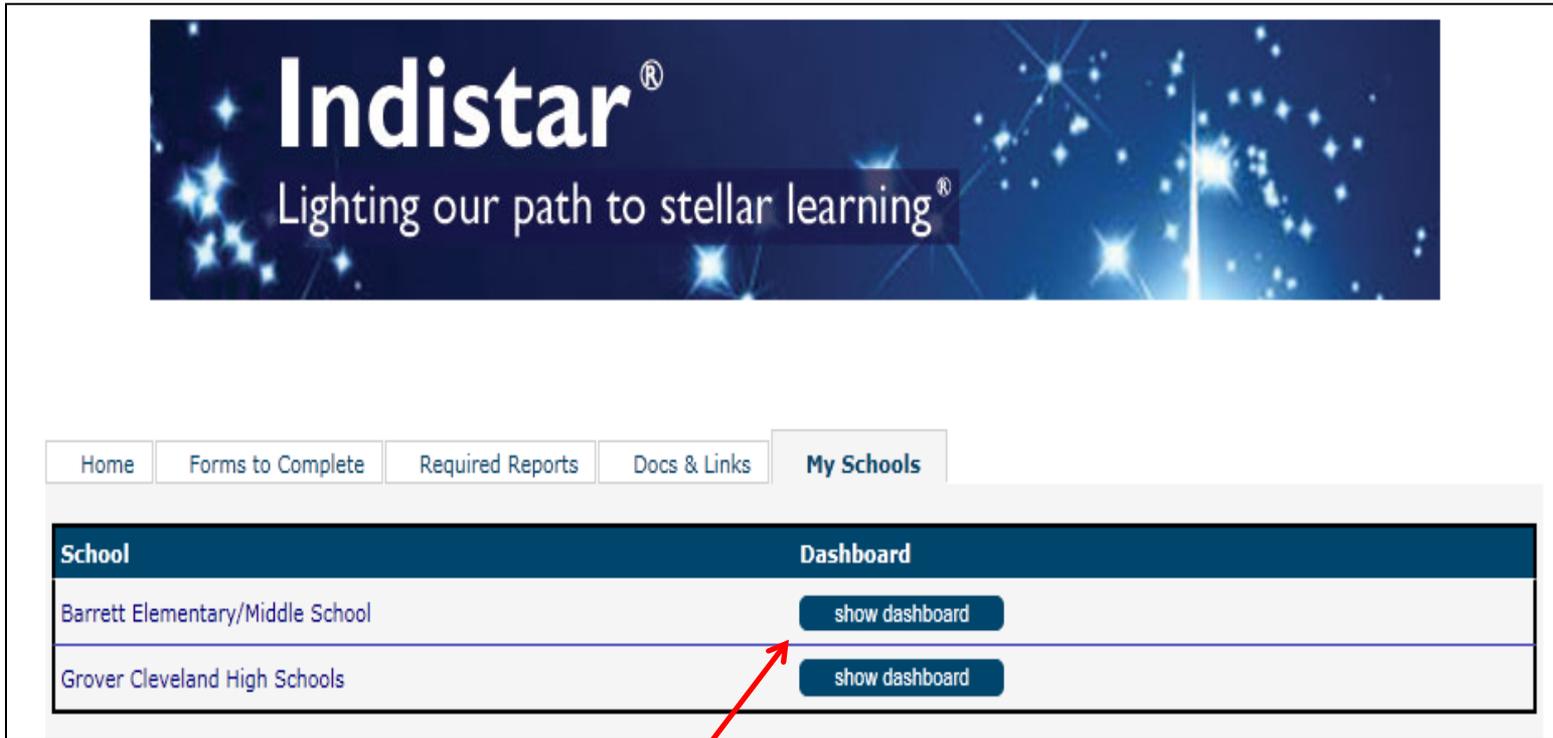
- (1) **Coaching comments** specific to indicators;
- (2) **Coaching reviews** with broader guidance and feedback; and
- (3) **Coach's critique**, with feedback structured within an electronically-submitted document with items or questions provided by the VDOE Leadership Team's dialogue with their coach via the system.

# Tools for Coaching Division- and School-level Leadership Teams



- **Coaching Comments** *are meant to be specific comments and/or suggestions in relation to an indicator or area of leadership team planning (e.g. team meetings, forms, updates).*
- **Coaching Review** *enables the coach to scan a variety of reports in order to create an overall review of the leadership team's progress.*

# Coaches can access these tools by logging in and choosing a school or division to view



The screenshot displays the Indistar website interface. At the top, there is a banner with the Indistar logo and the tagline "Lighting our path to stellar learning". Below the banner is a navigation menu with tabs for "Home", "Forms to Complete", "Required Reports", "Docs & Links", and "My Schools". The "My Schools" tab is selected. Below the navigation menu is a table with two columns: "School" and "Dashboard". The table lists two schools: "Barrett Elementary/Middle School" and "Grover Cleveland High Schools". Each school row has a "show dashboard" button. A red arrow points to the "show dashboard" button for Barrett Elementary/Middle School.

| School                           | Dashboard                      |
|----------------------------------|--------------------------------|
| Barrett Elementary/Middle School | <a href="#">show dashboard</a> |
| Grover Cleveland High Schools    | <a href="#">show dashboard</a> |

Choose a site to view



# Choose Coaching Review

Home Forms to Complete Required Reports Docs & Links My Schools

| Messages | My Online Tool(s)                                  | Description   |                                 |
|----------|--|---|---------------------------------|
|          | <a href="#">Indistar - SIP - School Indicators</a> | -The Indistar school improvement planning process for the Leadership Team (School Improvement Team).                          | <a href="#">Coaching Review</a> |
|          | <a href="#">Family Engagement Indicators</a>       | -Using the needs assessment results from the Family Engagement Tool, schools would work on Family Engagement indicators here. | <a href="#">Coaching Review</a> |
|          | <a href="#">Transformation Toolkit</a>             | -For those schools implementing the Transformation Model for SIG.   | <a href="#">Coaching Review</a> |

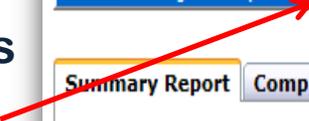


Coaching Review (show - hide)   Coaching Comment (show - hide)   Critique/Feedback (show - hide)

Summary Report   Comprehensive Report   Comments & Reviews   Task Report   Where Are We Now   Team Meetings   Quick Score   Critique/Feedback

1 of 2

Coach's review

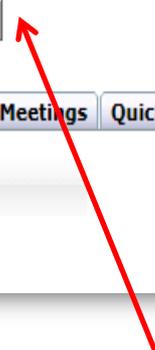


View reports, comments, quick score, meeting minutes, etc.

Coach's comments



Coach's critique or state feedback using state questions



# Coaching Review Reports

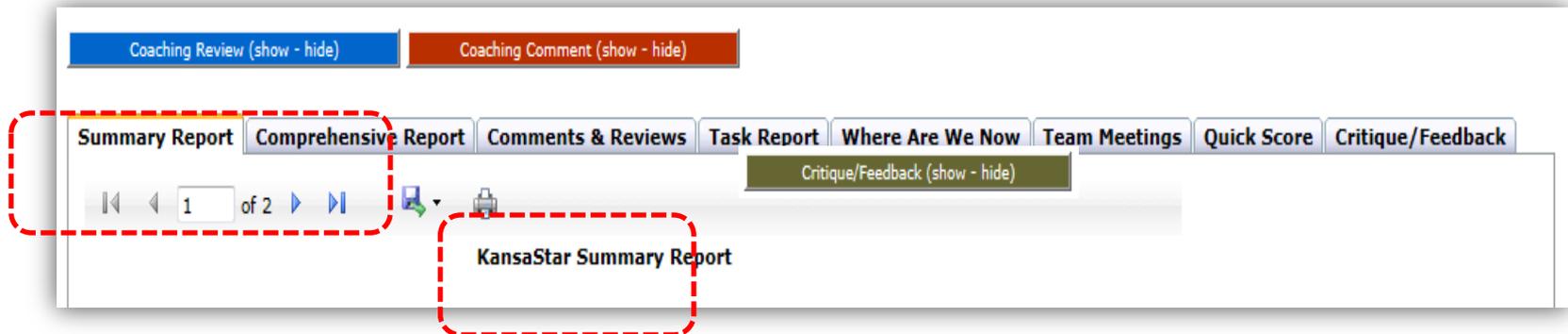


- **Summary Report** - Summary report of all work, information and activity that a school or district team has completed.
- **Comprehensive Report** - Detailed report of all assessments, plans, and monitoring information.
- **Comments & Reviews** - Coaching comments, reviews and responses; history and ability to send or respond anew.
- **Task Report** - Detailed list of all tasks created.
- **Where Are We Now?** - Overview of a school or district's plan, in graph form.
- **Team Meetings** - Agendas and meeting minutes as entered by the school or district.
- **Quick Score Report** - Quantitative rating summary of the school or district's progress, based on key factors within the tool.
- **Coaching Critique/Feedback** - An electronic form used by coaches and/or state administrators to add a standardized assessment of the quality of work of the school or district team. Critiques are a series of questions or items, determined by the state.

## Coaches move through each tab, checking...

1. **Recent activity** - Log-in activity, meetings and agendas, chart progress in the Where Are We Now? Report.
2. **Quantity of work** - Has the school or district completed what is expected of them? The Summary Report has a list of recent dashboard submissions as well as an indicator count for the assessing and planning pieces.
3. **Quality of work** - In the Comprehensive Report, the coach will be able to see levels of implementation as well as evidence provided for each indicator or objective.
4. **Responses to Coaching Comments or Reviews**
5. **Critique or Feedback information** sent to the school or district by the state or other coach(es).

*Coaches provide feedback using the Coaching Review and Coaching Comments.*



# Coaching Comments



Coaching Comments Make it Easy  
and Automatic for Teams to  
Communicate with their Coaches

# Coaching Comments

Arkansas AR-Support  
Main Menu

Resources & Reports

Plan Your Meeting

AR-test School *School Leadership Indicators (RI)*  
AR-test District, AR

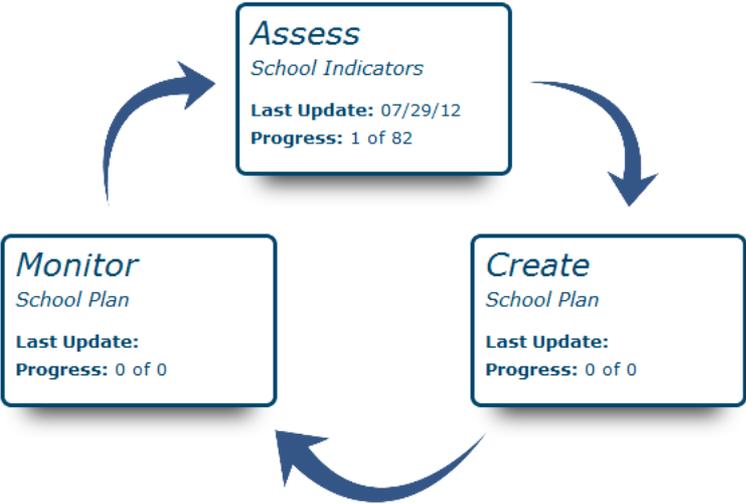
**Begin here to enter  
comments**

Principal  
Mr. Janie Russell - x  
Process Manager  
-



### New Look for Indistar

Click here to see what's new...



Coaching Comments

Where Are We Now?

Help

---

School Team 8  
07/29/12

Demographics

Assessment  
09/29/11

Mr. S S  
Consultant to School  
S@email.com

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

**Coaching Comments** are meant to be specific comments and/or suggestions in relation to an indicator or area of leadership team planning (i.e., team meetings, forms, updates).

Virginia Indistar - Support for School Improvement  
Main Menu

Resources & Reports

Plan Your Meeting

VA-test School *Virginia SIP - School Indicators (RI)*  
Happy Hills Public Schools, VA

[Edit School Information](#)

Principal  
Mr. Arthur George - sbenedict@adi.org

Process Manager  
Ms. John Happy, Jr. - sbenedict@adi.org

**Enter & keep your school information current**  
**Enter & keep your school team information current**

**Assess**  
*Team Assesses Indicators*  
Last Update: 06/25/13  
Progress: 8 of 117

**Monitor**  
*Team Monitors Progress*  
Last Update: 06/24/13  
Progress: 2 of 8

**Create**  
*Team Creates & Revises Objective Plans*  
Last Update: 06/25/13  
Progress: 8 of 8

Coaching Comments

Where Are We Now?

Help

10

School Team  
12/14/12

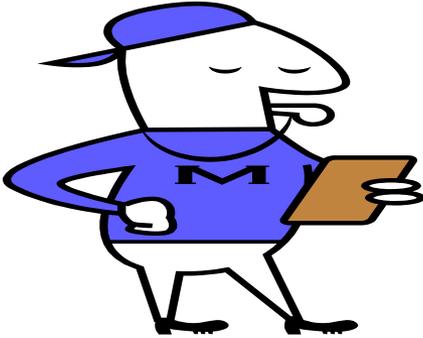
Demographics  
06/14/13

Assessment  
05/06/13

Mrs. Yvonne Holloman  
Consultant to School  
Steph@email.com

Mrs. Yvonne Holloman  
District Liaison

# Procedures for Entering Coaching Comments for a School or Division Team

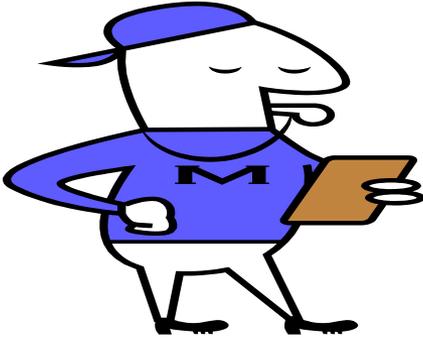


**Step 1:** The designated coach will review the school/division improvement plan, and enter detailed comments about the areas of strength (“glows”).

## Examples:

- *Your improvement team did a great job developing a school-specific matrix for identifying students at each tier. This will ensure consistency throughout the building. I am looking forward to our upcoming meeting to discuss students who have been identified for Tier 2 and 3 interventions in reading.*
- *I have reviewed the status comments for tasks associated with indicator TA03. It appears that the Student Intervention Team process is quite successful based on the movement of 15% of your students from a Tier 3 intervention level to a Tier 2 intervention level in reading.*

# Procedures for Entering Coaching Comments for a School or Division Team

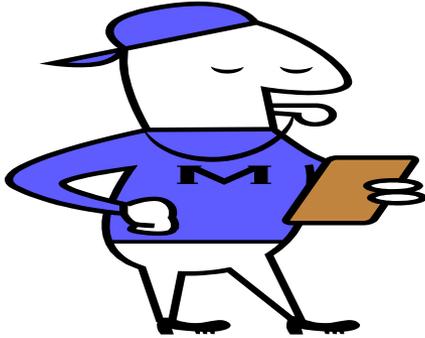


**Step 2:** The designated school/division coach will ask probing questions about the series of tasks or status comments.

## Examples:

- *How is your division leadership team planning to provide support to Happy Town ES regarding implementation of extended planning time for each grade-level? This task was recently added to their school improvement plan. Have you considered the possibility of adding a task to the division's improvement plan regarding this?*
- *Based on the low attendance at the Happy Hills After-School Tutorial Program as reported in your status comments for task 3 (TA02), what alternatives have your team members discussed? Would you like to add this as an agenda item for next week's meeting?*

# Procedures for Entering Coaching Comments for a School or Division Team



**Step 3:** The designated school/division coach will include detailed information about areas for improvement (“grows”).

## Examples:

- *During the quarterly data review meetings with schools, it would be helpful to have a copy of the division’s improvement plan available. This will assist your division team with ensuring that tasks are evaluated and revised based on student performance data.*
- *While reviewing the school improvement plan tasks for indicator TA02, I noted that tasks associated with interventions for students only included references to programs. Your team may want to consider adding a task regarding professional development for teachers to assist them with providing Tier 2 interventions. This will build their capacity.*

# Procedures for Entering Coaching Comments for a School or Division Team



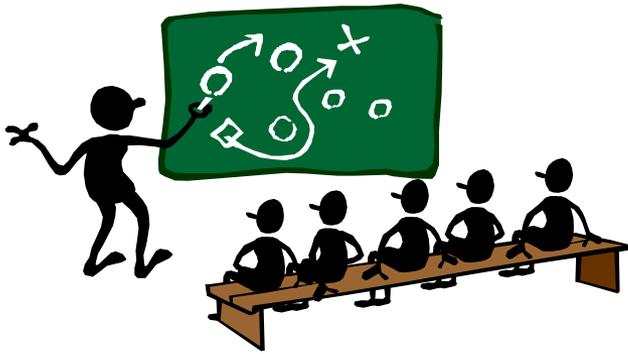
**Step 4:** The designated school/division coach will suggest next steps for the improvement team to complete.

## Examples:

- *Prior to our upcoming meeting, please review with your staff members the status of tasks for indicator IF08. Based on the monitoring comments, there appears to be a need for additional professional development regarding use of virtual manipulatives. You may enter comments relative to the discussion into the monitoring component of your plan. Jane Doe is scheduled to join us for the meeting in an effort to provide additional math support to your teachers.*
- *It appears that your improvement team has completed all tasks associated with indicator IA13. Please revisit the “Create Division Plan” component and determine whether the description entered under “How will it look when fully implemented?” accurately describes the current state of implementation.*

## Sample Coaching Comments entered into Indistar®, and the school leadership team's replies.

| Sender | Added    | Added By        | Reference | Indicator    | Comments   |
|--------|----------|-----------------|-----------|--------------|--|
| Coach  | 08/11/11 | Stephanie       | Assess    | ID05         | Please provide a better description of your current level of implementation for this indicator. On another note, I will be at your next meeting coming up on Friday. See you then! <a href="#">Reply</a>   |
| School | 08/11/11 | Yvonne Holloman | Assess    | ID05         | Thank you and we will work on this.  |
| School | 05/22/13 | bob             | General   |              | replying   |
| Coach  | 08/11/11 | Stephanie       | General   | Coach Review | Hi Team! I noticed in your Team Roster that you still have John Mackerel listed....didn't he leave last month? Please remove him from your roster list and replace him with a new team member if he was responsible for any of the tasks or plans. Thanks and keep up the good work. <a href="#">Reply</a> |
| School | 06/28/12 | Yvonne Holloman | General   | Coach Review | Thanks, Stephanie. We will remove Mr. Mackerel's information.  |
| School | 05/22/13 | bob             | General   |              | reply  |



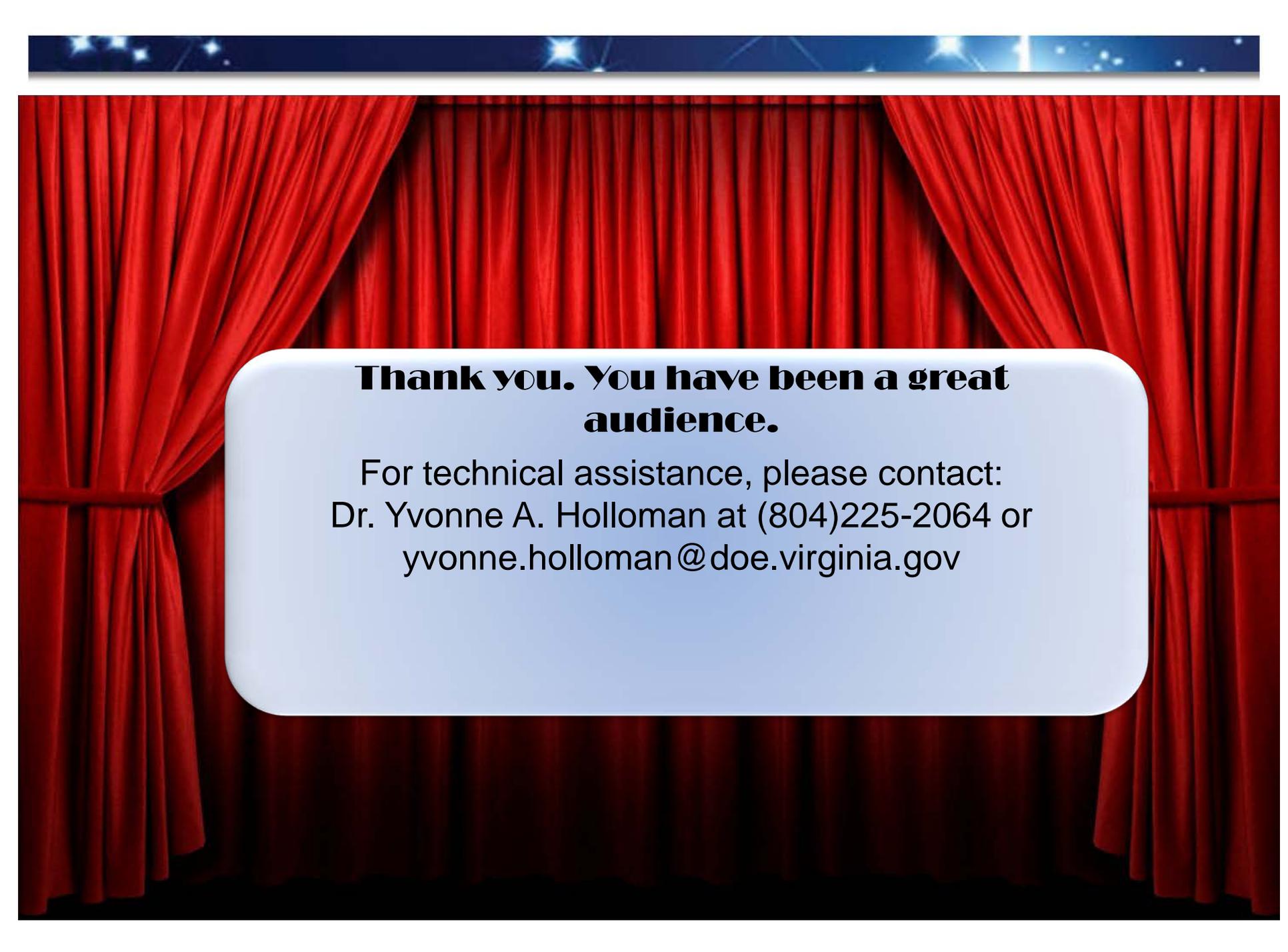
# Coaching Expectations

|   |  |
|---|--|
|   |  |
| <b>Focus Schools</b>  | Monthly coaching comments are required to be entered by the <b>division leadership team member</b> assigned to the school. |
| <b>Division Leadership Teams Associated with Focus Schools</b>            | Monthly coaching comments are required to be entered by the <b>VDOE contractor</b> assigned to the school division.        |
| <b>Priority Schools</b>   | Coaching comments <b>are not</b> required.   |
| <b>Schools rated Accredited with Warning/Provisionally Accredited</b>     | Coaching comments <b>are not</b> required.   |
| <b>Title I Schools that did meet an annual measurable objective (AMO)</b> | Monthly coaching comments are required to be entered by the <b>division leadership team member</b> assigned to the school. |



**“Coaches who can outline plays on a black board are a dime a dozen. The ones who win get inside their players and motivate.”**

**Vince Lombardi**



**Thank you. You have been a great audience.**

For technical assistance, please contact:  
Dr. Yvonne A. Holloman at (804)225-2064 or  
[yvonne.holloman@doe.virginia.gov](mailto:yvonne.holloman@doe.virginia.gov)