

# Menifee County's Big Rock Plan for Progress: PDSAs for District Improvement

In the first 30 days, we will know we are successful when: all action steps in multiple PDSAs are completed by the appropriate deadline by the district personnel assigned to complete the tasks.

The measures/evidence we will use are: PDSAs will be color-coded by district and KDE staff to show progress on each action step (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started marked in red)

PDSA #	First 30 days action strategies:	Who is on point?	By When	How Communicated
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## PDSA abbreviations:

1. CAI – curriculum/assessment/instruction
2. CTE – career/technical education
3. DQ – data quality
4. F - facilities
5. F-B – finance: budget
6. F-FM – finance: financial management
7. F-HRPP – finance: human resources/personnel/payroll
8. F-PP – finance: purchases and payroll
9. GP – governance and policies
10. PA – pupil attendance
11. PT – pupil transportation
12. SH – student health

PDSA #	First 30 day actions	Who's on Point	By When	How Communicated
PT - 3	3.1 Conduct an annual review of all routes and how adjustments can be made to ensure a safe and efficient allocation for each route.	Tim Hacker – Director of Transportation	19-Dec-14	
SH - 1	1.1 Select an RN from existing school nursing staff to serve as District Health Coordinator (DHC).	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	29-Jan-15	
PT - 4	4. 1 The four (4) driver records that are missing reviews must be corrected by having a certified driver trainer conduct and document these reviews.	Tim Hacker – Director of Transportation	1-Feb-15	
DQ - 1	1.1 The DPP must ensure that all attendance personnel are receiving training and assistance to ensure data quality: Two day training in February to help counselors with scheduling.	Tim Hacker – DPP	15-Feb-15	
PA - 4	4.1 The DPP and Attendance Specialist must pursue truancy charges after 6 unexcused absence events.	Tim Hacker – DPP, Lori Franklin – attendance Specialist	17-Feb-15	
PA – 4	4.2 DPP will contact the CDW to inform him of the urgency of including students early in the process rather than after they have missed more than 6 unexcused absences.	Tim Hacker – DPP, Lori Franklin – attendance Specialist	17-Feb-15	
PA - 4	4.3 The DPP will file Illegal Transaction with a Minor charges on parents of elementary students.	Tim Hacker – DPP,	17-Feb-15	
CAI 8	8.2 Walkthrough training will occur.	Robin Brewer – instructional Supervisor	24-Feb-15	Walkthrough training 2/25/15
CAI 3	3.1 Vision for district walkthroughs: formally create a vision for walkthroughs and teaching and learning - a team that is focused on PGES and on best instructional practices (FFT) that provides feedback to better inform teacher practice.	Robin Brewer – Instructional Supervisor	25-Feb-15	2/23/15 admin meeting
CAI 3	3.2 Communicate the vision with administrative team.	Robin Brewer – Instructional Supervisor	25-Feb-15	2/25/15 admin meeting
CAI 3	3.3 Establish district walkthrough team (Mr. Adkins, Mr. McNabb, Ms. Warren, Mrs. Brewer, Ms. Hardeman, Mr. Patrick, Ms. Hacker, Ms. Rawlings).	Robin Brewer – Instructional Supervisor	25-Feb-15	2/25/15 admin meeting

CAI 3	3.4 Adopt a walkthrough instrument.	Robin Brewer – Instructional Supervisor	25-Feb-15	2/25/15 admin meeting
CAI 3	3.5 Train and calibrate on the walkthrough instrument.	Robin Brewer – Instructional Supervisor	25-Feb-15	walkthrough training conducted by Julia Rawlings
CAI 7	7. 2 Provide 15 Fixes books for administrator book study.	Julia Rawlings	25-Feb-15	Books delivered to admin team
F- HRPP 2	2.2 Review district staffing formula and amend as necessary.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F- HRPP 3	3.1 Review all personnel and payroll records to confirm compliance with adopted schedules.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F- HRPP 5	5.2 Review and document segregation of job responsibilities between HR and payroll.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F-HRPP 5	5.4 Review MUNIS roles and user attributes and amend as necessary.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F-FM 2	2.1 Review and assign MUNIS roles and user attributes.	Lisa Ratliff	28-Feb-15	
F-FM 2	2.2 Review and re-assign overlapping job tasks.	Lisa Ratliff	28-Feb-15	
F-FM 3	3.1 District will develop operating procedures for implementing internal controls for deposits.	Lisa Ratliff	28-Feb-15	
F-FM 3	3.2 District will develop operating procedures for implementing internal controls for disbursements.	Lisa Ratliff	28-Feb-15	
F – B 1	1.1 Develop a list of budget tasks – budget committee, needs assessment, board review and approval. review historic-actual reports.	Lisa Ratliff	28-Feb-15	
F – B 3	3.1 Check salary increments (Step and Rank) and mandated raises.	Lisa Ratliff	28-Feb-15	
F – B 3	3.2 Check Section 6 allocation.	Lisa Ratliff	28-Feb-15	
F – B 4	4.1 Develop a cash flow projection worksheet to present to the board at the regular monthly meeting.	Lisa Ratliff	28-Feb-15	
F – PP 1	1.1 Review and amend KSBSA policies to reflect Menifee County practice.	Cindy Sallie	28-Feb-15	
F – PP 1	1.2 Add 4 <sup>th</sup> copy of PO for original ‘received’ signature and date that item has been received.	Cindy Sallie	28-Feb-15	

<b>F – PP 1</b>	1.3 Cancel all paid invoices and purchase orders.	Cindy Sallie	28-Feb-15	
<b>F – PP 2</b>	2.1 The district will develop procedures to segregate duties related to the process.	Cindy Sallie	28-Feb-15	
<b>DQ – 3</b>	3.1 There are still multiple teachers at the high school who are not consistently taking period attendance.	Tim Hacker - DPP	28-Feb-15	
<b>F - 1</b>	1.1 Create a district-wide work order system for maintenance requests.	Benny Patrick, superintendent, Kelly Vice, District Technology Coordinator	28-Feb-15	Work order document on district server
<b>F - 1</b>	1.2 Communicate system to building level administrators.	Benny Patrick, superintendent	28-Feb-15	??
<b>SH - 1</b>	1.2 Seek clarification of the local board contract with Gateway HD on school health services provided by the health department.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
<b>SH - 2</b>	2.1 Board should approve the District Health Coordinator job description.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
<b>SH – 2</b>	2.2 Board should approve the school nurse job description.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
<b>SH – 2</b>	2.3 Board should determine who will be responsible for AED's and include in their job description	Tim Hacker – DPP, Director of Transportation, Aleica	28-Feb-15	
<b>SH – 2</b>	2.4 All new school nurses will complete the KDE online New School Nurse Orientation and Medication Administration Train the Trainer courses as part of the expected duties in the job description.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health	28-Feb-15	

SH – 3	3.1 School district policies and procedures will be updated.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 3	3.2 School health personnel will be educated on school district policies and procedures, including FERPA.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 3	3.3 Copies of student health board policies and procedures will be available at every school.	Tim Hacker – DPP, Director of Transportation,	28-Feb-15	
SH – 3	3.4 School board procedures for documenting school health room visits will be developed and utilized in all schools.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 3	3.5 A follow-up evaluation of non-licensed school personnel to demonstrate medication administration competencies will be developed and included in the district policies and procedures.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 3	3.6. The school district will organize a Coordinated School Health Committee and/or Wellness Committee, including FRYSC staff, to address and reduce student risky health behaviors, led by the District Health Coordinator.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH - 4	4.1 Each school will have a paper or online copy of: a) KDE Health Services Reference Guide; b) KDE Medication Administration Training Manual; c) KY Board of Nursing Training Manual on Diabetes Education and Delegation; d) Clinical Guidelines for School Nurses (by School Health Alert).	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH - 4	4.2 School staff will be aware of resource materials and how to access them either on paper or from the Desktop of their computer.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
CAI 6	6.2 Create an online calendar event for next CEP meeting on March 3, 2015.	Robin Brewer – instructional supervisor	3-Mar-15	
CAI 9	9.3 March 12 <sup>th</sup> , 9:00 am administrators training to transition to new PLC format.	Benny Patrick - superintendent	12-Mar-15	

<b>CAI 1</b>	1.1 Write a procedure for the data collections of all activities in the CDIP.	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
<b>CAI 1</b>	1.2 Progress notes completed in CDIP from all persons responsible for activities.	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
<b>CAI 1</b>	1.3 Revisions made based on feedback.	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
<b>CAI 1</b>	1.4 Identify leader for each goal in CDIP.	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
<b>CAI 1</b>	1.5 Communication with schools regarding progress (becomes part of administrators’ meetings as standing item).	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
<b>CAI 2</b>	2.1 A 30/60/90 day plan will be created to monitor implementation of current and new initiatives to include CDIP strategies and activities.	Benny Patrick - superintendent	3-Apr-15	Plan emailed to admin team
<b>CAI 4</b>	4.1 Share PLC protocols to determine “best fit” for Menifee.	Robin Brewer – Instructional supervisor	3-Apr-15	
<b>CAI 4</b>	4.2 Schedule some “Lync” sessions with various PLCs in other districts and possibly schedule on-site visits.	Robin Brewer – Instructional supervisor	3-Apr-15	
<b>CAI 4</b>	4.3 Create survey for all staff to complete regarding effectiveness of current PLC process.	Robin Brewer – Instructional supervisor	3-Apr-15	
<b>GP 1</b>	1.1 Review sample communication plans from other districts – determine what pieces best fit Menifee County needs.	Benny Patrick - superintendent	3-Apr-15	
<b>GP 1</b>	1.2 Develop draft plan and present to district leadership and board for review.	Benny Patrick - superintendent	3-Apr-15	
<b>GP 2</b>	2.1 Consult with Jim Hamm on possible central office employee roles/responsibilities and consider options for reorganization.	Benny Patrick - superintendent	3-Apr-15	
<b>GP 2</b>	2.2 Have each person at CO review their current job description and make comments on what they are “actually” doing, especially things that are not part of their current job description.	Benny Patrick - superintendent	3-Apr-15	
<b>GP – 3</b>	3.1 Begin drafting certified/classified employee handbook based on committee feedback.	Benny Patrick - superintendent	3-Apr-15	
<b>GP – 3</b>	32. Begin drafting substitute handbook.	Benny Patrick - superintendent	3-Apr-15	

<b>GP – 4</b>	4.1 Create organizational chart for district.	Benny Patrick - superintendent	3-Apr-15	
<b>GP – 4</b>	4.2 Designate “leaders” for each of the 6 goals of the CDIP who will be responsible for monitoring status of strategies and activities.	Benny Patrick - superintendent	3-Apr-15	
<b>GP – 6</b>	6.1 KBSA has been contracted with to provide procedure manual servicees to be approved in June by Menifee County Board.	Benny Patrick - superintendent	3-Apr-15	
<b>GP – 7</b>	7.1 Mrs. Hacker will review all school CSIPs based on KDE rubric and provide feedback.	Catherine Hacker, District Assessment Coordinator ( DAC)	3-Apr-15	
<b>GP – 7</b>	7.2 Collaborate with schools to ensure feedback is used to revise CSIP and that March CSIP progress notes are completed.	Catherine Hacker, District Assessment Coordinator ( DAC)	3-Apr-15	
<b>CAI 3</b>	3.6 Establish walkthrough schedule for remainder of year.	Robin Brewer – Instructional Supervisor	3-Apr-15	walkthrough scheduled for 3/24-25, 4/28-29
<b>CAI 5</b>	5.2 Begin drafting monitoring documents for each item in 5.1 .	Benny Patrick - superintendent	3-Apr-15	
<b>CAI 5</b>	5.3 Rank order initiatives for administrators' meeting reports and present on a rotating basis.	Benny Patrick - superintendent	3-Apr-15	
<b>CAI 6</b>	6.1 Sending meeting, minutes and reminders to all staff for CEP committee meetings (open invitation to all).	Robin Brewer – instructional supervisor	3-Apr-15	
<b>CAI 7</b>	7. 1 Review current tier 1 Rtl practices related to effective grading practices with principals via Effective Grading practices survey.	Catherine hacker – DAC/School Psychologist	3-Apr-15	Administrators completed survey 2/24/15
<b>CAI 8</b>	8.2 CDIP/CSIP training on development of effective plans.	Robin Brewer – instructional Supervisor	3-Apr-15	
<b>CAI 8</b>	8.3 Prioritizing training needs via administrators meetings (based on current data and staff needs): a. PLC training, b. SBDM work (committee structure, policy work, etc.).	Robin Brewer – instructional Supervisor	3-Apr-15	
<b>CAI 9</b>	9.1 9:00 ISLN meeting, February 24 and Administrator meeting to follow, feedback will be provided on efficiency of current practice.	Benny Patrick - superintendent	3-Apr-15	

<b>CAI 9</b>	9.2 Discuss restructuring of PLC process at Administrators' meeting; content of principal PLC meetings.	Benny Patrick - superintendent	3-Apr-15	
<b>CAI 10</b>	10.1 Central Office departments will determine what items need to be included in their departmental page and submit to DTC Kelly Vice.	CO staff responsible for depts, Kelly Vice DTC	3-Apr-15	
<b>CAI 10</b>	10.2 Updates will be completed by DTC.	CO staff responsible for depts, Kelly Vice DTC	3-Apr-15	
<b>CAI 5</b>	5.1 Inventory list of all initiatives to be monitored (ThinkLink, timelines, PGES implementation – observation schedules by March, Program Reviews, PLCs, curriculum implementation, assessments aligned to standards and congruent to grades – grade reports, Rtl, attendance – student and staff, lesson planning issues – develop district expectations for lesson plan content, itinerate staff issues and schedules – principals and RB will meet to determine best course of action; staffing and scheduling for schools).	Benny Patrick - superintendent	3-Apr-15	Admin meeting 2/24;



# Caverna Independent: Big Rock Plan for Progress: PDSAs for District Improvement

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PDSA #	First 30 days action strategies:	Who is on point?	By When	How Communicated
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## PDSA abbreviations:

1. CAI – curriculum/assessment/instruction
2. PT - pupil transportation
3. F-RB - redbook
4. F - facilities
5. F-B – finance: budget
6. F-FM – finance: financial management
7. F-HRPP – finance: human resources/personnel
8. F-PP – finance: purchases and payroll
9. GP – governance and policies
10. PA – pupil attendance

PDSA #	First 30 day actions	Who's on Point	By When	How Communicated
F-B	Create Draft budget for 2015 based upon Comprehensive District Improvement Plan and needs assessment. Present to the Caverna Board at January meeting.	C. FAULKNER, SUPERINTENDENT / P. BEOCKMANN, FINANCE DIRECTOR	9-Feb-15	District Leadership Team, Board meeting
F-HRPP	Begin the process of reviewing and revising Job descriptions to ensure that task and duties align with current policies and practices.	District Leadership Team	9-Feb-15	District Leadership Team, Board meeting
GP	Review management audit with the Board and establish procedures to address issues.	District Leadership Team	9-Feb-15	
CAI	Establish Early Release Friday schedule for February.	District Leadership Team	9-Feb-15	District Leadership Team
CAI	Establish Content Leadership Teams in order to plan and pace the curriculum to ensure alignment to Kentucky Core Academic Standards.	District Leadership Team, Principals	9-Feb-15	District Leadership Team, School Leadership Teams
CAI	Create monitoring plan for RTI .	S. Mathews, Special Ed, director	20-Mar-15	District Leadership Team
GP	Establish technology committee and begin process of creating needs assessment.	M. Houk, Technology Director	9-Feb-15	District Leadership Team, School Leadership Teams
CAI	Establish scheduling committee to review needed changes at Caverna High School and Caverna Middle School.	District Leadership Team	9-Feb-15	District Leadership Team
GP	Complete second KSBA training session with the Caverna Board that focuses on roles and responsibilities of the board.	Caverna Board/C. Faulkner	9-Feb-15	
GP	Review board policies on graduation requirements and grading policies with the Caverna administration for common understanding and for future schedule planning.	District Leadership Team	9-Feb-15	District Leadership Team, Board meetings
GP	Set preliminary staffing allocations for all schools to ensure they reflect board policy.	C. Faulkner/P. Beockmann	9-Feb-15	District Leadership Team
GP	Review TPGES evaluations for each school to ensure the CEP schedule is followed .	C. Faulkner	9-Feb-15	
CAI	Establish spring assessment schedule.	J. MILES, HIGH SCHOOL GUIDANCE COUNSELOR	20-Mar-15	District Leadership Team, School Leadership Teams

<b>GP</b>	Begin the process of reviewing and developing the district communication plan to ensure effective and timely communication with all stakeholders.	District Leadership Team	20-Mar-15	District Leadership Team
<b>GP</b>	Race To the Top update from each school, including district monitoring of budgets and the completion of grant requirements.	School Principals	20-Mar-15	
<b>GP</b>	Administer TELL KY Survey and review for areas of improvement.	School Principals	20-Mar-15	District Leadership Team
<b>GP</b>	Review Certified Evaluation Plan for issues and concerns. Begin the process of amending. (Due June 1)	District Leadership Team	20-Mar-15	District Leadership Team

# Fleming County's Big Rock Plan for Progress: PDSAs for District Improvement

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	PDSA Key			
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AE- AdvancED Standards of Quality

COM- Communication

CE- Certified Evaluation

FA- Formative Assessment

FS- Food Service

GG- Gates Grant (LDC/MDC)

GPP- Governance, Policies and Procedures

GT- Gifted and Talented

HS- Health Services

LP- Lesson Planning

MV- Mission and Vision

PD- Professional Development

**PG- Pacing Guides**

**PT- Pupil Transportation**

**SBG- Standards-Based Grading**

**SIS- School Information System (Data Integrity)**

**RtI- Response to Intervention**

**Tech- Technology**

PDSA #	First 240 day actions	Who's on Point	By When	How Communicated
AE- 3.2	Develop standardized process to collect feedback on benchmark assessments from schools.	Lesia Eldridge	16-Jan-15	
AE- 3.7	Develop Framework for Teacher Induction.	Greg Emmons	16-Jan-15	
AE- 4.5	Analyze data from Instructional Technology Survey and create plan for improvement.	Denise Brown, CIO	16-Jan-15	
AE- 3.5	Finalize district's orientation, retention and induction plan.	Greg Emmons	16-Jan-15	
AE- 2.2	Develop draft 2015-16 school calendar to maximize professional learning opportunities.	Karen Kirby,	30-Jan-15	
Ae- 3.1	Create Individual Learning Plan Goals.	LesiaEldridge, Melissa James, Denise Brown	30-Jan-15	
AE- 3.2	Evaluate District Assessment Plan implementation and seek feedback from stakeholders.	Lesia Eldridge	30-Jan-15	
AE- 3.2	Finalize draft of Fleming County Schools Teaching and Learning Framework.	Brian Creasman	30-Jan-15	
Ae- 3.6	Develop Engage New York implementation Plan and homework framework.	SLT and Principals	30-Jan-15	
AE- 3.10	Conduct Standards-Based Grading Committee meeting and draft improvement plan.	Lesia Eldridge	30-Jan-15	Next meeting is March 12, 2105
AE- 3.12	Finalize membership of FC Student Intervention System Committee.	Melissa James	30-Jan-15	
AE- 4.3	Review Facilities Inspection data and implement electronic facilities checklist.	Greg Dunaway Greg Conway	30-Jan-15	
AE- 5.2	Assist principals in creation of data walls, data evaluations and student data notebooks.	SLT	30-Jan-15	
AE- 4.3	Create and implement bus incident notification system by integrating Infinite campus with the district call system.	Denise Brown, CIO	30-Jan-15	
AE- 5.4	Review implementation of school-based PDSAs which were based on KDE Internal Review priorities and benchmark assessment data.	Senior Leadership Team	30-Jan-15	

<b>AE- 3.3</b>	<b>Finalize Fleming County Student Intervention System revision.</b>	<b>Melissa James</b>	<b>30-Jan-15</b>	
<b>AE- 3.9</b>	<b>Finalize student service protocol.</b>	<b>Senior Leadership Team and</b>	<b>6-Feb-15</b>	
<b>AE- 5.3</b>	<b>Operational data analysis framework with cost and labor analysis.</b>	<b>Senior Leadership</b>	<b>17-Feb-15</b>	
<b>AE- 3.5</b>	<b>Create and finalize 2015-16 professional learning plan.</b>	<b>Senior Leadership Team</b>	<b>19-Feb-15</b>	
<b>AE- 4.1</b>	<b>Develop goals for a Teacher Leadership Academy &amp; Aspiring Principal/Asst. Principal Academy and NBCT Cohort.</b>	<b>Greg Emmons Lesia Eldridge</b>	<b>19-Feb-15</b>	

PDSA #	First 270 Day Actions	Who's on Point	By When	How Communicated
AE- 1.3	Develop a plan to address areas of improvement from the 2013 TELL Survey-specific strategies identified.	Senior Leadership Team	2-Mar-15	
AE- 2.2	Continue Financial Clinics for Principals and Bookkeepers and other personnel clinics.	Greg Conway	2-Mar-15	
AE- 2.2	Require Financial Clinics for all stakeholders who manage or have access to accounts, or engage in fundraising.	Greg Conway	2-Mar-15	
AE- 2.1	Post PDSAs; link policies to financial updates; District's Race to Excellence Plan, and HS School Improvement Grant Plan.	Senior Leadership Team and Principals	6-Mar-15	
AE- 1.2	Each school leadership team; develop a school-based assessment plan aligned to the district-wide assessment plan.	Lesia Eldridge	6-Mar-15	
AE- 1.2	Each school leadership team; develop a school-based assessment plan aligned to the district-wide assessment plan.	Lesia Eldridge	6-Mar-15	
AE- 1.2	Clarify Massachusetts Data Toolkit; identify Data Feedback Protocols.	Brian Creasman Lesia Eldridge	6-Mar-15	
AE- 1.3	Use ELEOT data to show expectations of engagement in the classroom.	Senior Leadership Team and Principals	6-Mar-15	
AE- 1.4	Post Teaching & Learning Internal Review Data; PDSAs; evidence of Data Walls; describe the purpose of the Internal Review.	Senior Leadership Team and Principals Brian Creasman - IR	6-Mar-15	
AE- 2.1	Post PDSAs; link policies to financial updates; District's Race to Excellence Plank, and HS SIG Plan.	Senior Leadership Team and Principals	6-Mar-15	
AE- 2.3	Board code of ethics signed; board minutes clearly linked to standards.	Brian Creasman Angie Stephens	9-Mar-15	
AE- 2.4	SBDM minutes posted; Race to Excellence Plans posted; PLC agendas posted; Student Council minutes posted.	Senior Leadership and Principals	9-Mar-15	
AE- 2.5	Parent/teacher conference logs, community engagement plan posted.	Senior Leadership; FRSYC; and Principals	9-Mar-15	
AE- 3.1	Create Individual Learning Plan Goals.	Lesia Eldridge Melissa James Denise Brown	9-Mar-15	
AE- 3.1	Post pacing guides; link to new science document at Simons Middle School and FC High School.	Senior Leadership Team	9-Mar-15	
AE- 3.2	Walk-through data posted to website (ELEOT); pacing guides posted; post copy of 5th grade standardized report card.	Senior Leadership Team	9-Mar-15	
AE- 3.4	Create diagram of ELEOT process; collect and analyze data.	Senior Leadership and Principals	9-Mar-15	
AE- 3.10	Post effective grading committee agendas, minutes, evidence.	Lesia Eldridge	9-Mar-15	



AE- 4.1	Document/streamline the Human Resources process.	Greg Emmons	9-Mar-15	
AE- 1.2	Create a framework to connect all systems (FCS Strategic Plan, AdvancED Standards and District of Distinction Vision).	Brian Creasman	9-Mar-15	
AE- 4.2				
AE- 4.3	Report monthly maintenance report and fleet management data.	Grey Conway	9-Mar-15	
AE- 4.6	Create Desktop Replacement Plan.	Denise Brown	9-Mar-15	
AE- 4.7	Post all district improvement plans in an accessible location on district website for stakeholder access.	Senior Leadership Team	9-Mar-15	
AE- 4.8	Fleming County School Intervention System finalized.	Melissa James	9-Mar-15	
AE- 5.1	Post assessment framework, add feedback protocol to assessment framework, collect evaluation of teacher made assessments.	Senior Leadership Team and Principals	9-Mar-15	
AE- 5.2	Upload January 2015 Self-evaluation; post district race-to-excellence plans, post HS School Improvement Grant Plan, add descriptions of Common Core Assessment; school's CSIPs and CDIP.	Senior Leadership Team and Principals	9-Mar-15	
AE- 5.3	Create description of the Massachusetts Data Toolkit with explanation of how the district utilizes the toolkit. Include description of the data preparedness survey.	Senior Leadership Team	9-Mar-15	
AE- 5.4	Create explanation of how Data Transparency information is used; post Yo Yo data; analyze ACT Ready Exam data; and Middle School Explore data.	Senior Leadership Team and Principals	9-Mar-15	
AE- 5.5	Post the communication plan and Title IX Audit to district website; collect evidence of data walls; learning targets and the utilization of the FCS Intervention plan.	Senior Leadership Team and Principals	9-Mar-15	
AE- 2.2	Copy of board ethics; SBDM training verification, Board member training plan; work sessions' minutes.	Brian Creasman Angie Stephens	11-Mar-15	
AE- 3.2	Evaluate use of the district-wide assessment plan- seek feedback from stakeholders.	Lesia Eldridge	12-Mar-15	

# Robertson County's Big Rock Plan for Progress: PDSAs for District Improvement

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First 90 day actions	Who's on Point	By When	How Communicated
System is developed to update the district website weekly.	David Murray, Supt. Skip Wagner,DTC	Dec. 3, 2014	
Consolidated District and School Improvement Plans are finalized for presentation to the board.	David Murray, Supt.	Dec. 8, 2014	Passed by board on Feb. 23
First Certified Evaluation Plan 50/50 Committee meeting with agenda and minutes posted on district website.	David Murray, Supt.	Dec. 8, 2014	scheduled to meet 2 <sup>nd</sup> week of January due to death of student
District Facilities Plan is completed and presented to the board for approval.	David Murray, Supt.	Dec. 15, 2014	Weather caused cancellation of DFC- Approval moved to April board meeting
School Health Procedures are revised and presented to the board.*	David Murray, Supt.	Dec. 15, 2014	First reading on 10/20 second reading11/17
Board policy for updating the bus fleet is adopted.*	David Murray, Supt.	Dec. 15, 2014	
District Hiring Practices Policy is presented to the board for approval.	David Murray	Dec. 15, 2014	Not approved until February 16 board meeting due to the need for revision to include stakeholders
Instructional Policy presented to board.	Jamey Johnson, Principal	Dec. 15, 014	KSBA recommended as procedure
Finalize membership of Classified Evaluation Committee.	David Murray Jamey Johnson	5-Jan-15	
Develop a formalized process for communication with board members by superintendent.	David Murray	5-Jan-15	
Purchase the eleot walkthrough instrument from AdvancED.	David Murray, Supt.	5-Jan-15	

Conduct first 50/50 Committee Meeting and post agenda and minutes on district website.	David Murray	16-Jan-15	Meetings held Jan 14 and Jan 22 and posted to website
Administrator training for Effective Learning Environment Observation Tool (eleot) is completed.	David Murray, Supt.	23-Jan-15	Jamey, Holly and Mr. Murray completed training

First 90 day actions	Who's on Point	By When	How Communicated
Complete walkthrough schedule and finalize process to communicate feedback to teachers and the board.	David Murray, Supt.	13-Feb-15	
Budget and staffing allocations plan created by administrative team for 15-16 school year.	Tracy Teegarden, finance officer	13-Feb-15	Agenda and minutes posted to website under finance dept.
A PLAN IN PLACE TO ADDRESS BREAKFAST COST CONCERNS WHEN SCHOOL IS ON A 2-HOUR DELAY – STUDENTS WILL RECEIVE A GRAB-N-GO BREAKFAST .	JAMEY JOHNSON	13-Feb-15	BREAKFAST COUNT ON DELAY DAYS
Staff will create their own 30/60/90 day plan with input from all staff members.	Holly Linville and Jamey Johnson	17-Feb-15	30/60/90 day plan
Data Analysis Plan presented to Building Leadership Team.	Holly Linville, Instructional Supervisor	20-Feb-15	Moved to March 2 due to weather.
Teachers are trained on the eleot walkthrough instrument.	Jamey Johnson, Principal	27-Feb-15	Teachers were trained on Feb . 3rd teacher's meeting.
Draft of Certified Evaluation Plan sent to staff for feedback.	David Murray, Supt.	27-Feb-15	KDE Consultant advised to wait on new regulation changes
TEACHERS CONDUCTED A MID-YEAR REVIEW OF STUDENT GROWTH GOALS TO ASSESS IMPROVEMENT .	JAMEY JOHNSON	27-Feb-15	PRINCIPAL HAS DATA ON FILE
LETTERS OF INTENT DISPERSED TO STAFF ON 2/13/15, TO BE RETURNED BY 2/27/15 TO TRACY TEEGARDEN .	TRACY TEEGARDEN	27-Feb-15	LETTERS OF INTENT
Hub school visit – administration and staff will visit East Carter High School to observe successful school strategies.	Jamey Johnson	28-Feb-15	Data and materials collected during visit
Observers from hub school visit will share strategies and systems with staff and plans will be developed to implement.	Jamey Johnson Holly Linville	3-Mar-15	Revisions to 30/60/90 Plan as required
50/50 Committee reviews feedback from staff and completes final revision of Certified Evaluation Plan.	David Murray, Supt.	6-Mar-15	KDE Consultant advised to wait on new regulation changes

Building leadership team will review data from staff 30/60/90 day plan before submission to the board.	Jamey Johnson Holly Linville	9-Mar-15	30/60/90 day plan
Data Team presentation to Building Leadership Team and collaboration on improvement plan.	Holly Linville	13-Mar-15	

<b>First 120 day actions</b>	<b>Who's on Point</b>	<b>By When</b>	<b>How Communicated</b>
Administrators begin eleot walkthroughs.	David Murray, Supt. Jamey Johnson, Principal	15-Mar-15	
Certified Evaluation Plan presented to the board for approval.	David Murray, Supt.	16-Mar-15	
Data Team makes first presentation to the board and shares improvement plan.	Holly Linville, Instructional Supervisor	16-Mar-15	
Staff will create and update their own comprehensive 30/60/90 day plan and will present to the Board at the March board meeting.	Holly Linville Jamey Johnson	16-Mar-15	30/60/90 Day Plans
Operation preparation for 8 <sup>th</sup> and 10 <sup>th</sup> grade students.	Christy Graves, DoSE	17-Mar-15	Posters, local newspaper articles and website posting
Farm to School Application approved through USDA for horticulture classes to provide vegetables to the school cafeteria from new greenhouse.	Frank Gifford, Ag Teacher Veronica McConnel, FSD	30-Mar-15	Food being served in cafeteria
Teachers will set classroom goals and students will set individual and classroom goals for K-Prep testing using test scores from two previous years.	Holly Linville	30-Mar-15	Goals set by students and teachers
TRANSPORTATION DIRECTOR WILL EVALUATE FUEL USE AND FUEL MILEAGE ON EACH BUS to protect from theft and to monitor bus efficiency.	STEVE TUEL, Transportation Director	30-Mar-15	USAGE CHART
SYSTEM IN PLACE FOR HONOR ROLL REWARDS FOR ANY STUDENT ACHIEVING HONOR ROLL FOR THE 3 <sup>RD</sup> NINE WEEKS.	HOLLY LINVILLE AND MARSHA JONES, BOARD MEMBER	30-Mar-15	HONOR ROLL REPORTS
Classified Evaluation Plan Committee holds first meeting.	David Murray, Supt.	1-Apr-15	

Walkthrough data is communicated to staff.	Jamey Johnson, Principal	17-Apr-15	
Walkthrough data is communicated to the board.	Jamey Johnson, Principal	20-Apr-15	
Data Team presents findings and recommendations from Discovery Ed Assessment analysis to the building Leadership Team.	Holly Linville	30-Apr-15	
GRADUATION REQUIREMENTS WILL BE SET BY BOARD OF EDUCATION.	HOLLY LINVILLE	30-Apr-15	FIRST READING BY BOARD ON 2/16/15
STUDENT RECOGNITION FOR BECOMING COLLEGE AND CAREER READY posted on large poster IN THE HALLWAY – MR. GIFFORD WILL CREATE A STUDENT DATA TABLE TO BE ON DISPLAY IN THE HALLWAY (students will add their own names to the poster and update the percentages).	HOLLY LINVILLE AND FRANK GIFFORD	30-Apr-15	HALLWAY DISPLAY
Draft Master School SCHEDULE created collaboratively FOR 2015-2016 YEAR FOR GRADES K-12.	JAMEY JOHNSON HOLLY LINVILLE	30-Apr-15	STUDENT SCHEDULES AND CLASS ROSTERS
Area technology center staff will meet with students to recruit additional students to increase the number of students eligible to become career ready.	Jamey Johnson Jeremy McCloud, ATC Principal	30-Apr-15	2015-2016 schedule



First 150 day actions	Who's on Point	By When	How Communicated
Professional Development provided to teachers to develop immediate improvement strategies in writing prior to the K-Prep test.	Jamey Johnson Holly Linville	4-May-15	Strategies implemented during PD
Student writing samples are collected and analyzed to adjust curriculum as needed.	Jamey Johnson, principal	4-May-15	Writing Plan revisions
Create a system to monitor and increase college and career readiness by tracking individual student progress.	Holly Linville Jamey Johnson	15-May-15	Data wall Spreadsheet
Develop a schedule to ensure the completion of all Individual Learning Plans for grades 6-12.	Holly Linville	15-May-15	ILP website
To reach the goal of proficiency, develop a school-wide system to monitor Program Reviews.	Cayeanne Cowan, teacher	30-May-15	Collecting evidence in filing system
Review all 8 <sup>th</sup> grade schedules for 2015-2016 to ensure all students are on a pathway to college/career readiness.	Holly Linville and Jamey Johnson	30-May-15	Student schedules
Robertson County Foundation for Academic EXCELLENCE to obtain 501(3c) tax exempt status in order to support the unmet needs of the school district (money for new textbooks is a priority).	Carol Mitchell, Community Volunteer Holly Linville	30-May-15	Incoming donations
FORTUNE 500 COMPANIES AND PREVIOUS COMMUNITY MEMBERS contacted to solicit GRANTS AND DONATIONS.	Tracy Teegarden, Finance Officer Thomas Mitchell, Community Ed Director	30-May-15	INCOMING DONATIONS AND GRANT OPPORTUNITIES
All teachers and administrators receive PGES AND CIITS TRAINING from KEDC STAFF.	HOLLY LINVILLE JAMEY JOHNSON	30-May-15	SIGN-IN SHEETS
Implement SYSTEM for ATTENDANCE REWARDS AND RECOGNITION (BOTH INDIVIDUAL AND SCHOOLWIDE) – MONTHLY REWARDS FOR INDIVIDUALS WITH PERFECT ATTENDANCE AND IMMEDIATE REWARDS FOR ADA 97% OR HIGHER .	HOLLY LINVILLE	30-May-15	ATTENDANCE PERCENTAGE
INCREASING STUDENT RECOGNITION AND PUBLIC AWARENESS OF RCS BY HAVING MORE SUBMISSIONS MADE TO local newspapers.	ERICA CARPENTER, Teacher	30-May-15	NEWSPAPER ARTICLES

Create a system to monitor teachers to ensure learning targets are posted in every classroom on a daily basis and that standards are being taught and assessed (standards are to be documented on all assessments). This was addressed in non-negotiables during October teacher's meeting.	Jamey Johnson	30-May-15	Learning targets, classroom assessments
Formal observations for PGES documented in CIITS to be completed on 100% of RCS teachers.	Jamey Johnson	30-May-15	CIITS
Research K-8 common reading and math programs for vertical content area alignment to possibly purchase for future use.	Holly Linville and Jamey Johnson	30-Jun-15	Findings shared with leadership team
Research RTI programs to give RTI more structure – looked at AimsWeb, ALEKS and Reading Plus.	Holly Linville Jamey Johnson	30-Jun-15	Discussion notes with other districts that currently use each tool
Conduct VENDOR BIDDING FOR 2015-2016 SCHOOL YEAR (BUS REPAIR PARTS, FUEL, CUSTODIAL SUPPLIES, PARKING LOT UPKEEP AND REPAIR, ETC.	TRACY TEEGARDEN	30-Jun-15	BOARD APPROVAL OF BID VENDORS