

# **MENIFEE COUNTY SCHOOL DISTRICT TIM SPENCER, STATE MANAGER OCTOBER KBE MEETING ACTION PLAN UPDATE**

## **1. Status Update**

The Meniffee County School District has made many improvements over the past two months. They have worked diligently on becoming transparent and improving the climate and culture of the district. Systems are now in place to educate and hold all stakeholders responsible for following policies and procedures. Policies and procedures are now in place that will encourage constant monitoring and reflection on the improvements being implemented within the district. PDSAs have been developed collaboratively with KDE and district staff to address the improvement priorities found within the management audit. Action plans have been developed in the areas of curriculum, instruction, and assessment; governance; finance; facilities; pupil attendance and pupil transportation; student health; and college/career readiness.

## **2. Action Strategies - Completion**

The KDE Management Audit found numerous improvement priorities within the district. Several of the priorities were related to finance. The following describes the efforts to address the deficiencies.

- A new finance officer with an extensive background in auditing and fund accounting with the Auditor of Public Accounts began her duties on July 23, 2015. She has already solicited the services for waste disposal that will save the district approximately \$16,000 annually.
- As part of the district's efforts to reduce wasteful spending and to provide a more effective monitoring of district funds, the district is now utilizing FLEET cards for all fuel purchases. This will provide a system of tracking fuel spending and also eliminate the issue of fuel storage tanks. The finance officer has completed a comprehensive budget review and is in the process of finalizing the working budget for the current fiscal year. Cost saving measures have been taken with personnel including the reduction of overtime pay and accuracy in payroll allocations. Trainings have been provided to all staff members in the areas of wage and hour laws, implementation of accurate time reporting, and proper payroll and purchasing procedures.
- District facilities have been evaluated and a plan has been developed to prioritize needs. Roofing issues at Meniffee Elementary School and Meniffee High School are of major concern for the district. The district is currently utilizing KDE staff and the district's architect firm to find cost effective strategies to resolve the issue and to determine the amount of bonding potential to provide funding for the project. The district is currently working with KDE staff and the Kentucky Department of Transportation to initiate the acquisition of land at limited expense to the district for the construction of a new bus garage on US 460 East. The district has completed the installation of a water heater at

Botts Elementary School, and a new range hood must be purchased at Meniffee Elementary School due to insurance requirements. When the district suffered flood damage to Meniffee Elementary School and Meniffee High School in excess of \$100,000 in July, the district did not have any type of flood insurance coverage; however, flood insurance will be purchased to cover any future flood damage.

- In order to keep our focus on the importance of student attendance, a daily e-mail that reports student attendance percentages is sent to all staff. District attendance rates have increased from 96.08 to 97.02 compared to last year.
- The district has revised job descriptions to match job duties and responsibilities. The district's policies have been reviewed and procedures clearly defined that ensure both transparency and consistency. Student Code of Conduct Handbooks have been developed and disseminated to all students and parents. The Employee Handbook has been completed and approved by the board.
- The KDE Management Audit found several areas of concern in curriculum, instruction and assessment. In our efforts to increase student achievement, all staff have been trained using classroom systems for continuous improvement. Principals and district staff are utilizing ELEOT walkthroughs to provide feedback on current instructional practices within the schools. Each school is utilizing PLCs to address curriculum development, analyze instructional practices using data, and to monitor and evaluate program reviews. District leadership team meetings occur regularly and are now focused on student achievement.

### 3. Action Strategies - Deficiencies

Although a College and Career Readiness PDSA was just recently created, the original timeline was not met. District and school staff are now collaborating with KDE to ensure future timelines will be met and the plan is properly monitored and evaluated.

Several facilities issues have been addressed; however, due to the district's current financial situation, they are unable to meet all the areas of concern within the PDSA and the District Facilities Plan.

### 4. Action Strategies – Additions

The district is maintaining a resolute focus addressing the multiple improvement priorities found in the previous KDE Management Audit. Finance, facilities, and instruction continue to be the major focuses at this point.