

MENIFEE COUNTY SCHOOL DISTRICT PLAN FOR PROGRESS

2015-2016: Next 30 Days (210 Day Plan) April 29 – June 1

We ARE Menifee!!!

Where We Are, Where We Are Going, Where We Landed:

2014-2015 Accountability Scores: 62; 39th Percentile, Needs Improvement, 160/173 Districts

	Now	Goals	Final		Now	Goals	Final
College and Career Readiness	65.28	70		Overall Learner Score	52.2	53.2	
Graduation Rate	92.6	93.5		Next Generation Learner Botts K-5	53.9	54.9	
				Next Generation Learner MES K-5	47.6	48.6	
Novice Reduction All EOC areas/ MCHS		10% Reduction		Next Generation Learner MES 6-8	47.9	48.9	
Novice Reduction Rd/MA K-5		10% Reduction		Next Generation Learner MCHS	58.7	59.7	
Novice Reduction Rd/MA 6-8		10% Reduction		Program Review High	90.1	100	
ACT Score (Composite)	17.9	18.1		Program Review Elem	89.4	100	
Proficiency Rdg/Math Elem	39	49.4		Program Review Middle	89.2	100	
Proficiency Rdg/Math Middle	37	48.5		Program Review Score District	89.5	100	
Proficiency Rdg/Math High	29.4	47.2		Attendance Rate (Student) from 8-6-15	94.51%	95%	
				Attendance Rate (Staff) from 11-23-15	92%	95%	

Big Rock: Assessment / Data Analysis

2015-2016: Next 30 Days (210 Day Plan) Apr. 29 – June 1

Fully Implemented

Partially Implemented

Not Implemented

In 30 Days, we will know that we are successful when:

- Develop and implement effective systems to monitor and support data analysis and assessment

The Measures/Evidence we will use are:

- 30-60-90 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)

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
(IP) 3.1 Novice Reduction	Create Assessment Calendar and Protocol	Catherine Hacker	June 1	Hard copy to administrators
(IP) 3.1. 3.10, 3.11	District monitoring visit	Catherine Hacker, Robin Brewer, Dawn Hardeman	May 10	District monitoring tool

Big Rock: Finance

2015-2016: Next 30 Days (210 Day Plan) Apr. 29 – June 1

Fully Implemented

Partially Implemented

Not Implemented

In 30 Days, we will know that we are successful when:

- Budgeting activities are completed and communicated to district staff and BOE

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
FM 9	Review contingency: beginning balance in budget report tentative district budget SY16-17	Tim Spencer, State Manager Lorri Bartley	May 19	Board minutes
B3	Salary Schedule FY 16-17	Lorri Bartley	May 30	Board Minutes
G6	Audit Acceptance form and Independent Auditors Contract to KDE	Lorri Bartley	May 1	Email to KDE
B1	Send final allocations to school councils	Lorri Bartley Tim Spencer, State Manager	May 1	Hard copy to principal
F6	Finance staff will attend KASBO training May 10, 11, 12	Lorri Bartley	May 12	Agendas
B3	Notification of salaries per board policy requirement	Lorri Bartley Tim Spencer, State Manager	June 15	Hard copies to staff
B1	Create internal accounts budget	Lorri Bartley Tim Spencer, State Manager	May 19	Board agenda and minutes
B3	Notify employees of reasonable assurance with salary base	Lorri Bartley Tim Spencer, State Manager	May 27	Hard copies to staff
B3	Placement Letters to staff	Lorri Bartley Tim Spencer, State Manager	June 15	Hard copies to staff

Big Rock: Governance

2015-2016: Next 30 Days (210 Day Plan) Apr. 29 – June 1

Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when:

- Policies and Procedures are implemented with fidelity

The Measures/Evidence we will use are:

- 30-60-90 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)

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
GP 6	Standing meeting to review board packet on Friday morning before regular meeting	Tim Spencer, State Manager	Ongoing	Packet presented to board
GP 2, 4, 5	Provide liaison monitoring feedback to administrative team to ensure support for all schools is being implemented with fidelity	Tim Spencer, State Manager	April 28	Principal Cadre Minutes
GP 6	Revise discipline policy, discipline code (one page), and student code of conduct for consistent protocol at each level	Tim Spencer, State Manager Tim Hacker	June 15	Hard Copy to staff and parents
GP 5	Review and revise organizational chart for central office staff	Dawn Hardeman, Tim Spencer, State Manager	June 15	Hard copy for teacher handbook

Big Rock: Curriculum and Instruction

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In 30 Days, we will know that we are successful when:

- Menifee County School District will develop and implement an effective system for delivery of curriculum, instruction and assessment through data use and best practice

The Measures/Evidence we will use are:

- 30-60-90 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)

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
CAI 3 (IP) 3.1	All levels will develop common assessments through bi-weekly common PLC meetings, K-5	Robin Brewer	June 1	Email and hard copies of information shared to district leadership
(IP 3.1, 3.10)	Collect information for common grading and reporting practices to create district process	Robin Brewer	April 28	Principal cadre minutes
(IP 3.11)	Create Professional Development Plan SY 16-17	Robin Brewer	May 27	Hard Copy District Leadership Minutes

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CAI 5	Support development of Textbook Plan from each school committee	Robin Brewer	June 15	Hard Copy DLT Minutes
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Big Rock: Novice Reduction

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Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when:

- A Novice Reduction Plan has been communicated and implemented district wide:

The Measures/Evidence we will use are:

- We will use Novice Reduction for Gap Closure Diagnostic to monitor District effectiveness.

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- We will use Novice Reduction for Gap Closure Diagnostic to monitor District effectiveness.

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
Novice Reduction CAI 5	Monitor multiple data points (CCR, Grad Rate, attendance rate, ACT, Next Generation Learner, Program Review)	Catherine Hacker Dawn Hardeman Robin Brewer	Ongoing	District Leadership Meeting Agendas, Minutes
Novice Reduction	Identify Tier I, 2, and 3 strategies and/or systems at each school	Robin Brewer Dawn Hardeman Catherine Hacker	June 15	School Monitoring Form, Administrative Meetings

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CAI 5 Novice Reduction	Ensure administrators understand intervention initiative, outline expectations, and make connections to all school data	Dawn Hardeman Catherine Hacker Robin Brewer	June 15	Central Office Meeting Agenda, Minutes
CAI 5 Novice Reduction	Complete assessment inventory with all schools	Catherine Hacker Dawn Hardeman Robin Brewer	June 15	Hard Copy shared at Central Office Meeting
Novice Reduction	Initial meeting to begin Response to Intervention Plan for district	Dawn Hardeman	May 3	Report to DLT

Big Rock: Student Health

2015-2016: Next 30 Days (210 Day Plan) Apr. 29 – June 1

Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when:

- Policies and Procedures are implemented with fidelity
- Students are not be standing in long lines in front of the school health room instead of in class

The Measures/Evidence we will use are:

- 30-60-90 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)
- **Please note, the 30 day strategies in RED apply for the rest of the Health Department Contract with the school district, through the last day of school for the current school year. The rest of the strategies will be implemented based on the terms of the new contract, after July 1.**

	30 Day Action Strategies	Who is on point?	Deadline	Plan for Communication
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		Which team monitors/supports?		
Until End of Current Health Department Contract Period (Last day of school)				
SH 3	Medicaid Billing Mr. Spencer to provide support to DHC (Alicia) to complete the backlogged PEFs that need to be processed in the 30 day window. A procedure is to be developed to maintain PEFs with no backlog on a 30 day billing cycle. (Ref. Medicaid Billing)	Ms. Jenkins/Finance Officer/ Mr. Spencer	March 11	Hard copies to Mr. Spencer
SH 7	Student Data Daily student data must be collected in each health room each day using service logs, and compiled into a monthly report by school. (Can use exiting documentation or the Excel spreadsheet provided by KDE).	School Health Room Staff/Ms. Jenkins	April 1	First report - hard copies to Mr. Spencer.
SH 8	Monthly Reports DHC should compile the district report for Mr. Spencer, and provide it by the first day of each month. The monthly districtwide report shall include a count of students seen, outcomes (back to class, called parent or ER). (Ms. Jenkins will identify classrooms and students who are “frequent fliers” and report this <u>only</u> to Mr. Spencer.)	Ms. Jenkins	April 1	First report - hard copies to Mr. Spencer.
AFTER NEW HEALTH DEPARTMENT CONTRACT				
SH	Student Data Create a formalized protocol for nurse slip (sample provided by KDE) for teachers to use when sending students to the nurse.	Mr. Spencer/Ms. Jenkins	August 1	Nurse slip in each classroom, used by teachers.
SH	Monthly Reports Set up initial visit with Angela McDonald (KDE) to train staff how to fully utilize health documentation in Infinite Campus. KDE to monitor and report to Mr. Spencer monthly.	Ms. Jenkins	August 1	Email communication to Tim Spencer, and staff Monthly report by KDE
SH DQ	Monthly Reports Troubleshoot with IC to correct errors with non-compliant immunization certificates	Tim Hacker Ms. Jenkins	April 28	Report from IC

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SH	Monthly Reports Fully utilize KYIR- Kentucky Immunization Registry	Ms. Jenkins	August 1	Report to Mr. Spencer at administrative meeting
SH	DHC Functions Review and revise Memorandum of Agreement with Gateway District Health Department	Mr. Spencer Ms. Jenkins	May 10	Mr. Spencer report to KBE

Big Rock: Food Service

2015-2016: Next 30 Days (210 Day Plan) Apr. 29 – June 1

Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when:

- Procedures and protocols are implemented with fidelity

The Measures/Evidence we will use are:

- 30-60-90 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)

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
	Create production record keeping process Note: work on plan/procedure Note: will schedule training for all FS Staff through KDE	Jeff Melkulcok	August 1	Sign in sheet and agenda with Food Service workers
	Will utilize \$1,000 from KDE School Nutrition Funds to purchase signage	Jeff Melkulcok	May 10	Signage on display at schools
	Will train all workers for Summer Feeding Program	Jeff Melkulcok	May 12	Sign in sheet and agendas

Big Rock: Pupil Personnel

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Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when:

- When policies and procedures are implemented with fidelity.

The Measures/Evidence we will use are:

- 30-60-90 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)

	Revise District Code of Conduct	Tim Hacker Lori Franklin	June 15	Board minutes
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Big Rock: Transportation

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Menifee County School District

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The Measures/Evidence we will use are:

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
F-6	Initiate the process for procurement for bus garage	Tim Spencer, State Manager Tim Hacker, Transportation Director	Ongoing	Completed survey to be turned in to Mr. Spencer
PT-4	Conduct new driver reviews	Tim Hacker	March 16	Report to DLT
PT-1	Bus driver recruitment and retention training	Tim Hacker	Ongoing	Report to DLT
PT-4	Conduct driver reviews	Tim Hacker	June 15	Report to DLT