

MENIFEE COUNTY SCHOOL DISTRICT PLAN FOR PROGRESS

2015-2016: (90 Day Plan) Nov. 2 – Dec.18

2015-2016: Next 30 Days (120 Day Plan) Dec. 19 – Feb. 3

2015-2016: Next 30 Days (150 Day Plan) Feb. 4 – Mar. 16

We ARE Meniffee!!!

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	50	70		Overall Accountability Score	62	To be determined by State	
Graduation Rate	92.6	93.5		Next Generation Learner Elem	53.8	To be determined by State	
Novice Reduction All EOC areas/ MCHS		10% Reduction		Next Generation Learner Middle	50.7	To be determined by State	
Novice Reduction Rd/MA K-5		10% Reduction		Next Generation Learner High	56.2	To be determined by State	
Novice Reduction Rd/MA 6-8		10% Reduction		Program Review High	92.1	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	90.2	100	
Proficiency Rdg/Math High	29.4	47.2		Attendance Rate (Student)	94.7%	95%	
				Attendance Rate (Staff)	89%	95%	

MENIFEE COUNTY

Big Rock: Novice Reduction

Fully Implemented

Partially Implemented

Not Implemented

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. 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
Improvement Priority (IP) 3.1 GP1	Create a plan to address pacing guides K-5 through weekly common PLC meetings.	Robin Brewer	12/18/15	email and hardcopies of information to district leadership
(IP) 3.11 GP1	Create a clear PLC process for using Plan, Do, Study, Act	Robin Brewer	12/18/15	email and hardcopies of information to district leadership
(IP) 3.11 GP1	Create a PLC schedule for K-5 - Botts/MES Weekly PLC meetings.	Robin Brewer	12/18/15	email and hardcopies of information to district leadership
(IP) 3.11 GP1	Identify resources/training needs for PLC meetings	Robin Brewer	12/18/15	email and needs assessment with principal and ER staff
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

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IP 3.1 GP 1	Rescind SBDMC By-laws until all can be updated in all schools	Robin Brewer with ER Staff support	12/18	SBDMC minutes
IP 3.1 GP 1	Rescind SBDMC required policies until all can be updated at all schools	Robin Brewer with ER Staff support	12/18	SBDMC minutes
IP 3.1 GP 1	Membership for all school councils to Kentucky Association for School Councils	Robin Brewer	12/18/15	Emails
IP 3.1 GP 1	Purchase policy kit from KASC	Robin Brewer	12/18/15	Email, hard copy to school

Big Rock: Novice Reduction

2015-2016: Next 30 Days (120 Day Plan) Dec. 19 – Feb. 3

Fully Implemented	Partially Implemented	Not Implemented
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Improvement Priority (IP) 3.1	All levels will have selected a common template for unit design and will continue common curriculum for K-12 through weekly common PLC meetings.	Robin Brewer	A unit will be completed by 2/3/16	email and hardcopies of information to district leadership

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(IP) 3.11	Upon unit completion, create a common assessment using CIITS and ThinkLink Practice Probes.	Robin Brewer	2/3/16	email and hardcopies of information to district leadership
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

Big Rock: Novice Reduction

2015-2016: Next 30 Days (150 Day Plan) Feb. 4 – Mar. 16

Fully Implemented	Partially Implemented	Not Implemented
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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication

MENIFEE COUNTY

Big Rock: Curriculum and Instruction

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

- A curriculum framework will be created and implemented district-wide for ELA and Math

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 CAI 3	First Professional Learning Community for curriculum development to gather all documents from classrooms to establish current context	Robin Brewer with ER Staff support	11/23/15	Email, Staff PLC
IP 3.1 CAI 3	PLC: Placemat activity, Gallery discussion, Common Standards and Areas of Need Identified (K-5)	Robin Brewer with ER Staff support	11/30/15	Email, Staff PLC
IP 3.1 CAI3	PLC: Curriculum sequence of themes for entire school year, Power Standards for themes decided (K-5)	Robin Brewer with ER Staff support	12/7/15	Email, Staff PLC
IP 3.1 CAI 3	PLC: Pull out power standards and begin unit planning for January 2016 (K-5)	Robin Brewer with ER Staff support	12/14/15	Email, Staff PLC
IP 3.1, 3.10, 3.11 CAI 4	PLC: Begin PLC using Plan-Do-Study-Act model	Robin Brewer with ER Staff support	1/04/16	Email, Staff PLC

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Big Rock: Curriculum and Instruction

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
CAI 1	Establish monitoring process for liaisons	Robin Brewer	Feb. 3, 2016	CO staff meeting
CAI 3 (IP) 3.1	Create draft of elementary curriculum based on district planning meetings	Robin Brewer	Feb. 3, 2/10/16	District PLC, shared on website
CAI 3 (IP) 3.10	Meet with each school to train on one drive to store evidence for Program Reviews	Robin Brewer, Kelly Vice	Feb. 3	Evidence on one drive
(IP) 3.1 CAI 3	PLC: Pull out power standards and begin unit planning for January 2016 (K-5)	Robin Brewer with ER Staff support	12/14/15	Email, Staff PLC
(IP) 3.1 CAI 5	Submit 21 st Century Community Learning Centers Program Grant	Tim Spencer, ER Staff	Jan. 14	CO staff meeting

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Big Rock: Curriculum and Instruction

2015-2016: Next 30 Days (150 Day Plan) Feb. 4 – Mar. 16

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
Improvement Priority (IP) 3.1	All levels have a common template for unit design	Robin Brewer	March 16	Email and hard copies of information shared to district leadership
Improvement Priority (IP) 3.1 CAI 3	All levels will develop common assessments through weekly common PLC meetings	Robin Brewer	March 16	Email and hard copies of information shared to district leadership
Novice Reduction CAI 5				

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CAI 3 (IP) 3.1	Meet with each school to train on one drive to store evidence for Program Reviews	Robin Brewer, Kelly Vice	Feb. 3	Evidence on one drive
CAI 3 (IP) 3.1				

Big Rock: Assessment / Data Analysis

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:

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
(IP) 3.11 CAI 3	Develop and implement a streamlined walk through process district wide	Robin Brewer with ER Staff support	12/18/15	District Leadership Minutes
(IP) 3.1, 3.11 CAI 3	District walk through process will utilize the ELEOT instrument to provide feedback on student engagement	Robin Brewer with ER Staff support	12/18/15	Email, Staff communications at school
(IP) 3.1, 3.11 CAI 3	Principals will create a plan to conduct focused walk throughs based on Deltas from ELEOT	Robin Brewer with ER Staff support	12/18/15	District Leadership Minutes

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
CAI 1	CDIP completed based on feedback from J Rawlings, ERD	Catherine Hacker, Lisa Kirk	Jan. 4,	Uploaded to website, Reviewed at BOE meeting
(IP) 3.1, 3.11 CAI 3	First walkthrough cycle completed	Catherine Hacker, Robin Brewer, Dawn Hardeman	Feb. 3	District liaison monitoring tool

Big Rock: Assessment / Data Analysis

2015-2016: Next 30 Days (150 Day Plan) Feb. 4 – Mar. 16

MENIFEE COUNTY

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
(IP) 3.1, 3.11 CAI 3	District walkthrough cycle completed	Catherine Hacker, Robin Brewer	Feb. 3	District monitoring tool
	District monitoring visit	Catherine Hacker, Robin Brewer, Dawn Hardeman	March 26	District monitoring tool

Big Rock: Governance

Fully Implemented

Partially Implemented

Not Implemented

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

- Policies and Procedures are implemented with fidelity

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
IP 3.11 GP 1	Communication plan addressed with board and implemented in district	State Manager Tim Spencer	12/18/15	Board agenda, minutes
IP 3.11 CAI 1	Create Comprehensive District Improvement Plan in GMAP based on needs assessment priorities	Catherine Hacker, State Manager Tim Spencer	12/18/15	District Leadership Meeting agenda, minutes
GP 1	All staff will utilize procedure manual throughout the district	State Manager Tim Spencer	12/18/15	District Leadership Meeting agenda, minutes, Email communications
CAI 2	Utilize the 30-60-90 plan to monitor and implement current and new initiatives to include CDIP strategies and activities	Catherine Hacker, State Manager Tim Spencer	12/18/15	As evidenced by documented plan
GP2 GP4	Establish central office liaison to each school/SBDMC with roles and responsibilities	State Manager Tim Spencer	12/18/15	District Leadership Meeting agenda, minutes, Email communications
F-FM 7	Begin roof construction process at MES	State Manager Tim Spencer	12/07/15	Facility checks and roof updates from contractor
F-FM 7	Advisory board will approve waste water plant upgrades to address EPA violations at Bott's Elem	State Manager Tim Spencer	12/18/15	Facility checks and updates from contractor

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Big Rock: Governance

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
GP 2	Review with central office staff job descriptions with what they are actually doing	Tim Spencer Lisa Kirk	Feb. 3	Compare daily activities to job description
GP4	Complete Linkage Training with key central office staff	Tim Spencer Lisa Kirk	Feb. 3	Linkage Chart drafts
GP 5 GP 6	In collaboration with KSBA conduct training session for board on understanding of school finance (MUNIS reports, budgeting) responsibilities of board	Tim Spencer	Feb. 3	Board Minutes
(IP) 3.1 GP 1	Monitor Progress of each SBDM	Robin Brewer-School Liaisons	Feb. 3	Agendas/Minutes
(IP) 3.1 GP1	First reading of each SBDM by-laws	Robin Brewer- School Liaisons	Feb. 3	Agendas/Minutes
(IP) 3.11) GP 3	Create timeline for Induction Program for remainder of school year	Robin Brewer Lisa Kirk	Feb. 3	Agenda/ Minutes of DLT meeting

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
	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	Linkage charts on district web site	Tim Spencer, State Manager Lisa Kirk, ERL	March 16	District webpage
GP 7	CDIP progress notes in GMAP	Tim Spencer, State Manager Catherine Hacker	March 1	Email communication, district leadership meeting

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Big Rock: Finance

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

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

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
F-B2	Conduct needs assessment	Lorri Bartley, State Manager Tim Spencer	12/18/15	Information will be used to create projections for SY 16-17
F-B3	Present revenue projection for 16-17 school year	Lorri Bartley, State Manager Tim Spencer	12/31/15	BOE Meeting
F-B3	Draft budget plan presented to BOE	Lorri Bartley, State Manager Tim Spencer	1/21/16	BOE Meeting
F-B1	Establish budget committee for district	Lorri Bartley, State Manager Tim Spencer	12/10/15	Committee meeting agenda and minutes
F-B4	Working budget session with Meniffee County High School SBDMC budget committee	Lorri Bartley, State Manager Tim Spencer	12/18/15	Committee meeting agenda and minutes

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Big Rock: Finance

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
F-B3	Draft budget plan presented to board	Lorri Bartley, State Manager Tim Spencer	Jan. 21	BOE Meeting
F-B4 F-M9	Generate cash flow projection for board	Lorri Bartley, State Manager Tim Spencer	Jan. 21	BOE Meeting
F-M9	Establish monthly budget meeting with school principal for effective use of SBDM funds	Lorri Bartley, State Manager Tim Spencer	Feb. 3	Sign In Sheet/ Agenda
F-M9	Review FEMA report with board	Lorri Bartley, State Manager Tim Spencer	Jan. 21	BOE Meeting

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Big Rock: Finance

2015-2016: Next 30 Days (150 Day Plan) Feb. 4 – Mar. 16

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
	SBDMC allocations including staffing	Tim Spencer, State Manager Lorri Bartley	March 1	SBDMC agendas
	Tentative district budget SY 16-17	Tim Spencer, State Manager Lorri Bartley	March 1	Board agenda
	Salary schedule SY 16-17	Tim Spencer, State Manager Lorri Bartley		Board agenda
	Include Fund 400 in budget for board review	Tim Spencer, State Manager Lorri Bartley		Board packet
	Provide in order of treasurer list of unpaid bills for board approval	Tim Spencer, State Manager Lorri Bartley		Board packet

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	Review contingency is beginning balance in budget report	Tim Spencer, State Manager Lorri Bartley		Board minutes
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Big Rock: Pupil Personnel

Fully Implemented	Partially Implemented	Not Implemented
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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
PA-1	Request that board policy be updated to reflect that EHO(Educational Enhancement Opportunity) requests not be approved during state testing.	Tim Hacker	12/17/15	Board Agenda/Minutes
PA-5	School attendance interventions will be revised to include the use of Family Accountability, Intervention, and Response (FAIR) teams and the Court Designated Specialist	Tim Hacker, Lori Franklin	11/30/15	Board Minutes/District Website
PA-2	Monitor household information will be continuously updated throughout the school year.	Tim Hacker, Attendance Clerks/School Secretaries	Ongoing	Infinite Campus Reports

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PA-5	Home visit and other contact information will be recorded in the PLP Contact Log for each student and monitored monthly.	Tim Hacker Lori Franklin Attendance Clerks FRYSC	Ongoing	PLP Contact Logs
PA-4	Begin to monitor student and staff attendance through daily, weekly, and monthly emails	Lori Franklin	Ongoing	DLT/email

Big Rock: Pupil Personnel

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
PA-1	Request that board policy be updated to reflect that EHO(Educational Enhancement Opportunity) requests not be approved during state testing.	Tim Hacker	Feb. 3	Board Agenda/Minutes

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PA-5	School attendance interventions will be revised to include the use of Family Accountability, Intervention, and Response (FAIR) team Coordinator - Court Designated Specialist & Court Designated Worker	Tim Hacker, Lori Franklin	Feb. 3	Board Minutes/District Website
PA-2	Monitor household information will be continuously updated throughout the school year.	Tim Hacker, Attendance Clerks/School Secretaries	Ongoing	Infinite Campus Reports
PA-5	Home visit and other contact information will be recorded in the PLP Contact Log for each student and monitored monthly.	Tim Hacker Lori Franklin Attendance Clerks FRYSC	Ongoing	PLP Contact Logs
PA-4	Begin to monitor student and staff attendance through daily, weekly, and monthly emails	Lori Franklin	Ongoing	DLT/email

Big Rock: Pupil Personnel

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	30 Day Action Strategies	Who is on point?	Deadline	Plan for Communication
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		Which team monitors/supports?		
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Big Rock: Student Health

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
SH-2	School health personnel will be educated on school district policies and procedures, includes FERPA	Aleica Jenkins Catherine Hacker	Jan 15, 2016	Sign-In Sheet
SH-3	Follow-up evaluation of non-licensed school personnel to demonstrate medication administration competencies will be developed and included in the district policies and procedures.	Aleica Jenkins	Completed procedures will be shared with BOE during Jan meeting	BOE minutes/agenda Staff sign-in sheet/agenda

MENIFEE COUNTY

SH-5	School staff will be aware of resource materials and how to access them either on paper or digitally.	Aleica Jenkins	Nurses will provide information for teachers' meeting by Jan 15, 2016.	Agenda/Minutes/ Staff sign-in sheets
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Big Rock: Student Health

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	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
SH-2	Data student security training with district school health personnel Note: training scheduled 2/2/16	Alicia Jenkins	Jan. 15	Agenda/Minutes
SH-2	School health personnel will be educated on school district policies and procedures, includes FERPA	Alecia Jenkins Catherine Hacker	Jan 15, 2016	Sign-In Sheet

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SH-3	Follow-up evaluation of non-licensed school personnel to demonstrate medication administration competencies will be developed and included in the district policies and procedures.	Alecia Jenkins	Completed procedures will be shared with BOE during Jan meeting	BOE minutes/agenda Staff sign-in sheet/agenda
SH-5	School staff will be aware of resource materials and how to access them either on paper or digitally.	Alecia Jenkins	Nurses will provide information for teachers' meeting by Jan 15, 2016.	Agenda/Minutes/ Staff sign-in sheets

Big Rock: Student Health

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MENIFEE COUNTY

	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
SH-2	Data student security training with district school health personnel Note: training scheduled 2/2/16	Alicia Jenkins	Jan. 15	Agenda/Minutes

Big Rock: Transportation

Fully Implemented	Partially Implemented	Not Implemented
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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
T-1	Hold first job fair to recruit bus drivers	Lori Franklin Ashley Sheets Chelsea Clark	12/18/15	Social media, newspaper, email, flyers

Big Rock: Transportation

MENIFEE COUNTY

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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
	Purchase 2 new buses for district	Tim Hacker, Transportation Director Tim Spencer, State Manager	January 20, 2016	Reflected in board minutes

Big Rock: Transportation

2015-2016: Next 30 Days (150 Day Plan) Feb. 4 – Mar. 16

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