BREATHITT COUNTY SCHOOL DISTRICT

BIG ROCK: CURRICULUM, ASSESSMENT, INSTRUCTION

IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

1. District organizational Chart is reviewed with District Leadership teams and personnel.
2. Gifted and Talented District Coordinator has been assigned and GT populations are identified.
3. District Data Driven Decision making strategies have been introduced to improve student achievement.
4. Data analysis is developed and professional development is delivered.
5. District Data Teams (District, School, PLCs, Teacher/student) have been developed.
6. Professional Learning Community purpose is reviewed and communicated to all applicable stakeholders in district.
7. Non-traditional classroom assignments (Early College Academies, 21st Century Academies, alternative placements) have been reviewed.
8. District Assessment Inventory and District Assessment Calendar have been developed and reviewed.
9. Career Pathways have been reviewed and identified.
10. Student Achievement/data analysis is included on all standing leadership meeting agendas.
11. Current Novice Reduction strategies have been reviewed and identified, and systematic processes to address effectiveness have been created.
12. Universal Screeners 1) Measures of Academic performance (MAP), and 2) College Equipped Readiness Tool (CERT) have been reviewed and identified.
13. Response to Intervention plans (School and District level) have been developed.
14. PDSA and 30-60-90 planning models have been introduced.

1. **K-8 TEACHERS HAVE IDENTIFIED GAPS IN DISTRICT WIDE CURRICULUM (AS IS STATE).**
2. **ALL TEACHERS HAVE DEVELOPED PACING GUIDES FOR REMAINING 2015-16 SCHOOL YEAR.**
3. **ALL PACING CALENDARS FROM PRESENT TO END OF YEAR ARE DEVELOPED.**
4. **ASSESSMENTS ARE DEVELOPED.**

NOTE: PDSA'S WILL BE COLOR-CODED BY DISTRICT TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started/extended date marked in red)

BREATHITT COUNTY SCHOOL DISTRICT

THE MEASURES/EVIDENCE WE WILL USE ARE:

Current organizational Chart
Posting and hiring of GT Coordinator, GATE meeting agenda and minutes, reports, student folders
Data team meeting minutes and agendas
PLC meeting and training minutes, agendas, sign-ins
District Assessment Inventory and Calendar shared in common file
CTE Meetings agendas, minutes, sign-ins
PowerPoint presentations reflecting best practices for PDSA/data analysis/continuous process improvement
Sign in sheets, minutes reflecting 100% attendance all principals, administrators, teacher leaders
30-60-90 plans for novice reduction strategies
professional development in MAP and CERT data analysis minutes, agendas, sign-ins

(2014 Management Audit Findings are clearly addressed with process, protocol, deployment, and sustainability.)

SIGN IN SHEETS AND MINUTES FROM MEETING WITH JEANNE CROWE
PACING GUIDES
CLASSROOM ASSESSMENTS
LESSON PLANS
(IP 3.1 DEVELOP AND IMPLEMENT A COMPREHENSIVE CURRICULUM…)

FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
Review District Organizational Chart and assigned roles and responsibilities.	Gibson/	9-1-15	email, leadership meeting minutes
Identify District GT Coordinator.	Gibson/	10-15-15	org chart/minutes
Create Data teams (multiple levels).	Gibson/	10-1-15	email, leadership meeting minutes
Develop and deliver data driven decision making skills to all Data teams using best practice and research based improvement models (PDSA, 30-60-90 day planning, Continuous Improvement Planning)	Gibson/	11-15-15	email, leadership meeting minutes

BREATHITT COUNTY SCHOOL DISTRICT

• District Data Team and School Liaisons (Fugate, Sizemore, Spencer, S. Watts, D. Watts, P. Watts) • School Data Team • PLC • Teacher/Student			
Create and deploy district non-negotiables to ensure the PLCs are implemented with fidelity.	Gibson/	11/15/15	email, leadership meeting minutes
Develop and deploy a district-wide PLC protocol and process.	Gibson/	11/15/15	email, leadership meeting minutes
Review, Develop and deliver ongoing professional development on purpose of PLC protocol and process with all district stakeholders.	Gibson// Fugate	11-15-15	email, leadership meeting minutes
Review all non-traditional classroom opportunities and avenues. Identify pathways of success. Note: a 30-60-90 day standalone plan will be developed to address and monitor this strategy.	Spencer	11-1-15	email, leadership meeting minutes
Conduct District Assessment Inventory to determine effectiveness of programs and resources in supporting student achievement.	Fugate	11-1-15	email, leadership meeting minutes
Establish District Assessment Calendar.	Fugate	11-1-15	email, leadership meeting minutes
Direct all minutes include/reflect discussion on CIA and student data/achievement.	Gibson/	11-15-15	email, leadership meeting minutes
Develop Novice Reduction Strategies in partnership with KDE/Novice Reduction Initiative. (This item will become a standalone 30-60-90 Day Plan)	Fugate	10-15-15	email, leadership meeting minutes
Conduct Review/audit of Standard 3 Instruction and Learning Environment in partnership with KDE/Educational Recovery Team – East Region. (This item will become a standalone 30-60-90 Day Plan)	Fugate	12-15-15	email, leadership meeting minutes 30-60-90 DP
Using school data and school plans, review and develop District RtI plans.	Sizemore	11-1-15	email, leadership meeting minutes BOE Report
Report of student achievement data (School Report Card) to all stakeholders.	Gibson/	11-1-15	email, leadership meeting minutes BOE Report

BREATHITT COUNTY SCHOOL DISTRICT

TEACHERS WILL MEET WITH CURRICULUM CONSULTANT JEANNE CROWE TO IDENTIFY GAPS IN CURRENT DISTRICT CURRICULUM.	FUGATE	1-15-16	1-2-1 CONFERENCE, LEADERSHIP TEAM MINUTES, EMAIL
DEVELOP A COMMON PLANNING time for TEACHERS TO COLLABORATE FOR STANDARDS CHUNKING FOR THE TIME PERIOD OF JANUARY-TO END OF YEAR.	FUGATE/ CO LIAISONS/ PRINCIPALS	JANUARY	EMAIL AND FACE TO FACE
ALL PACING CALENDARS FROM PRESENT TO END OF YEAR are developed.	FUGATE/PRINCIPALS	JANUARY	EMAIL AND FACE TO FACE
IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY – ACT			

IN 60 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

1. Gifted and Talented District Coordinator collaborates with GATE staff to monitor GATE program and student progress.
2. Data Driven Decision making strategies to improve student achievement are monitored.
3. Ongoing data analysis professional development is delivered.
4. District Data Teams (District, School, PLCs, Teacher/student) collaborate with schools.
5. Data analysis is discussed in Professional Learning Communities and used to inform instructional strategies.
6. Non-traditional classroom assignments (Early College Academies, 21st Century Academies, alternative placements) are reviewed.
7. District Assessment Inventory and District Assessment Calendar are developed and reviewed.
8. Career Pathways have been reviewed and modified in course offerings.
9. Student Achievement/data analysis is included on all standing leadership meeting agendas.
10. Current Novice Reduction Strategies are implemented and monitored, and systematic processes to address effectiveness are continued.
11. Universal Screeners 1) Measures of Academic performance (MAP), and 2) College Equipped Readiness Tool (CERT) data is analyzed and results are monitored. (2014 Audit-Assessments p. 11, 12)
12. Response to Intervention plans (School and District level) are implemented and monitored. (2014 Audit p. 11, 12, CDIP Goal 4 GAP)
13. PDSA and 30-60-90 planning models are introduced and monitored.

14. District non-negotiables are created and deployed to ensure the PLCs are implemented with fidelity.
15. District-wide PLC protocol and processes are developed and deployed.
16. A District Monitoring Tool has been created to monitor school progress.

(2014 Management Audit Findings are clearly addressed with process, protocol, deployment, and sustainability.)

1. PACING GUIDES ARE USED IN THE CLASSROOM TO IMPACT INSTRUCTION (2014 AUDIT-CURRICULUM PP. 11, 12).

IP 3.1 DEVELOP AND IMPLEMENT A COMPREHENSIVE CURRICULUM...

THE MEASURES/EVIDENCE WE WILL USE ARE:
Identified pool of GT population/assurance of services
PLC agendas, minutes, District Monitoring Tool
ATC/CTE agendas, minutes, SMART Goals
Standard 3 Review Audit
District and school RtI plans
Creation/submission of Comprehensive District Improvement Plan and School Improvement Plans to address student achievement deficiencies
District Leadership meetings-minutes, agendas, sign ins
PLC protocol document
Monitoring Tool, Liaison Meeting Agendas and Minutes

DISTRICT MONITORING TOOL
MONTHLY CENTRAL OFFICE LIAISONS REPORTS TO SUPERINTENDENT

60 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
Develop plan to provide services for all GT populations. **Note: a 30-60-90 day standalone plan will be developed to address and monitor this strategy.**	**Spencer**	**12-1-15**	**email, leadership meeting minutes BOE Report**
• **Superintendent /State Manager will participate in at least one PLC meeting in each school.** • **Data analysis is discussed in Professional Learning Communities and used to inform**	**Gibson**	**2-1-16**	**email, leadership meeting minutes**

instructional strategies.			BOE Report
• Create career pathways brochure to reflect course work required for career ready certifications. • ATC and CTE programs identify/create SMART goals to increase CCR rates by 10%.	Mayabb/ McKnight/ Stewart	3-1-16	email, leadership meeting minutes BOE Report
Completion of Standard 3 Audit (KDE-ER Team). Improvement priorities will be placed in CDIP and CSIPs, 30-60-90 Day Plans accordingly.	Gibson	2-1-16	email, leadership meeting minutes BOE Report
Review and completion of District and School Improvement Plans have been completed in ASSIST. CDIP and CSIPs will be progress monitored/evaluated with feedback using the KDE Comprehensive Plan rubric.	Gibson Fugate/Sizemore	1-1-16	ASSIST, email, leadership meeting minutes BOE Report
Create a District Monitoring Tool that monitors school progress (eleot, lesson plans, curriculum, PGES, school plans, professional learning, PLCs, RtI, Special Education, ILP, and MYAPP).	Gibson	1-1-16	email, leadership meeting minutes
Create and deploy the District "Pulse Check" to communicate assessment data to all stakeholders.	Fugate	3/30/16	email, leadership meeting minutes BOE Report
IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY - ACT			

APRIL 27TH-JUNE 9TH

IN 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: 1. BREATHITT COUNTY PACING GUIDES HAVE BEEN DEVELOPED AND DEPLOYED. (2014 AUDIT-CURRICULUM PP. 11, 12) 2. BREATHITT COUNTY CURRICULUM HAS BEEN DEVELOPED AND DEPLOYED TO ALL TEACHERS AND ADMINISTRATORS VIA PLCs. (2014 AUDIT-CURRICULUM PP. 11, 12) 3. A DISTRICT MONITORING TOOL HAS BEEN DEPLOYED AND USED TO MONITOR SCHOOL PROGRAMS. 4. A DISTRICT DASHBOARD HAS BEEN DEVELOPED, USED TO MONITOR ASSESSMENT DATA ACROSS THE DISTRICT, AND RESULTS ARE COMMUNICATED IN BOARD MEETINGS QUARTERLY. (2014 AUDIT—COMMUNICATION P. 12) 5. THE DISTRICT LEADERSHIP TEAM HAS BEEN TRAINED IN THE LINKAGE... 6. THE LEADERSHIP TEAM HAS COMPLETED THE AdvancED SELF-ASSESSMENT. (2014 AUDIT) 7. The Linkage Baldridge "Process of Organization" has been oriented and reviewed quarterly.

8. The District Leadership Team has completed the AdvancED Self-Assessment.
9. An Academic and Learning Environment Review Team (A-LERT) has developed an A-LERT Dashboard.
10. Data has been used to develop the 2016-17 Professional Learning Plan. (2014 Audit)

(2012-2014 Management Audit Findings are clearly addressed with process, protocol, deployment, and sustainability.)
(IP 3.1 DEVELOP AND IMPLEMENT A COMPREHENSIVE CURRICULUM…)

THE MEASURES/EVIDENCE WE WILL USE ARE:
Pacing Guides posted on district website, meeting agendas and sign-ins
Curriculum posted on the district website, meeting agendas, and sign-ins
Leadership Team meetings minutes, agendas, sign-ins, Monitoring Tool
District "Pulse Check"
Leadership Team Linkage Charts, meeting agendas, etc.
A-LERT Dashboard

90 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED?
The District Leadership Team will work with schools to develop curriculum pacing guides and post on the district website.	Fugate	5-15-16	email, leadership meeting minutes
The District Leadership Team will work with schools to develop vertically/horizontally aligned curriculum/unit plans linked to pacing guides and post in common digital folders.	Fugate	6-1-16	email, leadership meeting minutes
The District Leadership Team will work with schools to develop common assessments and post in common digital folders.	Fugate	6-1-16	Email, leadership meeting minutes
All district staff will be oriented to the Linkage Baldridge "Process of Organization." The process will be reviewed at least quarterly (ongoing).	Gibson	5-31-16	Email, leadership meeting minutes
Deploy and implement the District Monitoring Tool that monitors school progress (eleot, lesson plans, curriculum, PGES, school plans, professional learning, PLCs, RtI, Special Education, ILP, and MYAPP) and report at monthly Liaison Meetings.	Gibson	Ongoing	email, leadership meeting minutes
The District Leadership Team will work together to complete the AdvancED Self-Assessment.	Gibson	6-9-16	Email, leadership meetings, board meeting

BREATHITT COUNTY SCHOOL DISTRICT

An Academic and Learning Environment Review Team (A-LERT) will develop an A-LERT Dashboard to observe, monitor and provide feedback to all Breathitt schools. Data shall be analyzed for process effectiveness and identification of professional learning needs district-wide.	Fugate	6-1-16	Email, leadership meetings, board meeting
Professional Learning Plan for 2016-17 will be developed based on A-LERT data, as well as, teacher surveys and principal recommendations.	Fugate	6-9-16	Email, leadership meetings

IF WE ARE NOT SUCCESSFUL, WE WILL:

USE AND MODEL PLAN – DO – STUDY – ACT (PDSA) OF PROCESSES FOR REVIEW AND IMPROVEMENT

TRAIN THE TEAM TO USE THE ADVANCED SELF-ASSESSMENT DATA MORE EFFECTIVELY.

STUDENT ATTENDANCE, EOY SY 2015-16 ADA 96%

IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

NOTE: PDSA'S WILL BE COLOR-CODED BY DISTRICT TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started/extended date marked in red)

REVISION AND FULL IMPLEMENTATION OF POLICY 09.123, ABSENCES AND EXCUSES AND APPLICABLE PROCEDURE 09.123 AP.1

DISTRICT ADA = 96%

THE MEASURES/EVIDENCE WE WILL USE ARE:

APPROVED BOARD AGENDA

APPROVED BOARD MINUTES

LEADERSHIP TEAM MINUTES/CORRESPONDENCE

POLICY POSTED TO KSBA HOSTED WEB SITE – DISTRICT POLICIES AND PROCEDURES

WEEKLY DISTRICT INFINITE CAMPUS REPORTS

BREATHITT COUNTY SCHOOL DISTRICT

FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
APPROVE 2ND READING OF ATTENDANCE POLICY; BOE, STATE MANAGER POLICY POSTED TO DISTRICT WEB SITE (ANNOUNCEMENT) POLICY SENT TO LOCAL MEDIA	DAVID GIBSON, SUPT. JENNIFER SPENCER, DPP	9-15-15	BOE REPORT/ DISTRICT LEADERSHIP CORRESPONDENCE
NOTES: BOARD POLICY 09.123 HAS BEEN UPDATED. IT WAS PUBLISHED ON THE DISTRICT WEBSITE. IT WAS ALSO PUBLISHED IN THE LOCAL NEWSPAPERS.			
REVIEW AND IMPLEMENT WITH FIDELITY OUT-OF-DISTRICT STUDENT RECIPROCAL AGREEMENT CONTRACTS REVIEW AND REPORT DISTRICT ATTENDANCE DATA FROM ICAMPUS REVIEW OF CENTRALIZED ENROLLMENT	DAVID GIBSON, SUPT. JENNIFER SPENCER, DPP	9-15-15	BOE REPORT/DISTRICT LEADERSHIP CORRESPONDENCE/ DPP ENROLLMENT
NOTES:			
MYAPP TRAINING COMPLETION FOR BCHS AND SMS COUNSELOR STAFF REVIEW IMPLEMENTATION OF SCHOOL LEVEL ATTENDANCE INTERVENTIONS	JENNIFER SPENCER, DPP	9-15-15	DPP/PRINCIPAL /DESIGNEE/ COUNSELOR
NOTES:			
REVIEW IMPLEMENTATION OF POLICY/PROCEDURES OF FAIR TEAM AND TDP (TRUANCY DIVERSION PROGRAM)	JENNIFER SPENCER, DPP	9-15-15	DPP/PRINCIPAL/ COUNSELOR
NOTES:			

IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY - ACT

IN 60 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

BREATHITT COUNTY SCHOOL DISTRICT

Full implementation of Policy 09.123, Absences and Excuses and applicable procedure 09.123 AP.1
District ADA = 96%
Counselors have provided all BCHS and SMS 8th grade teachers with MyAp PD
All BCHS/SMS 8th grade students have received MyAp instruction

The measures/evidence we will use are:
Weekly District Infinite Campus reports
Daily School IC Reports from Counselor to principal/designee
Leadership Team Minutes/correspondence
Completion of Teacher Rosters
Completion of student training confirmed through IC report
School health Audit

60 days action strategies:	Who is on point?	By When	How Communicated
Weekly monitoring of attendance intervention tab (IC) Note: The district ada is currently at 94.84. With continued monitoring and full implementation of strategies, we expect to reach our goal of 96% ada at the end of the school year.	Jennifer Spencer, DPP	11-16-15	BOE Report/District leadership Correspondence
Weekly District Infinite Campus reports **Daily School IC Reports**	Jennifer Spencer, DPP Donna Fugate DAC/IS	11-16-15	BOE Report/District leadership Correspndence
Full Implementation of policy/procedures of FAIR team and TDP (truancy Diversion program)	Jennifer Spencer, DPP	11-16-15	BOE Report/District leadership Correspondence
Using the School Health Audit Results completed on 10-27-15, create protocol for monthly school health services to track and report 1) number of health office visits, 2) number of students sent	Wayne Sizemore/Jennifer	12-1-15	Infinite Campus Report/District

BREATHITT COUNTY SCHOOL DISTRICT

HOME, 3) NUMBER OF STUDENTS WITH KNOWN HEALTH CONDITIONS WITH 6 OR MORE ABSENCES	SPENCER		LEADERSHIP CORRESPONDENCE
USING THE SCHOOL HEALTH AUDIT RESULTS COMPLETED ON 10-27-15, CREATE PROTOCOL FOR TRAINED UNLICENSED SCHOOL PERSONNEL ON MEDICATION ADMINISTRATION AND CLINICAL PROCEDURES	WAYNE SIZEMORE/JENNIFER SPENCER	2-1-16	INFINITE CAMPUS REPORT/DISTRICT LEADERSHIP CORRESPONDENCE
SCHOOL LEVEL STUDENT ABSENCES INTERVENTIONS IMPLEMENTATION WITH ATTENDANCE INTERVENTION TAB • PHONE CALL HOME EACH STUDENT EACH DAY ABSENT (SCHOOL LEVEL RESPONSIBILITY) THIS IS STILL NOT BEING COMPLETED AT EACH SCHOOL LEVEL.	JENNIFER SPENCER, DPP	12-1-15	IC REPORTS/EMAILS/ STRATEGIC PLANNING MEETINGS
SCHOOL LEVEL STUDENT ABSENCES INTERVENTIONS IMPLEMENTATION WITH ATTENDANCE INTERVENTION TAB • DAILY ATTENDANCE REPORT FROM EACH SCHOOL	JENNIFER SPENCER, DPP	12-1-15	EMAILS/IC REPORTS
IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY - ACT			

IN 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: FULL IMPLEMENTATION OF POLICY 09.123, ABSENCES AND EXCUSES AND APPLICABLE PROCEDURE 09.123 AP.1   DISTRICT ADA = 96%
THE MEASURES/EVIDENCE WE WILL USE ARE: DISTRICT ADA = 96%

90 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED?
WEEKLY MONITORING OF ATTENDANCE INTERVENTION TAB (IC) NOTE: THIS IS CONTINUALLY BEING MONITORED ON A REGULAR BASIS. IT IS STILL INCONSISTENT AT THE SCHOOL-LEVEL. CONTINUED COMMUNICATION WITH THE SCHOOL LEADERS	JENNIFER SPENCER, DPP	5-31-16	INFINITE CAMPUS REPORT/EMAILS

BREATHITT COUNTY SCHOOL DISTRICT

100% IMPLEMENTATION OF MY ACADEMIC PLANNER (MYAP) – MAY IMPACT HIGH SCHOOL COURSE SCHEDULING OF "A/B" DAYS. COURSE SCHEDULES BEGIN FEBRUARY 2016	JENNIFER SPENCER, DPP DONNA FUGATE, CAO	2-1-16	INFINITE CAMPUS/EMAILS
100% REPORTING OF CLASSROOM ATTENDANCE BY CLASSROOM TEACHERS AT BHS AND SMS AS MANDATED BY 702 KAR 7:125, SECTION 1 (1), IN COLLABORATION WITH ATTENDANCE CLERKS.	JENNIFER SPENCER, DPP	5-9-16	IC REPORTS/EMAILS/ STRATEGIC PLANNING MEETING
DEVELOPMENT OF DISTRICT-WIDE BEHAVIOR MATRIX FOR CONSISTENT DISCIPLINE STRATEGIES IN ALL SCHOOLS.	JENNIFER SPENCER, DPP	6-09-16	EMAILS/COLT MEETING MINUTES/ STRATEGIC PLANNING MEETING
100% IMPLEMENTATION OF THE ATTENDANCE POLICY. THE POLICY IS NOT BEING FOLLOWING WITH FIDELITY REGARDING EXTRA-CURRICULAR ACTIVITIES AT ALL SCHOOLS.	JENNIFER SPENCER, DPP	5-25-16	IC REPORTS/EMAILS
DEVELOPMENT OF A HANDBOOK FOR THE VIRTUAL PROGRAM TO INCLUDE ENTRY CRITERIA, MONITORING PROCEDURES, AND NON-COMPLIANCE PROCESSES.	JENNIFER SPENCER, DPP	06-09-16	EDGENUITY REPORTS/EMAIL/ CENTRAL OFFICE MEETING MINUTES
DEVELOP PROCEDURES FOR ATTENDANCE FOR RTI GROUPS FOR ALL SCHOOLS TO INCLUDE PRINCIPALS AND ATTENDANCE CLERKS.	JENNIFER SPENCER, DPP	05-13-16	INFINITE CAMPUS REPORTS/EMAILS/ MEETING MINUTES
IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY – ACT			

BREATHITT COUNTY SCHOOL DISTRICT

BIG ROCK: SCHOOL BASED DECISION MAKING (SBDM) COUNCIL

IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

APPOINT DISTRICT SBDM COORDINATOR

COORDINATOR RECEIVE REQUIRED TRAINING

ALL PRINCIPALS AND SBDM MEMBERS RECEIVE REQUIRED TRAINING

ALL SBDMCS BEGIN REVIEW OF RESPECTIVE POLICIES AND BY-LAWS

NOTE: PDSA'S WILL BE COLOR-CODED BY DISTRICT TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started/extended date marked in red)

THE MEASURES/EVIDENCE WE WILL USE ARE:

FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
APPOINT DISTRICT SBDM COORDINATOR	GIBSON/ MEADOWS	10-1-15	DISTRICT ORGANIZATION CHART, 1-2-1 CONFERENCE, LEADERSHIP TEAM MINUTES, EMAIL
SCHEDULE DISTRICT COORDINATOR REQUIRED TRAINING	SIZEMORE	10-1-15	EMAIL
PRINCIPALS AND SBDM MEMBERS RECEIVE REQUIRED TRAINING	SIZEMORE	10-15-15	MINUTES, EMAIL
SBDM POLICY AND BY-LAW REVIEWS (CREATE TRACKING/MONITORING OF SYSTEMATIC REVIEW AND APPROVAL)	SIZEMORE	12-1-15	EMAIL, MINUTES

IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY - ACT

BREATHITT COUNTY SCHOOL DISTRICT

IN 60 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

TRAINING CERTIFICATES COMPLETED

SYSTEMATIC SBDM POLICIES AND BY-LAWS TRACKING INSTRUMENT DEVELOPED AND RECEIVED BY DISTRICT COORDINATOR

EACH DISTRICT SCHOOL WILL CREATE AND POST SBDM ACTIVITIES (MINUTES, AGENDAS, OTHER INFORMATION) ON RESPECTIVE SCHOOL WEB SITES AND DISTRICT CONNECTIVITY

THE MEASURES/EVIDENCE WE WILL USE ARE:

CERTIFICATES

EMAIL CORRESPONDENCE/DOCUMENTATION FROM PRINCIPAL TO DISTRICT COORDINATOR ON POLICY AND BY-LAW REVIEWS AND APPROVALS

WEB SITE DEVELOPED AND ACTIVELY DEPLOYED

60 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
CERTIFICATES ISSUED	SIZEMORE	11-1-15	EMAIL
SBDM POLICIES AND BY LAW REVIEWS MONITORED FOR IMPACT AND IMPLEMENTATION BASED UPON THE KENTUCKY DEPARTMENT OF EDUCATION'S SEPTEMBER 2014 SBDM REVIEW AND RECOMMENDATIONS DOCUMENT.	SIZEMORE	ON-GOING	EMAIL/ MINUTES
FUNCTIONAL WEB SITE	SIZEMORE/WATTS	1-1-16	

IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY - ACT

IN 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

SBDM DISTRICT COORDINATOR ATTEND AT LEAST ONE RESPECTIVE SBDM SCHOOL LEVEL MEETING

THE MEASURES/EVIDENCE WE WILL USE ARE:

BREATHITT COUNTY SCHOOL DISTRICT

SCHOOL SBDM MINUTES			
90 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED?
ATTEND ONE EACH SCHOOL SBDM MEETING IN SCHOOL YEAR 2015-16	SIZEMORE	6-1-16	SBDM MINUTES
IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL PDSA OF PROCESSES FOR REVIEW AND IMPROVEMENT PLAN – DO – STUDY - ACT			