

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

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|-------------------|-----------------------|-----------------|
| 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

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|-------------------|-----------------------|-----------------|
| Fully Implemented | Partially Implemented | Not Implemented |
|-------------------|-----------------------|-----------------|

| In 30 Days, we will know that we are successful when: | | | | |
|---|--|---|----------|--------------------------|
| <ul style="list-style-type: none"> 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

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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

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

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|-------------------|-----------------------|-----------------|
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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

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

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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

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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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Menifee County School District

| | | 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

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

- Procedures and protocols are implemented with fidelity

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| | 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

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:

- When policies and procedures are implemented with fidelity.

The Measures/Evidence we will use are:

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|--|---------------------------------|-----------------------------|---------|---------------|
| | Revise District Code of Conduct | Tim Hacker Lori Franklin | June 15 | Board minutes |
|--|---------------------------------|-----------------------------|---------|---------------|

Big Rock: Transportation

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

Fully Implemented

Partially Implemented

Not Implemented

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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 |
| 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 |