BREATHITT COUNTY SCHOOLS

CURRICULUM, INSTRUCTION, AND ASSESSMENT 30/60/90 Day Plan

Horizon Goal:

Proficiency: By 2019, the district will increase the combined (reading and math) percentage of proficient/distinguished students to 67.9% (elementary), 69.7 (middle), and 62.2% (high)

CCR: District will reduce the number of students who are NOT CCR by 50% by 2020.

Gap: By 2020, increase the average combined reading and math proficiency rates for all students in the Gap group (non-duplicated): elementary to 65.3%, middle to 67.2%, and high 60.0%.

Novice Reduction: The district will reduce the percent of students scoring novice by 50% by 2020.

180 Day Goal:

- **The district will increase the percent of students scoring proficient/distinguished in reading and math as follows:**
    - **Elementary from 38.2 to 55.0**
    - **Middle from 33.9 to 57.5**
    - **High from 30.7 to 47.1**
- **The district will increase the percent of students in the Gap group scoring proficient/distinguished in reading and math as follows:**
    - **Elementary from 31.5 to 51.4**
    - **Middle from 28.5 to 54.0**
    - **High from 27.4 to 44.0**
- **The district will increase the percent of students who are College and Career Ready from 64.0 to 70.1%.**
- **The district will reduce the percent of students scoring novice by 15% by May 2017.**

In the first 30 days (July 1-August 12), we will know we are successful when:

1. 100% of staff have attended at least one Novice Reduction training during the BIG 2. **(IP: 3.1, 3.2, 3.3, 3.5, 3.6, 3.11)**
2. When the Leadership Retreat has been held and Mission & Vision is shared with all leadership teachers. **(IP: 3.5, 3.11)**
3. The Building Assessment Coordinators' role has been redefined to have a leadership focus. **(IP: 3.5)**
4. A District-wide Literacy Plan has been developed. **(IP: 3.1, 3.5)**
5. District PD plan has been shared with principals for input. **(IP: 3.5, 3.11)**
6. Data has been updated in District Pulse Check to establish baseline data. **(IP: 3.5)**
7. 2016-17 District Assessment Calendar has been developed. **(IP: 3.5)**
8. The CCR Team has been identified and roles have been assigned. **(IP: 3.5)**

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PPP

The measures we will use are:

The measures include the necessary data that indicates the success of the work

- Various data points (MAP, KPREP, etc.)
- Monitoring Tool
- Assessment results from Tier I, II and III, Infinite Campus)
- Eleot (Academic and Learning Environment Review Team)-walk-through data results-change
- CCR Spreadsheet (BHS & ATC)
- Surveys, perception data
- Consensogram Results/Movements
- Plus/Deltas
- *Review/Audit Team Data*

First 30 days action strategies:	Who is on point?	By When?	Communication Tools/Evidences
• 100% of staff will attend at least one Novice Reduction training session during the BIG 2 as provided by KDE Novice Reduction Coaches.	Donna Fugate	8/5/2016	BIG 2 agenda, sign-in sheets and brochure
• A leadership retreat will be held where: • teacher leaders will be identified, • school mission and vision will be reviewed and revised, and • AdvancED standard 3 will be unpacked.	David Gibson	7/28-29, 2016	Agenda, sign-in sheets, principals' meeting
• Principals begin developing the school's instructional process in support of student learning.	David Gibson Donna Fugate	8/12/2016	Agenda, sign-in sheets
• Building Assessment Coordinators begin DAC/BAC cadre. In this meeting BACs will understand their role as leaders and make	Donna Fugate	8/12/2016	Agenda, sign-in sheets, pulse check

necessary changes in the pulse check to continue the data analysis process.	BACs		
• The 2016-17 Assessment Calendar will be developed and shared with the BACs in the cadre.	Donna Fugate BACs	8/12/2016	Agenda, sign-in sheets, pulse check
• The CAO will meet with the high school principal to identify the CCR Team.			
• Based on principal feedback, the CAO will revise and share the district literacy plan, and principals will roll out to teachers.	Donna Fugate Principals	8/12/16	District Plan
• Development of PD Plan	Donna Fugate Principals	8/12/16	District Plan

If we are not successful, why?

- Conduct a Root Cause Analysis (5 Whys, conduct an analysis to determine data appropriateness to the expected outcome, determine the validity of the data.
- Was the correct data collected in order to achieve the expected outcomes?)
- Common barriers are: setting unrealistic goals, stakeholders unable to meet deadlines, prediction of risk/mitigation and making assumptions.

- There has been a great deal of work done on the district literacy plan. The process began during the "BIG 4." The Chief Academic Officer worked with the principals to make necessary changes. The plan has been shared with all staff; however, a process must be created to monitor implementation.

In 60 days (August 15-September 26), we will know we are successful when:

1. At least one representative has attended at least one Novice Reduction training as provided by KDE Novice Reduction Coaches. **(IP: 3.1, 3.2, 3.3, 3.5, 3.6, 3.11)**
2. The Curriculum Monitoring Flowchart has been developed and implemented. **(IP: 3.1, 3.2, 3.6)**
3. Instructional processes are being implemented through school and district level PLCs to create and revise curriculum and student achievement data is being used to make changes to instruction. **(IP: 3.1, 3.2, 3.3, 3.5, 3.6, 3.11)**
4. All Professional Learning Communities (PLC) are conducted using the district approved Plan, Do Study Act (PDSA). **(IP: 3.4, 3.6, 3.11)**
5. Principals have trained their teachers to use data wise questions to analyze student achievement as it pertains to Novice Reduction Practices. **(IP: 3.3, 3.4, 3.5, 3.6, 3.11, 3.12)**
6. Data rooms have been created at the school level and district level to support student achievement. **(IP: 3.3, 3.4, 3.5, 3.6, 3.12)**

The measures/evidence we will use are:

- Various data points (MAP, KPREP, etc.)
- Monitoring Tool
- Assessment results from Tier I, II and III, Infinite Campus)
- Eleot (Academic and Learning Environment Review Team)-walk-through data results-change
- CCR Spreadsheet (BHS & ATC)
- Surveys, perception data
- Consensogram Results/Movements
- Plus/Deltas
- Review/Audit Team Data

60 days action strategies:	Who is on point?	By When?	How Communicated?
• KDE Novice Reduction Coach will collaborate with district leadership to identify needs for differentiation of instruction in the classroom using the key work processes. A plan for the 2016-17 school year will be developed.	Donna Fugate	9/26/16	The Novice Reduction Plan-Board Meeting, BAC and Principal Cadres

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• Principals submit the school's instructional process in support of student learning.	David Gibson Donna Fugate	9/26/16	Principals' meetings agendas
• Building Assessment Coordinators collaborate with DAC and principals to develop job descriptions.	Donna Fugate BACs Principals	8/19/2016	Board policies and procedures
• Develop agendas for the district-wide PLCs.	Donna Fugate	9/26/2016	PLC agendas
• Through professional learning opportunities and PLCs, principals will support their teachers in developing learning activities and strategies that are individualized for each student and support achievement of novice reduction.	Donna Fugate Principals	9/26/2016	Professional Learning and PLC sign-ins and agendas
• ALERT (Academic and Learning Environment Review Team) members will meet in school data rooms to monitor student progress. The findings will be shared to support the district data room.	Donna Fugate ALERT Members	1st meeting 9/26/16 Ongoing	ALERT meeting minutes, district data room
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If we are not successful, we will:			
• Carolyn McDaniel (BHS), Reggie Hamilton (SMS), and Jason Fugate (MRC) have submitted their Instructional Process. Will Noble (LBJ) and Sabrina McElroy (HTE) are editing their plans and will submit by October 23, 2016. • All schools sent representation to the Novice Reduction Training offered by the KDE team. Principals have trained their teachers. Carolyn McDaniel will attend the upcoming training.			

In 90 days (September 27-December 12), we will know we are successful when:

1. Instructional processes are being implemented through school and district level PLCs to create and revise curriculum and student achievement data is being used to make changes to instruction. **(IP: 3.1, 3.2, 3.6)**
   All Professional Learning Communities (PLC) are conducted using the district approved Plan, Do Study Act (PDSA). **(IP: 3.4, 3.6, 3.11)**
2. Teachers use data wise questions to analyze student achievement as it pertains to Novice Reduction Practices, and when Data has been updated in the district Pulse Check and shared with all stakeholders. **(IP: 3.3, 3.4, 3.5, 3.6, 3.12)**
3. Data rooms have been created at the school level and district level to support student achievement. And when data is monitored and shared at ALERT meetings. **(IP: 3.3, 3.4, 3.5, 3.6, 3.12)**
4. A CCR monitoring tool is created and shared. **(IP: 3.4, 3.5)**

The measures/evidence we will use are:

- Various data points (MAP, KPREP, etc.)
- Monitoring Tool
- Assessment results from Tier I, II and III, Infinite Campus)
- Eleot (Academic and Learning Environment Review Team)-walk-through data results-change
- CCR Spreadsheet (BHS & ATC)
- Surveys, perception data
- Consensogram Results/Movements
- Plus/Deltas
- Review/Audit Team Data

90 days action strategies:	Who is on point?	By When?	How Communicated?
• Curriculum maps and pacing guides will be reviewed and/or created. Ensure that curriculum is being vertically and horizontally aligned. Flexible Teacher Work Days will be scheduled to ensure teachers have adequate time to work.	Donna Fugate Principals	10/13/16 Ongoing	One Drive Agenda, and sign-ins, Leadership meeting minutes
• Common assessments will be reviewed and/or created. The assessments will be used to inform instruction. Flexible Teacher Work and/or professional development days will be scheduled to ensure teachers have adequate time to work.	Donna Fugate Principals	10/13/16 Ongoing	Teachers have access in One Drive

			Agenda, and sign-ins, Leadership meetings
• All Professional Learning Communities (PLC) are conducted using the district approved Plan, Do Study Act (PDSA). Elementary teachers will meet monthly to revise curriculum and common assessments.	Donna Fugate Principals	Monthly On-going	PLC sign in sheets, developed curriculum
• All elementary teachers work to align curriculum and common assessments. (Flexible Work Day)	Donna Fugate	October 13, 2016	PLC sign in sheets, developed curriculum
• Submit Writing/Communications Plan for Board approval.	Donna Fugate	October 25, 2016	Plan, board agenda and minutes
• DAC, BACs and principal present data to board.	Donna Fugate BACs Principals	October 25, 2016	Board agenda and minutes, data presentations.
• Conduct On-Demand Writing scrimmage in grades 3-12.	Donna Fugate Principals	November 14-18	Student work samples
• Create and share On-Demand Writing Scrimmage materials 3-12.	Donna Fugate Principals	November 14-18	
• The district oversees the creation of the CTE/ATC pathways brochure that reflects coursework required for career ready certifications.	Donna Fugate, Wayne Sizemore Tim Johnson, Joe Mayabb, Carolyn McDaniel	12/12/16	Email, leadership meeting minutes, BOE Report

• The ALERT will develop a tool that will be used to monitor College and Career Readiness—WorkKeys, KOSSA, CTE/TEDS, KYOTE, ASVAB, Industry Certifications, etc. Note: The BHS CCR team (BHS and ATC representatives) developed the CCR monitoring tool.	Donna Fugate, Wayne Sizemore Tim Johnson, Joe Mayabb, Carolyn McDaniel	12/12/16	Email, leadership meeting minutes, BOE Report
• The ALERT will develop and implement a monitoring tool for curriculum.	Donna Fugate ALERT members	12/12/16	Email, leadership meeting minutes, BOE Report
• The ALERT will develop and implement a monitoring tool for the District Literacy Plan.	Donna Fugate ALERT members	12/12/16	Email, leadership meeting minutes, BOE Report
If we are not successful, we will:			
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In 120 days, (December 13-February 2) we will know we are successful when:			
The measures/evidence we will use are:			
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120 days action strategies:	**Who is on point?**	**By When?**	**How Communicated?**
• Curriculum maps and pacing guides will be reviewed and/or created. Ensure that curriculum is vertically and horizontally aligned. Flexible Teacher Work Days will be scheduled to ensure teachers have adequate time to work.	Donna Fugate Principals	10/13/16 Ongoing	One Drive Agenda, and sign-ins, Leadership meeting minutes
• Common assessments will be reviewed and/or created. The assessments will be used to inform instruction. Flexible Teacher Work and/or professional development days will be scheduled to ensure teachers have adequate time to work.	Donna Fugate Principals	10/13/16 Ongoing	Teachers have access in One Drive Agenda, and sign-ins, Leadership meetings
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If we are not successful, we will:			
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In 150 days, we will know we are successful when:			
The measures/evidence we will use are:			
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150 days action strategies:	**Who is on point?**	**By When?**	**How Communicated?**
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If we are not successful, we will:			
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In 180 days, we will know we are successful when:			
The measures/evidence we will use are:			
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180 days action strategies:	**Who is on point?**	**By When?**	**How Communicated?**
• Curriculum maps and pacing guides and instruction will be monitored to ensure the curriculum is vertically and horizontally aligned and revisions are made as needed based on student achievement data. Flexible Teacher Equivalency Days will be scheduled to ensure teachers have adequate time to work.			
• Common assessments will be reviewed and/or created. The assessments will be used to inform instruction. Flexible Teacher Equivalency and/or professional development days will be scheduled to ensure teachers have adequate time to work.			
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If we are not successful, we will:			
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Projected Next Steps:

Governance and Operations

In the first 30 days, we will know we are successful when: all action steps in multiple PDSA's are completed by the appropriate deadline by the district personnel assigned to complete the tasks.

The measures/evidence we will use are: PDSA's 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)

AdvancED SoQ	First 30 days action strategies:	Who is on point?	By When	How Communicated
2.2	Superintendent will conduct exit interviews with all central office staff and principals.	David Gibson, Superintendent	7/1/2016	action plans
2.2	Develop chart of assignments of custodial staff based on data from review process.	Darrell Watts, Facilities Director	7/5/2016	COLT minutes, chart
2.5	Identify teacher members of the Breathitt County Leadership Academy	Wayne Sizemore, DoSe	7/10/2016	
3.12	Finalize budget and details of Breathitt County Dual Credit Program.	Susan Watts, District Innovations Coordinator	7/11/2016	partner meeting minutes, COLT agenda/minutes
2.2	Superintendent will create action plans for all central office staff and for each role in which they serve.	David Gibson, Superintendent	7/15/2016	
2.1	Create system to review and revise board policies.	David Gibson, Superintendent	7/15/2016	
2.1, 2.2	Create transportation department flow chart.	Steve Banks, Transportation Director	7/20/2016	

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1.3, 2.5	Conduct first Leadership Team Retreat to include teacher leaders in collaboration with Advanc-Ed.	David Gibson, Superintendent	7/30/2016	
4.3	Communicate Senate Bill 8 timelines	Darrell Watts	8/1/2016	Emails; notes
3.12	Develop Special Education ARC due date calendar for staff and principals	Sizemore, Johnson, Smith	8/1/2016	Google Docs
4.4	Develop monthly meeting schedule for related service to review Medicaid Billing	Sizemore, Smith	8/1/2016	Google docs/EasyMD
4.3	Communicate Senate Bill 8 timelines	Darrell Watts	8/1/2016	Emails; notes
2.1	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.	Susan Watts, DPP	8/10/2016	IC Reports
4.3	Process - Read/Review/Update Student One to One Deployment Policies	Tech Team	8/12/2016	Policies/Procedures
4.3	Process - Children's Internet Protection Act - AUP(s), DDL, and Lightspeed (proxy)	Phillip Watts	8/12/2016	Policies/Procedures
4.3	Product: Phone, Network, Wi-Fi, Servers Setup/Maintenance for School Year	Tech Team	8/12/2016	Notes, Meetings
4.4	Process - Read/Review KETS Master Plan/KETS Updates	Phillip Watts	8/12/2016	Tech Plan, KETS Meetings, Webcasts
4.5	Process - Online Technology Requests for Progress Monitoring of Repairs	Phillip Watts	8/12/2016	Online Requests
5.3	People - Meet 1:1 with Tech Team - understand who they are, development, risks, identify top talents	Phillip Watts	8/12/2016	Email, Agenda, Meetings
5.5	People - Meet Weekly with Central Office Leadership Team (COLT) - understand priorities for 16/17 school year	COLT	8/12/2016	Agenda(s)
4.1	Conduct interviews and complete the hiring process for vacant Director of Pupil Personnel and MRC Elementary Principal.	David Gibson, Superintendent	8/12/2016	

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2.2, 2.3	All new and experienced members will receive SBDM required training.	Wayne Sizemore	8/12/2016	Training certificates; SBDM verification link
2.2, 2.3	2016-17 SBDM chairpersons have conducted Open Meeting records and Student Free Speech Rights training with SBDM members.	SBDM Chairpersons, Wayne Sizemore	8/12/2016	Agenda, Approved SBDM meeting notes, sign-in sheets
2.4	Principals and central office leadership work collaboratively to develop a common discipline matrix.	Susan Watts, Interim DPP	8/12/2016	student handbook
2.1	Identify and train School Attendance Managers at each school to fully implement school level Attendance Intervention Procedures 09.123 AP.1	Susan Watts, DPP	8/14/2016	Sign-in sheet/agenda
2.1	Full Implementation of district-wide behavior matrix for consistent discipline strategies in all schools.	Susan Watts, DPP	8/15/2016	BOE Report/District leadership correspondence/ Discipline Code Book
2.6	Title I Allocations and Spendable Budgets to Building Principals	Susan Watts	8/15/2016	Email Spreadsheets to Principal
	Certified Evaluation Training for A-6 teachers	Susan Watts	8/18/2016	Sign in Sheet

AdvancEd SoQ	First 60 day actions	Who's on Point	By When	How Communicated
4.1	Reassign district school psychologist location to middle school for additional student support.	David Gibson, Superintendent	8/15/2016	
4.2	Meet with Secretary of Workforce Development and Education to discuss ATC needs and potential grant funding.	David Gibson, Superintendent	8/16/2016	informal meeting minutes
2.1	Finalize and sign Headstart full utilization agreement	Wayne Sizemore, Director of Special Education	8/20/2016	board meeting minutes

5.2	Ask KDE leadership to conduct facilities walkthrough to help guide development of facilities 30/60/90 Day Plan.	David Gibson, Superintendent	8/20/2016	CO master schedule
2.5	Develop process to communicate board decisions after each meeting	David Gibson, Superintendent	8/26/2016	
2.1	Present Revised Park Agreement to board for approval	David Gibson, Superintendent	8/26/2016	board meeting minutes
2.4	Explore adding assistant principal stipend to extra service schedule by polling districts of similar size and demographics.	Stacy McKnight, Personnel Manager	8/30/2016	
5.2	Conduct cost analysis of drug testing for employees and students.	Tim Hogg, Drug Test Coordinator	8/30/2016	
3.12	Develop Special Education KPREP data spreadsheet	Sizemore	9/1/2016	Excel, google docs
4.7	Set up ECERS reliability checks with Ashland RTC	Sizemore	9/1/2016	Email/ECERS
4.7	Set up baseline ECERS rating for each Preschool classroom	Sizemore/RTC	9/1/2016	Email/ECERS
5.4	Ensure Kindergarten Screening data for each school is entered into OMS data system	Sizemore/Guidance counselors	9/1/2016	Brigance OMS
5.5	Set up SBDM timelines for BOE/SBDM work sessions	Sizemore	9/1/2016	email
1 and 2	Review Leadership Systems Check with COLT	David Gibson	9/7/2016	partner meeting minutes, COLT agenda/minutes
1	Partner with Morehead State University Communication Department on PR Media Relations	David Gibson, Stacy McKnight	9/10/2016	partner meeting minutes, COLT agenda/minutes
3.7	Develop new teacher induction process.	Wayne Sizemore, Director of Special Education	9/10/2016	

2.1	Meet with Headstart to complete Full Utilization Agreement and to explore their use of district space.	David Gibson, Superintendent	9/15/2016	
4.3	Explore door lock replacement and vestibule installation	Darrell Watts	9/15/2016	Architect Documentation
Standard 4	Finance Clerk Training to review procedures and discuss changes for the FY17	Darnell McIntosh	9/18/2016	Training Conducted
2.6	Create monitoring system for district leadership action plans.	David Gibson, Superintendent	9/26/2016	monitored as part of the COLT Meeting process
2,1	Develop human resources employee exit checklist.	Stacy McKnight, Personnel Manager	9/26/2016	
3.7	Revise district teacher handbook.	Stacy McKnight, Personnel Manager	9/26/2016	
2.2	Create system to revise certified job descriptions.	Stacy McKnight, Personnel Manager	9/26/2016	
2.1	Develop system to put out of district travel requests online to save time and resources.	Darrell Watts, Facilities Director	9/26/2016	
5.2	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.	SBDM chairpersons Wayne Sizemore	9/26/2016	District SBDM policies and by law review spread sheet
2.2	SBDM Coordinator will ensure each council appropriately submits approved SBDM meeting notes for monthly meetings based upon district SBDM flowchart	SBDM chairpersons Wayne Sizemore	9/26/2016	District SBDM meeting minutes submittal flow chart

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2.1	SBDM coordinator will begin to schedule SBDM Councils/Board of Education work sessions for each school's council.	SBDM chairpersons	9/26/2016	Board of Education meeting agendas sign in sheets plus/deltas
3.7	Develop Breathitt County Teacher Leadership Academy meeting calendar and tentative agenda topics.	Wayne Sizemore, Director of Special Education	9/26/2016	
4.2	Process - Deploy 1200 Student Chromebooks	Phillip Watts	9/26/2016	Email, Meetings, Parent Calls
5.3	Process - Data Security - Present to Board of Education/Educate Staff and Students	Phillip Watts	9/26/2016	Board Meeting, COLT Meetings
4.2	Product - Setup Instructional Resources: Student Email, Digital Driver's License, MAP, Study Island, Infinite Campus, School Messenger, Renaissance Place, Clever, Lexia, Aleks, etc…	Phillip Watts	9/26/2016	Notes, Reports, Data
3.6	People - Implement/Train Staff on HAPARA (instructional Management Tool)	Tech Team	9/26/2016	PLC(s)
Standard 4	Redbook Training for finance clerks, principals and booster clubs to ensure employees are in compliance with finance standard.	Darnell McIntosh	9/26/2016	Training Conducted
2.1	Full Implementation of policy/procedures of FAIR team and TDP (truancy Diversion program)	Susan Watts, DPP	9/26/2016	Attendance Intervention Tab/Sign in sheets for TDP
3.5	Create and maintain Attendance PLC meeting at schools.	Susan Watts, DPP	9/26/2016	Agendas, Sign-in Sheets
1.3	Review implementation of school level Attendance interventions	Susan Watts, DPP	26-Sep-16	IC REPORTS
2.1	Full implementation of Policy 09.123, Absences and Excuses and applicable procedure 09.123 AP.1	Susan Watts, DPP	9/26/2016	IC REPORTS

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AdvancEd SoQ	First 90 day actions	Who's on Point	By When	How Communicated
4.3	2016-2017 School Nutrition Procurement Plan approved by local BOE.	T Napier, BOE	9/27/2016	Board Meeting
4.3	Explore allowing Headstart's willingness to use district facilities in exchange for in kind payments.	Wayne Sizemore, DoSE	9/27/2016	
5.2	Review and implement with fidelity Out-of-District Student reciprocal agreement contracts	Susan Watts, DPP	9/28/2016	Letters to Districts / IC Reports
5.5	Review and report District Attendance Data from ICampus		9/28/2016	Letters to Districts / IC Reports
4.6	Use data from drug testing cost analysis to develop cost effective drug testing plan for student and staff.	Tim Hogg, Drug Testing Coordinator	10/1/2016	
5.5	Set up Fall Title IX district meeting	Sizemore/Amis	10/1/2016	email/meeting notes
4.6	Presentation to Joint Interim Education Committee as a member of the No Kid Hungry Ky Committee on the Summer Food Service Program on 10/10/16	T Napier	10/10/2016	Minutes, Photo
4.3	National School Lunch Week Activities Complete - "It's the Great Pumpkin Smoothie, Papa John's Pizza, Taco Day - 10/10 - 10/12	T Napier	10/12/2016	Photos
5.2	Schools complete Alliance for Healthier Generation Assessments as part of PLCS Program Review Component/Wellness Policy reporting requirements by October 28th.	T Napier, Principals	10/18/2016	Emails, Generated Report
4.4	Maintenance Team PLC meetings will occur weekly	Darrell Watts	10/19/2016	Agendas
4.4	An audit of Buildings & Grounds needs will be conducted by an outside agency	Darrell Watts	10/19/2016	Buildings and Grounds Needs Plan document
4.3	Schedule contractors/agencies to evaluate needs listed as "Concerns" on the District Buildings and Grounds Needs Document for beginning construction assessment. Items include boiler replacements at LBJ Elementary, (LBJ) Highland-Turner, Elementary, and Marie Roberts-Caney; Roof systems at LBJ .	Darrell Watts	10/19/2016	Documentation from vendors/contractors

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4.4	Maintenance Team PLC meetings will occur weekly	Darrell Watts	10/19/2016	Agendas
4.4	An audit of Buildings & Grounds needs will be conducted by an outside agency	Darrell Watts	10/19/2016	Buildings and Grounds Needs Plan document
4.2	School Bus Evacuation drills will occur 4 times each year	Steve Banks	10/20/2016	
4.2	The transportation department will work to recruit drivers in order to maintain the quantity needed	Steve Banks	10/20/2016	
4.2	Implement School Dude Trip direct Software	Steve Banks	10/20/2016	
5.5	Teaching Strategies GOLD Preschool Assessments completed Fall Round 1	Sizemore	10/28/2016	GOLD assessments
4.3	Organize team for the purpose of determining if conditions are too severe to safely transport students due to weather conditions.	Steve Banks	10/30/2016	
1.1, 1.2, 1.4	Schedule Wellness Policy Committee Meeting at the end of October.	T Napier	10/31/2016	Agenda, Minutes, Sign In
All Standards	COLT implementation of 30-60-90 day instrument to drive processes for continuous improvement	David Gibson	11/1/2016	partner meeting minutes, COLT agenda/minutes
Standard 4	Implement Central Office support document to be used to monitor support for schools based on AdvancED Standards	David Gibson	11/1/2016	partner meeting minutes, COLT agenda/minutes
4.3	Policy change for travel to clarify the policy and change to state mileage rate.	Darnell McIntosh	11/1/2016	Approved by board
2.1	Growth Factor Submitted to KDE	Susan Watts, DPP	11/1/2016	Approval from KDE
2.1	Title I Comparability Report in GMAP	Susan Watts, DPP	11/1/2016	Uploaded in GMAP, KDE approval
3.12	Start Process for December 1st child count	Sizemore	11/1/2016	Spreadsheets; emails
4.3	Communication improvement between Superintendent, maintenance director and principals will improve, resulting in cleaner schools	Darrell Watts	11/3/2016	Cleanliness Surveys, emails
4.3	Evaluation of facility usage board policies to determine effectiveness	Darrell Watts; Superintendent	11/3/2016	Emails; notes
4.3	Prepare for KY Center for School Safety (KCSS) Assessments for Highland Turner Elementary, LBJ Elementary, and Breathitt County High School to be held on December 15. 2016	Darrell Watts	11/3/2016	Surveys; Emails

4.3	Explore OSHA Trainer Certification	Darrell Watts	11/3/2016	Flyers
4.3	Explore Camera Upgrades at all schools	Darrell Watts	11/3/2016	Emails; notes
	Develop plan for bus replacement	Steve Banks	11/4/2016	
5.2	KEDS data validated for Preschool upload	Sizemore	11/8/2016	KEDS data system
4.2	Nutrition & Physical Activity Report & Wellness Policy Complete and to the BOE for approval for November 15th board meeting.	T Napier, Principals	11/15/2016	Board Meeting
4.3	Establish relationships with the National Weather Service for determing weather patterns in determining whether to close school due to weather conditions.	Steve Banks	11/15/2016	Documentation of contacts
Standard 4	Nutrition & Physical Activity Report & Wellness Policy Complete and to the BOE for approval for November 15th board meeting.	T Napier, Principals	11/15/2016	Board Meeting
2.2	Fleet Card for purchasing fuel in order to take advantage of tax savings	Darnell McIntosh	11/15/2016	Cards in use
3.5	Create Attendance Committee to Review District Attendance Policy	Susan Watts, DPP	11/15/2016	Agenda, minutes, Presented to BOE
5.5	WORKKEYS scheduled for high school Special education students	Sizemore	11/15/2016	ACT WORKKEYS documentation; emails
4.1	Reach out to retired teachers association to boost support of teaching and learning- volunteers, mentoring, interventions.	David Gibson, Superintendent	12/1/2016	
1 and 4	Conduct first Superintendent Student Advisory Team Meeting.	David Gibson, Superintendent	12/1/2016	
1 and 2	Re-Open Local Planning Committee to develop new facility plan for district	David Gibson	12/1/2016	BOE Meeting, partner meeting minutes, COLT agenda/minutes
1.3	Complete KSBA Board Training on PR and Media "When Pigs Fly"	David Gibson	12/1/2016	partner meeting minutes, COLT agenda/minutes
4.1	Collaborate with alumni to create an education foundation for schools.	David Gibson, Superintendent	12/12/2016	

2.2	Review budget to possibly find the funds to purchase a district transportation/maintenance truck.	David Gibson, Superintendent	12/12/2016	
2.2	Create Enrollment Procedures Flowchart.	Susan Watts, DPP	12/12/2016	
4.4	Contact school districts who currently do mobile feeding for info/ideas for the Summer Food Service Program.	T Napier	12/12/2016	Email, Phone Conversations
4.5	Process - Read/Review/Update District Technology Plan	Phillip Watts	12/12/2016	Tech Meeting, Board Approval
4.5	Products - Set time aside for E-rate Funding and Paperwork (Telco and Data Connections) Fiber Bids and Internal Connections	Phillip Watts	12/12/2016	Board Meeting
4.1	Products - Analyze/Survey Infrastructure (Network, Workstations, Servers, Telecommunications Equipment)	Tech Team	12/12/2016	State - DRR Report
1.3	Process - KETS Funding-Budget Review/Report: Technology Activity Report (TAR) via Commodity Codes	Phillip Watts/Darnell McIntosh	12/12/2016	KETS Funding
4.2	Process - Submit Workforce Development Grant for a new Appalachian Innovation and Career Center	David Gibson	12/12/2016	Parnterships/Funding
4.6	Contact school districts who currently do mobile feeding for info/ideas for the Summer Food Service Program.	T Napier	12/12/2016	Email, Phone Conversations
2.1	Full Implementation of policy/procedures of FAIR team and TDP (truancy Diversion program)	Susan Watts, DPP	12/12/2016	Attendance Intervention Tab/Sign in sheets for TDP