

MENIFEE COUNTY SCHOOL DISTRICT PLAN FOR PROGRESS

2016-2017

We ARE Menifee.

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

2015-2016 Accountability Scores: 62.1; Needs Improvement

	Now	Goals	Final	Now	Goals	Final
College and Career Readiness	74.3	81		51.7	52.7	
College and Career Readiness with Bonus	87.9	95				
Graduation Rate (4 year rate)	96.4	96.4		41.1	42.1	
Graduation Rate (5 year rate)	93.6	94.1		41.5	42.5	
Novice Reduction Non-duplicated Gap Group Reading/Math 9-12	Reading 47.4% Math 34.0%	Reading 42.7% Math 30.6%		51.0	52.0	
Novice Reduction Non-duplicated Gap Group Reading/Math K-5	Reading 45.4% Math 39.3%	Reading 40.9% Math 35.4%		64.0	65.0	
Novice Reduction Non-duplicated Gap Group Reading/Math 6-8	Reading 24.1% Math 28.2%	Reading 21.7% Math 25.4%		100	100	
ACT Score (Composite)	17.4	19		98.1	100	
• Reading	18.1	19		93.3	100	
• English	16.3	18		89.5	100	
• Math	16.4	18		94.5%	95%	
• Science	18.1	20		92%	95%	
Proficiency Rdg/Math Elem	33.2	55.7				
Proficiency Rdg/Math Middle	38.7	54.9				
Proficiency Rdg/Math High	36.0	53.8				

Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where Students Become College and Career Ready

Big Rock: Governance

August 15 – September 26, 2016

60 Day Plan

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

- Policies and Procedures are implemented with fidelity

The Measures/Evidence we will use are:

- 30-60-90 will be color-coded by district and KDE staff to show progress on each action step (completed tasks highlighted in green, tasks in process marked in yellow, and tasks not started marked in red)

PDSA#	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	Ongoing	Liaison Feedback Form
GP 5	Organizational chart for central office staff to be approved by MC Board of Education.	Dawn Hardeman, Tim Spencer, State Manager	August 18	Board meeting minutes

All Action Strategies in yellow or red will be STUDIED to determine the reason implementation was not complete.
Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

GP4	Begin Morning Chats, a 10 minute daily meeting with district administration to focus activities to linkage charts.	Tim Spencer, State Manager	August 25	Email invitations/Calendar
GP3	Prepare a plan of action for newly hired classified and certified. Research effective procedures from other districts.	Tim Spencer, State Manager	September 26	Agenda and minutes from PDSA Meetings

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Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where Students Become College and Career Ready

Big Rock: Assessment

August 12- September 26, 2016

60 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
CAI 12	Update Think Link data for 2016-17	Catherine Hacker	September 26, 2016	Student Rosters for Think Link
CAI 12	Begin administration of Think Link – Fall Window	Catherine Hacker		
CAI 12	KPREP Pre-Quality Control and Quality Control Data Review	Catherine Hacker	September 26, 2016	
CAI 12	Share individual student data with administrators to allow school level planning with teachers.	Catherine Hacker	September 26, 2016	Emails to Principals and Guidance Staff
CAI 12	Incorporate Fountas and Pinnell testing windows three times per year. Each window needs to be three weeks long. Consider 3 weeks prior to Think Link Windows.	Catherine Hacker	September 26, 2016	

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Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where Students Become College and Career Ready

Big Rock: Curriculum and Instruction

August 15 – September 26, 2016

60 Day Plan

Fully Implemented

Partially Implemented

Not Implemented

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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
CAI 3	Create draft of elementary curriculum based on district planning meetings	Robin Brewer	Feb. 3, 2/10/16	District PLC, shared on website
CAI 3	All levels will develop common assessments through bi-weekly common PLC meetings	Robin Brewer	June 30, 2017	Email and hard copies of information shared to district leadership
CAI 5	Support development of Textbook Plan from each school committee	Robin Brewer	Nov 15, 2016	Hard Copy DLT Minutes
CAI 5	Collect information for common grading and reporting practices to create district process – Review 3 year plan for Grade Fixes/Effective Grading Practices for revision including communication for all stakeholders	Robin Brewer, Catherine Hacker, Dawn Hardeman	Dec 1, 2016	Curriculum Committee Minutes Agendas Plan Principal cadre minutes

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

CAI 1	Support principals in rollout of Continuous School Improvement Plans	Catherine Hacker	September 26	Closing Achievement Gap Report in ASSIST
CAI 3	Train new administrators on eleot (Effective Learning Environments Observation Tool) prior to first district wide observation	Robin Brewer	September 7	Video on new app
CAI 3 CAI 4	Liaisons will monitor and support district expectations/protocols using <i>Liaison Monitoring and SBDM Monitoring Documents (New forms for 2016-2017)</i>	Robin Brewer, Catherine Hacker, Dawn Hardeman, Tim Hacker	Ongoing	Liaison Monitoring and SBDM Monitoring Documents
CAI 5	Support MES for ESS Daytime Waiver	Catherine Hacker	September 26	Face to face, email and phone; KDE Approval email
CAI 5A	Train all teachers on district expectations for curriculum alignment and standards checklist	Robin Brewer	September 26	Agenda, Sign In Sheets
CAI 5A	Establish K-5 Curriculum Team for Math and Reading	Robin Brewer	September 26	Email Agendas
CAI 5A	Begin curriculum monitoring and support for middle and high school teachers during department common planning times	Robin Brewer	Nov 1, 2016	Email Agenda Curriculum Documents PLC Minutes
CAI 6	Ensure all certified staff have been trained on CEP within the first 30 days of school.	Robin Brewer	September 26	Principals submit signatures to Mrs. Brewer
CAI 7	Ensure all schools have completed RtI/MTSS plans and provide support for specific needs.	Dawn Hardeman	September 26	Plans submitted to Ms. Hardeman, Approved by SBDM, and posted on webpage.
CAI 7	Collect information for a Question and Answer document for special education teachers and administrators for frequently asked questions to be shared on One Drive.	Dawn Hardeman Catherine Hacker	Ongoing	Document on One Drive

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

CAI 8	District and school leadership will attend Continuous Improvement Summit in Lexington, KY	Tim Spencer	September 19-20	Email/Calendar Certificates
CAI 9	Reflect and study plus/deltas to determine areas for growth and improvement in district-level meetings.	Tim Spencer	Ongoing	Agendas/Minutes Plus/Deltas
CAI 9	DLT will visit a highly effective central office leadership team meeting in Lawrence County	Tim Spencer	September 12	
CAI 9	Ensure that Principal Cadre agendas are based on instructional and leadership components.	Tim Spencer, Robin Brewer	Ongoing	Agendas and minutes
CAI 9	Apply for ELLA credit for Principal Cadre	Robin Brewer	August 29	Certificates

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Novice Reduction

August 15-September 26, 2016

60 Day Plan

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.

PDSA#	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	Plan for additional training and support for Tier I, 2, and 3 strategies and/or systems at each school	Robin Brewer Dawn Hardeman Catherine Hacker	September 26	School Monitoring Form, Administrative Meetings
CAI 5 Novice Reduction	Ensure administrators understand intervention initiative, outline expectations, and make connections to all school data during Principal Cadre and Liaison Meetings	Dawn Hardeman Catherine Hacker	September 26	Liaison Monitoring Document, Meeting Agenda, Minutes
CAI 5 Novice Reduction	Update Fountas and Pinell assessment dates for the year.	Catherine Hacker Dawn Hardeman	September 26	Hard Copy shared at Central Office Meeting

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Novice Reduction	Teams from each school and district will register for Novice Reduction Regional Workshops	Robin Brewer, Catherine Hacker, Dawn Hardeman	September 26, 2016	Certificates of professional development/EILA
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Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where Students Become College and Career Ready

Big Rock: School Food

8-12-2016 through 9-26-2016

60 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when: Procedures and protocols are implemented with fidelity	
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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
	District: Monitor ISP numbers monthly	Jeff Melkulcok	On-going	Communication to State Manager monthly.
	SNA Certification registration for Professional Development for Cook Managers	Jeff Melkulcok	September 2	Certification Waiting on Check to Pay Completed
	Team Up for School Nutrition Success Training USDA Training	Jeff Melkulcok	October 13 & 14	Training and implementation of Team Up Nutrition Program throughout the District.

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

	GFS Food Show and Convention/Training	Jeff Melkulcok Bertha Brown Bridget Holland Debora Wells	October 12	New products in relation to food service. Trainings and seminars to enhance program.
	New Install of Point of Sale Cash Register Software—Mosaic Cloud	Jeff Melkulcok Kelly Vice Tim Hacker Paul Ricker	October 14 & 17	Operational/go live on October 18
	Training for all Food Service Staff—Mosaic Cloud	Jeff Melkulcok Kelly Vice All Food Service Employees	September 26	Webinar Training at Board Office at 2:30 PM

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Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Technology

August 12-September 26, 2016

60 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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In 30 Days, we will know that we are successful when:
Procedures and protocols are implemented with fidelity

The Measures/Evidence we will use are:
30-60-90 will be color-coded by district and KDE staff to show progress on each action step (completed tasks highlighted in green, tasks in process marked in yellow, and tasks not started marked in red)

30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
Provide managing school webpage training to principals	Kelly Vice		Sign In Sheet Agenda
Present data security and Best Practice Guides to Menifee County Board of Education	Kelly Vice	August 18	Board Agenda and Minutes
Present Technology Access Report (TAR) to Menifee County Board of Education	Kelly Vice, Lorri Bartley	August 18	Board Agenda and Minutes
Inventory of computers	Kelly Vice	September 26	TRR Report

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Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Facilities

August 15 – September 26, 2016

60 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
F1	Process for maintenance requests work order will be defined and emailed to all staff.	Tim Spencer	September 2	Email; Maintenance Request Form
F2	Search for monitoring documents to assist in cleanliness checks	Linda Combs	September 26	
F3; F6	Email principals to collect a key inventory for all staff in their building	Lori Franklin	September 26	Email
F5	When nickel revenue passes, KSBA will facilitate the District Facility Plan	Tim Spencer	September 26	Board agenda and minutes
F7	Recruit custodial staff with various media.	Linda Combs Lori Franklin	Ongoing	Facebook, Community Action Agencies

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Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where Students Become College and Career Ready

Big Rock: Finance

August 15 - September 26, 2016

60 Day Plan

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

- 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)

The Measures/Evidence we will use are:

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

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
F	Prepare working budget.	Ashley Sheets/ Lorri Bartley	September 30th	KDE CLOUD ADMINISTRATION
F	Meet with Budget Committee to discuss needs with administrators	Lorri Bartley	September 27	
F	Provide documentation for audit	Lorri Bartley	September 27	
F	Tax rate approved by board	Lorri Bartley	September 12	Board minutes
F, B	Inform stakeholders on advantages of nickel revenue	Lorri Bartley	September 27	Faculty Meetings, emailed Power Point

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Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where **Students Become College and Career Ready**

Big Rock: Transportation

August 15 – September 26, 2016

60 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
PT-2	Review facilities plan to acquire a facility to properly maintain buses.	Tim Spencer, State Manager Tim Hacker, Transportation Director	September 27, 2016	PDSA meetings and minutes
PT-1	Bus driver recruitment and retention training	Tim Hacker	Ongoing	Report to DLT

All Action Strategies in yellow or red will be **STUDIED** to determine the reason implementation was not complete.
Next **ACTIONS** to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

PT-6	Review findings in transportation audit and develop a plan of action to address deficiencies in the audit.	Tim Hacker Tim Spencer	September 27 , 2016	PDSA minutes and Maintenance records
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Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.

Menifee District Big Rock Plan for Success

We are **MENIFEE** – Where Students Become College and Career Ready

Big Rock: Student Health

August 15 – September 26, 2016

60 Day Plan

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

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

The Measures/Evidence we will use are:

- 30-60-90 will be color-coded by district and KDE staff to show progress on each action step (completed tasks highlighted in green, tasks in process marked in yellow, and tasks not started marked in red)
- Please note, the 30 day strategies in **RED** apply for the rest of the Health Department Contract with the school district, through the last day of school for the current school year. The rest of the strategies will be implemented based on the terms of the new contract, after July 1.

30 Day Action Strategies		Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
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. Lane	Ongoing	First report - hard copies to Mr. Spencer.

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

SH 5	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. Lane will identify classrooms and students who are “frequent fliers” and report this <u>only</u> to Mr. Spencer.)	Ms. Lane	Ongoing	First report - hard copies to Mr. Spencer.
SH 5	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. Lane	September 2	Email communication to Tim Spencer, and staff Monthly report by KDE
SH	Troubleshoot with IC to correct errors with non-compliant immunization certificates	Tim Hacker Ms. Lane Heather Brooks Debra Williams	Ongoing	Report from IC
SH	Fully utilize KYIR- Kentucky Immunization Registry	Ms. Lane Debra Williams	September 26	Report to Mr. Spencer at administrative meeting
SH4	New school nurse will complete KDE online New School Nurse Orientation and Medication Administration Train the Trainer Courses		September 26	Certificate of completion
SH4	DHC/School Nurse will attend 2016 District Health Coordinator Meeting in Lexington, Kentucky	Jahnna Lane	September 14	Certificate of completion
SH2	Monthly Maintenance and troubleshooting for AED devices	School Nurse at each school	Ongoing	Checklist; Binder of records
SH4	Prepare policy and procedure for Narcan for board approval.	Jahnna Lane Dawn Hardeman	September 22	Board agenda and minutes
SH4	School staff will need training with toiletry skills, including diaper changing. School RNs will provide the training.	Ms. Lane Ms. Hardeman	September 15	Agenda and Sign in Sheets; Copy of Quizzes

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

SH4	Coordinate training for school nurses and athletic coaches with AED devices.	Jahna Lane Lori Franklin	September 23	Sign in sheet
SH4	Purchase Zoll AED Trainer	Lori Franklin	September 26	
SH4	Purchase traveling AED device	Lori Franklin	September 26	Invoice
SH4	Coordinate with Ambulance Service to determine location of AED devices in each building and coordinate emergency care, if needed.	Lori Franklin	September 26	Floor plans and email to AS Director

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Pupil Attendance

August 15-September 26, 2016

60 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
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

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

PA-5	Ensure parents are notified if student has missed 3 unexcused day/events with a school-based letter.	Lori Franklin	Ongoing	Letters home are logged in to the PLP in Infinite Campus
PA-5	Home visits to students who have missed 6 unexcused events and serve a final notice to parents.	Tim Hacker/Lori Franklin	Ongoing	Visits and letters are logged in the PLP
PA-5	Daily Wellness Checks – Calling parents of each student that has unexcused absence.	Melanie Golden Jessica Hale	Daily/Ongoing	Logged in PLP
PA-2	Daily student and weekly staff attendance percentages emailed to all stakeholders including board members.	Lori Franklin	Daily	Outlook
PA-5	Conduct quarterly Dropout Prevention Committee meetings	Tim Hacker	Quarterly	Mintues and agenda

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Next ACTIONS to adjust operations will be based on analysis of cause and further documented in PDSA.