

Breathitt County Schools

Governance

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**)

Improvement priority	First 30 days action strategies:	Who is on point?	By When	How Communicated
	Superintendent will conduct exit interviews with all central office staff and principals.	David Gibson, Superintendent	1-Jul-16	action plans
	Develop chart of assignments of custodial staff based on data from review process.	Darrell Watts, Facilities Director	5-Jul-16	COLT minutes, chart
	Identify teacher members of the Breathitt County Leadership Academy	Wayne Sizemore, DoSe	10-Jul-16	
	Finalize budget and details of Breathitt County Dual Credit Program.	Susan Watts, District Innovations Coordinator	11-Jul-16	partner meeting minutes, COLT agenda/minutes
	Superintendent will create action plans for all central office staff and for each role in which they serve.	David Gibson, Superintendent	15-Jul-16	
	Create system to review and revise board policies.	David Gibson, Superintendent	15-Jul-16	

Breathitt County Schools

	Create transportation department flow chart.	Steve Banks, Transportation Director	20-Jul-16	
	Conduct first Leadership Team Retreat to include teacher leaders in collaboration with Advanc-Ed.	David Gibson, Superintendent	30-Jul-16	
	Conduct interviews and complete the hiring process for vacant Director of Pupil Personnel and MRC Elementary Principal.	David Gibson, Superintendent	12-Aug-16	
	Reassign district school psychologist location to middle school for additional student support.	David Gibson, Superintendent	15-Aug-16	
	100% of all new members have received SBDM required training.	Wayne Sizemore	12-Aug-16	Training certificates; SBDM verification link
	100% of all experienced members have received SBDM required training.	Wayne Sizemore	12-Aug-16	Training certificates; SBDM verification link
	2016-17 SBDM chairpersons have conducted Open Meeting records and Student Free Speech Rights training with SBDM members.	SBDM Chairpersons, Wayne Sizemore	12-Aug-16	Agenda, Approved SBDM meeting notes, sign-in sheets
PDSA #	First 60 day actions	Who's on Point	By When	How Communicated
	Principals and central office leadership work collaboratively to develop a common discipline matrix.	Susan Watts, Interim DPP	12-Aug-16	student handbook
	Meet with Secretary of Workforce Development and Education to discuss ATC needs and potential grant funding.	David Gibson, Superintendent	16-Aug-16	informal meeting minutes

Breathitt County Schools

Finalize and sign headstart full utilization agreement	Wayne Sizemore, Director of Special Education	20-Aug-16	board meeting minutes
Ask KDE leadership to conduct facilities walkthrough to help guide development of facilities 30/60/90 Day Plan.	David Gibson, Superintendent	20-Aug-16	CO master schedule
Develop process to communicate board decisions after each board meeting	David Gibson, Superintendent	26-Aug-16	
Present Revised Park Agreement to board for approval	David Gibson, Superintendent	26-Aug-16	board meeting minutes
Explore adding assistant principal stipend to extra service schedule by polling districts of similar size and demographics.	Stacy McKnight, Personnel Manager	30-Aug-16	
Conduct cost analysis of drug testing for employees and students.	Tim Hogg, Drug Test Coordinator	30-Aug-16	
Develop new teacher induction process.	Wayne Sizemore, Director of Special Education	10-Sep-16	

Breathitt County Schools

Conduct first Superintendent Student Advisory Team Meeting.	David Gibson, Superintendent	15-Sep-16
Meet with Headstart to complete Full Utilization Agreement and to explore their use of district space.	David Gibson, Superintendent	15-Sep-16
Create monitoring system for district leadership action plans.	David Gibson, Superintendent	26-Sep-16
Develop human resources employee exit checklist.	Stacy McKnight, Personnel Manager	26-Sep-16
Revise district teacher handbook.	Stacy McKnight, Personnel Manager	26-Sep-16
Create system to revise certified job descriptions.	Stacy McKnight, Personnel Manager	26-Sep-16
Develop system to put out of district travel requests online to save time and resources.	Darrell Watts, Facilities Director	26-Sep-16

Breathitt County Schools

	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	26-Sep-16	District SBDM policies and by law review spread sheet
	SBDM Coordinator will ensure each council appropriately submits approved SBDM meeting notes for monthly meetings based upon district SBDM flowchart	SBDM chairpersons Wayne Sizemore	26-Sep-16	District SBDM meeting minutes submittal flow chart
	SBDM coordinator will begin to schedule SBDM Councils/Board of Education work sessions for each school's council.	SBDM chairpersons	9/262016	Board of Education meeting agendas sign in sheets plus/deltas
	Develop Breathitt County Teacher Leadership Academy meeting calendar and tentative agenda topics.	Wayne Sizemore, Director of Special Education	26-Sep-16	
PDSA #	First 90 day actions	Who's on Point	By When	How Communicated
	Explore allowing Headstart's willingness to use district facilities in exchange for in kind payments.	Wayne Sizemore, DoSE	27-Sep-16	
	Use data from drug testing cost analysis to develop cost effective drug testing plan for student and staff.	Tim Hogg, Drug Testing Coordinator	1-Oct-16	

Breathitt County Schools

Reach out to retired teachers association to boost support of teaching and learning- volunteers, mentoring, interventions.	David Gibson, Superintendent	1-Dec-16
Conduct first Superintendent Student Advisory Team Meeting.	David Gibson, Superintendent	1-Dec-16
Collaborate with alumni to create an education foundation for schools.	David Gibson, Superintendent	12-Dec-16
Review budget to possibly find the funds to purchase a district transportation/maintenance truck.	David Gibson, Superintendent	12-Dec-16
Create Enrollment Procedures Flowchart.	Susan Watts, DPP	12-Dec-16

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.

Breathitt County Schools

180 Day Goal:

- The district will increase the percent of student scoring proficient/distinguished in reading and math as follows:
 - Elementary (), Middle (), High () (update with 2015-16 SRC)
- The district will increase the percent of students in the Gap group scoring proficient/distinguished in reading and math as follows:
 - Elementary (), Middle (), High () (update with 2015-16 SRC)
- The district will increase the percent of students who are College and Career Ready 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)

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

Breathitt County Schools

First 30 days action strategies:	Who is on point?	By When?	Communication Tools/Evidences
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Principals begin developing the school's instructional process in support of student learning. 	David Gibson Donna Fugate	8/12/2016	Agenda, sign-in sheets
<ul style="list-style-type: none"> Building Assessment Coordinators begin DAC/BAC cadre. In this meeting BACs will understand their role as leaders and make necessary changes in the pulse check to continue the data analysis process. 	Donna Fugate BACs	8/12/2016	Agenda, sign-in sheets, pulse check
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> The CAO will meet with the high school principal to identify the CCR Team. 			
<ul style="list-style-type: none"> 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
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			

Breathitt County Schools

outcomes?) Common barriers are: setting unrealistic goals, stakeholders unable to meet deadlines, prediction of risk/mitigation and making assumptions.

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
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- Review/Audit Team Data

Breathitt County Schools

60 days action strategies:	Who is on point?	By When?	How Communicated?
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Principals submit the school's instructional process in support of student learning. 	David Gibson Donna Fugate	9/26/16	Principals' meetings agendas
<ul style="list-style-type: none"> Building Assessment Coordinators collaborate with DAC and principals to develop job descriptions. 	Donna Fugate BACs Principals	8/19/2016	Board policies and procedures
60 days action strategies:	Who is on point?	By When?	How Communicated?
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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	1 st meeting 9/26/16 Ongoing	ALERT meeting minutes, district data room
<ul style="list-style-type: none"> 			
If we are not successful, we will:			
<ul style="list-style-type: none"> Conduct a Root Cause Analysis (5 Whys, conduct an analysis to determine data appropriateness to the expected outcome, determine the validity of the data. 			

Breathitt County Schools

In 90 days (September 27-December 12), we will know we are successful when:			
<ol style="list-style-type: none"> 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:			
<ul style="list-style-type: none"> • 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?
<ul style="list-style-type: none"> • Curriculum maps and pacing guides will be reviewed and/or created. Ensure that curriculum is vertically and horizontally aligned. Flexible Teacher Equivalency 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

Breathitt County Schools

<ul style="list-style-type: none"> 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. 	Donna Fugate Principals	10/13/16 Ongoing	Teachers have access in One Drive Agenda, and sign-ins, Leadership meetings
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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. 	Donna Fugate, Wayne Sizemore Tim Johnson, Joe Mayabb, Carolyn McDaniel	12/12/16	Email, leadership meeting minutes, BOE Report
<ul style="list-style-type: none"> 			
If we are not successful, we will:			
<ul style="list-style-type: none"> 			