

MENIFEE COUNTY SCHOOL DISTRICT PLAN FOR PROGRESS

2016-2017: July 1-August 12

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	50	70	71	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	17.1	Program Review Elem	89.4	100	
• Reading	19.4		17.7	Program Review Middle	89.2	100	
• English	16.9		15.7	Program Review Score District	89.5	100	
• Math	17.1		16.3	Attendance Rate (Student) from 8/12/16	99.36%	95%	
• Science	17.7		17.9	Attendance Rate (Staff) from 8/12/16	99.67%	95%	
Proficiency Rdg/Math Elem	39	49.4					
Proficiency Rdg/Math Middle	37	48.5					
Proficiency Rdg/Math High	29.4	47.2					

Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Curriculum and Instruction

July 1- August 12, 2016

30 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 1	Review CSIP with new principals and provide copies at District Retreat	Catherine Hacker	July 22	Sign in sheets; face to face meetings
CAI 3	Create draft of elementary curriculum based on district planning meetings	Robin Brewer	Feb. 3, 2/10/16, 8/12/16	District PLC, shared on website
CAI 3	All levels will develop common assessments through bi weekly common PLC meetings	Robin Brewer	March 16, 8/12/16	Email and hard copies of information shared to district leadership
CAI 5	Collect information for common grading and reporting practices to create district process	Robin Brewer	April 28, 8/12/16	Principal cadre minutes
CAI 8	Create Professional Development Plan SY 16-17	Robin Brewer	May 27, July 7	Hard Copy

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.

Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

				District Leadership Minutes
CAI 5	Support development of Textbook Plan from each school committee	Robin Brewer	May 27, 8/12/16	Hard Copy DLT Minutes
CAI 6	New Principals attend on-site initial CEP training	Robin Brewer	July 28-29	EILA Certificates
CAI 6	Train administration on CEP Plan and updates	Tim Spencer, Robin Brewer	July 22	Sign in sheets;
CAI 5B	Discuss options with principals for piloting effective grading practices in primary or elementary grade levels; review sample report cards from other districts	Robin Brewer	August 12	Agenda and Minutes

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Assessment

July 1 – August 12, 2016

30 Day Plan

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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
CAI 5	Review and update district Liaison Monitoring Tool to reflect current expectations	Catherine Hacker, Robin Brewer, Dawn Hardeman	August 12	District monitoring tool
CAI 12	Train Kindergarten teachers to administer K Screener, Brigance	Catherine Hacker	August 12	Face to face meetings, Sign-In Sheets
CAI 12	Set dates for Brigance Screener	Catherine Hacker	August 12	Face to face meetings, Sign-In Sheets
CAI 12	Support counselor staff with Brigance data entry into OMS	Catherine Hacker	August 12	Email

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Facilities

July 1 – August 12, 2016

30 Day Plan

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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
F	Revisit Facilities PDSA to determine next steps	Tim Spencer	August 11	PDSA Meetings; Agenda and minutes
F	Begin 30 60 90 Plans to target facility needs	Tim Spencer	August 11	PDSA Meetings; Agenda and minutes

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Finance

July 1 –August 11, 2016

30 Day Plan

Fully Implemented

Partially Implemented

Not Implemented

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
HR3	Notify employees of reasonable assurance with salary base	Lorri Bartley Tim Spencer, State Manager	June 30	Hard copies to staff
HR3	Placement Letters to staff	Lorri Bartley Tim Spencer, State Manager	June 30	Hard copies to staff
B1	Federal and State allocations finalized	Lorri Bartley, Tim Spencer, State Manager	June 30	Minutes of Board Meeting

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

FM	Inventory building on route 36	Lori Franklin, Tim Spencer	June 30	Emailed to State Manager when completed
FM	Organize surplus sale	Lori Franklin, Tim Spencer	June 30	Surplus Lists through year in board minutes
B	Start working budget process	Lorri Bartley	August 31	Working budget
HR	Prepare contracts for staff	Lorri Bartley	August 9 th	Signed contracts on Opening Day
FM	Have surplus sale	Lorri Bartley	July 16	Advertised on website
FM	AFR – Closing fiscal year	Lorri Bartley	July 25	Reports submitted to KDE per Cloud
FM	Publication of Reports	Lorri Bartley	August 28	Newspaper ad
HR	Sign Contracts for staff	Lorri Bartley	August 15	Signed contracts on Opening Day
FM	Establish safety committee in regard to Workers Comp.	Lorri Bartley	August 15	Sign in sheet and checklists also KBMI response
B	Determine available Indirect Costs from Food Service	Lorri Bartley/Jeff Melkulock	July 15	AFR Report , monthly report no indirect costs available for transfer
FM-5	Set tax rate July 13, 2016– Nickel Tax will be passed if no petition on August 27 th .	Lorri Bartley	July 2016 August 2016	Board minutes

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

Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Governance

July 1 –August 12, 2016

30 Day Plan

Fully Implemented

Partially Implemented

Not Implemented

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	Review and revise organizational chart for central office staff	Dawn Hardeman, Tim Spencer, State Manager	July 22	Hard copy distributed and discussed at District Retreat; Employee Handbook;

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Pupil Attendance

July 1 – August 12, 2016

30 Day Plan

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)

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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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: School Food

July 1 –August 12, 2016

30 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
	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
	Signage for breakfast and lunch for students at all sites	Jeff Melkulcok	June 10	Purchase Orders, Signage, and DLT minutes
	Production record training for meal minimum daily quantities	Jeff Melkulcok	June 10	Request for training to KDE, Sign in sheet
	Production record for milk component was served documentation training	Jeff Melkulcok	June 10	Request for training to KDE, Sign in sheet
	Meal Pattern Training for breakfast and lunch to reserve one week of administrative review	Jeff Melkulcok	June 10	Request for training to KDE, Sign in sheet

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.

Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Food Safety temperature monitoring logs compliance	Jeff Melkulcok	June 10	SMART Temps and back up manual log
Widely publicize fresh fruit and vegetable program	Jeff Melkulcok	June 10	Written in action plan and reported at DLT
Botts: Civil rights child nutrition program training	Jeff Melkulcok	June 10	Sign In Sheet and Agenda
District: Monitor ISP numbers monthly	Jeff Melkulcok	Aug. 1	Written action plan and reported to DLT
Botts: Food safety plan	Jeff Melkulcok	June 10	Plan to submit to KDE and State Manager Spencer
Botts: Record keeping requirements for ISP and civil rights	Jeff Melkulcok	June 10	Action plan submit to KDE for record retention
Run ISP to make sure data from IC into Point of Sale system	Jeff Melkulcok	June 10	Submit to POS so they can document, In Action Plan to KDE
Indirect Cost- funds moved to general fund	Jeff Melkulcok; Lori Bartley	June 30	Submit budget information to state manager/finance officer

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Transportation

July 1 – August 12, 2016

30 Day Plan

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)

PDSA#	30 Day Action Strategies	Who is on point? Which team monitors/supports?	Deadline	Plan for Communication
PT-2	Initiate the process for procurement for bus garage	Tim Spencer, State Manager Tim Hacker, Transportation Director	July 1, 2016	Survey to be turned in to Mr. Spencer
PT-1	Bus driver recruitment and retention training	Tim Hacker	Ongoing	Report to DLT

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Student Health

July 1 – August 12, 2016

30 Day Plan

Fully Implemented

Partially Implemented

Not Implemented

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 5	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	Ongoing	First report - hard copies to Mr. Spencer.
SH 5	Monthly Reports	Ms. Jenkins	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

	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.)			
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	Monthly	Report from IC
SH	Monthly Reports Fully utilize KYIR - Kentucky Immunization Registry	Ms. Jenkins	Monthly	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 KDE
SH	Post position for new District Health Coordinator	Mr. Spencer	August 1	District Website

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Meniffee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Technology

July 1 –August 12, 2016

30 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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- 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	August 1	Sign In Sheet Agenda
	School webpages updated	Kelly Vice	August 11	DLT minutes
	Imaging and updates of computers to prepare for new year	Kelly Vice	August 11	
	Added access for departments to enter events on district webpage for district happenings	Kelly Vice	July 15	District Webpage

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