

MENIFEE COUNTY SCHOOL DISTRICT PLAN FOR PROGRESS

2016-2017

We ARE Meniffee.

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		Overall Learner Score	51.7	52.7
College and Career Readiness with Bonus	87.9	95				
Graduation Rate (4 year rate)	96.4	96.4		Next Generation Learner Botts K-5	41.1	42.1
Graduation Rate (5 year rate)	93.6	94.1		Next Generation Learner Score MES K-5	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%		Next Generation Learner MES 6-8	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%		Next Generation Learner MCHS	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%		Program Review High	100	100
ACT Score (Composite)	17.4	19		Program Review Elem	98.1	100
• Reading	18.1	19		Program Review Middle	93.3	100
• English	16.3	18		Program Review Score District	89.5	100
• Math	16.4	18		Attendance Rate (Student) as of 1/5/2017	94.83%	95%
• Science	18.1	20		Attendance Rate (Staff) as of 1/5/2017	93.4%	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: Assessment

November 11, 2016 – January 5, 2016

120 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	Create report to share with Board, DLT on K Screener Results	Catherine Hacker	December 22, 2016	Board Meeting Minutes, DLT Minutes Document
CAI 12	Complete draft of CDIP (Effective Educators Diagnosis, Gap Target Assurances, Needs Assessment, Goals/Plans, KDE Assurances, Compliance and Accountability, Executive Summary	Catherine Hacker Tim Spencer Robin Brewer Dawn Hardeman	December 16, 2016	CDIP Document
CAI 12	Present CDIP at board meeting	Catherine Hacker,	December 22, 2016	Rtl Monitoring Document
CAI 12	Refine Rtl Monitoring Document to facilitate data collection of students receiving Tier III interventions.	Catherine Hacker Robin Brewer	January 31, 2016	Document

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

CAI 12	Continue to share Program Review Expectations with school staff.	Dawn Hardeman Catherine Hacker, Robin Brewer, Dawn Hardeman	January 31, 2016	School Meeting Agenda/ Minutes
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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

November 11, 2016 - January 5, 2017

120 Day Plan

Fully Implemented	Partially Implemented	Not Implemented
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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	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 textbook 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 - Surveys and plan for additional training.	Robin Brewer, Catherine Hacker, Dawn Hardeman	Dec 1, 2016	Curriculum Committee Minutes Agendas Plan Principal cadre minutes
CAI 7	Collect information for a Question and Answer document for special education teachers and	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

	administrators for frequently asked questions to be shared on One Drive.			
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	Consult high school principal and develop a walk-through document specific to the alternative program and the KECSAC Program Improvement Plan.	Dawn Hardeman Robin Brewer	November 11	Walk-through document
CAI 5	Review the requirements and "look fors" in the alternative program walk-through observation form.	Dawn Hardeman	November 30	KECSAC PIP Notebook contents at I & I check meeting
CAI 7	Ensure all schools have completed RtI/MTSS plans and provide support for specific needs.	Dawn Hardeman	October 31	Plans submitted to Ms. Hardeman, Approved by SBDM, and posted on webpage.
CAI 7	Provide support and feedback to the schools as they work through the RtI/MTSS Implementation Guide specific to their settings.	Dawn Hardeman Robin Brewer Catherine Hacker	December 31	SBDM agendas and minutes as posted on school websites
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	Ensure that Principal Cadre agendas are based on instructional and leadership components.	Tim Spencer, Robin Brewer	Ongoing	Agendas and minutes
	Create Exemplar/Differentiation Document for District	Robin Brewer	December 15	Document
CAI 5	Provide principals/textbook committees with quote for purchase of textbooks	Robin Brewer	December 15	Document Emails
	Work with Lorri Bartley to prepare for the Medicaid Field Audit in the spring of 2017.	Dawn Hardeman	January 5, 2017	Copies of documents submitted
	Begin special education due process record reviews.	Dawn Hardeman	January 5, 2017	Completed KDE record review documents

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

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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

November 11, 2016 – January 5, 2017

120 Day Plan

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

- A Novice Reduction Plan has been communicated and implemented district wide:

The Measures/Evidence we will use are:

- We will use Novice Reduction for Gap Closure Diagnostic to monitor District effectiveness.

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 CAI 5	Begin plan for additional training and support for Tier I, II and III strategies and/or systems at each school	Robin Brewer Dawn Hardeman Catherine Hacker	November 10	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	Ongoing	Liaison Monitoring Document, Meeting Agenda, Minutes
CAI 5 Novice Reduction	Purchase leveled readers to ensure a stronger Tier I and Tier II system of instructional support	Robin Brewer	December 29, 2016	Invoices

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

CAI 5 Novice Reduction	Purchase Go Math to be used as a Tier I program for mathematics in Grades K-11	Robin Brewer	December 29, 2016	Invoices
CAI 5 Novice Reduction	Meet with Linda Rains to discuss options for collaboration with Novice Reduction Coach, and plan next steps to incorporate high yield strategies based on Hattie's work.	Robin Brewer	January 3, 2017	Sign In Sheet Minutes

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Governance

November 11, 2016 – January 5, 2017

120 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 and a consistent message is given.	Tim Spencer, State Manager	Ongoing	Liaison Feedback Form
GP3	Prepare a plan of action for newly hired classified and certified. Research effective procedures from other districts.	Tim Spencer, State Manager		Agenda and minutes from PDSA Meetings
GP1	Revisit Communication Plan for areas of improvement - School Messenger protocols; Response to calls/emails;	Tim Spencer	January 5	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

GP6 Standard 2	Research and review protocol and practices for staff discipline in order to function as a cohesive unit for the benefit of student learning.	Tim Spencer	January 5	Policies and Procedures
GP 4, 6	Locate possible professional learning opportunities such as North Star for strategic district planning.	Tim Spencer	January 5	Registration and Certifications
GP4	Begin a quarterly meeting with each administrator to review evidence in PDSA folders in OneDrive.	Tim Spencer, State Manager	January 5	One Drive Menifee County Schools PDSA 2016-17

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Finance

November 11 – January 5, 2016

120 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	Budget Meeting for Draft Budget - Needs Assessment	Lorri Bartley	November 29th	Agenda minutes draft budget
F	Update Classified Evaluation Process	Lorri Bartley	November 17th	Evaluation, minutes
F	Upload Audit to KDE	Lorri Bartley	November 2th	Audit
F	Audit Presentation to Board	Auditor/Lorri Bartley	November 17	Board minutes
HR	Implement TalentED application software	Chelsea Clark/Lorri Bartley	December 1	website
HR	Train principals and administrators in TalentEd application processes	Lorri Bartley	December 15	Review at DLT; Sign in sheet

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Student Health

November 11, 2016 – January 5, 2017

120 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 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	Troubleshoot with IC to correct errors with non-compliant immunization certificates	Tim Hacker Ms. Lane Heather Brooks Debra Williams	December 31	Report from IC
SH	Utilize KYIR- Kentucky Immunization Registry	Ms. Lane Debra Williams	November 11	Report to Mr. Spencer at administrative meeting; Immunization Report
SH2	Monthly Maintenance and troubleshooting for AED devices	School Nurse at each school	Ongoing	Checklist; Binder of records
SH4	Purchase Zoll AED Trainer	Lori Franklin	November 28	Invoices
	Purchase 20 CPR mannequins for high school	Ms. Lane	January 5	
	Protocols for new 6 th grade students immunization – add to communication plan	Ms. Lane Tim Spencer	January 5	
	Clarify timeline for sports physicals	Ms. Lane	January 5	

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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

11-11-2016 through 1-05-2017

120 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 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.
	Free and Reduced Site enrollment data based on October 31 st eligibility is due in CNIPS	Jeff Melkulcok	11/15/2016	Data input into CNIPS
	Input of Verification Data in CNIPS	Jeff Melkulcok	11/15/2016	Data input into CNIPS
	Hold an advertised public forum to present a plan to improve school nutrition and physical activities in the school district. (Wellness & Physical Activity Report Card) ***Put on January Board Meeting Agenda***	Jeff Melkulcok Robin Brewer	1/19/2017	Wellness & Physical Activity Report Card January Board Meeting

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

	Kentucky Department of Agriculture Conference and Mandatory Training — Donated Foods/Commodities	Jeff Melkulcok	12/1 to 12/2	Conference and Mandatory training.
	Submit required HAACP Plan and other Information to School Nutrition Office to close out Administrative Review	Jeff Melkulcok	1/5/2017	Required Documents emailed to SCN Office/Contact

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Menifee District Big Rock Plan for Success

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

Big Rock: Facilities

November 11, 2016 – January 5, 2017

120 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
F2	Monthly routine safety and cleanliness inspections completed by Custodial Supervisor	Linda Combs	Ongoing	Checklists
F2	Monthly reports to State Manager on playground and maintenance reports	Linda Combs	Ongoing	Board agenda and minutes
F2	Report to state manager on Before Cold Weather Checklist to be completed by the maintenance department.	Linda Combs	December 1	Checklists
F2	Report to state manager on During Cold Weather Checklist to be completed by the maintenance department.	Linda Combs	Ongoing during winter months	Checklist
F3; F6	Email principals to collect a key inventory for all staff in their	Lori Franklin	September 26	Email

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

	building			
F5	When nickel revenue passes, KSBA will facilitate the District Facility Plan	Tim Spencer	January 4th	Board agenda and minutes
F7	Recruit custodial staff with various media.	Linda Combs Lori Franklin	Ongoing	Facebook, Community Action Agencies

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Transportation

November 11, 2016 – January 5, 2017
120 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	January 31, 2017	PDSA meetings and minutes
PT-1	Bus driver recruitment and retention training	Tim Hacker	Ongoing	Report to DLT

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

PT-1	Schedule and conduct interviews for school bus driver assistant/monitor position and recommend hire to the state manager	Tim Hacker	November 14, 2016	Documentation supplied to human resources and state manager
PT-6	Review maintenance logs for all school buses to ensure all buses are being serviced on regularly mandated schedule and is being documented on the proper forms.	Tim Hacker Tim Spencer	December 21, 2016	Maintenance logs
PT-7	Order school bus safety training to be used with students.	Tim Hacker	December 21, 2016	Teacher lesson plans, Verification emails, and School bus order
PT-6	Complete order for two new school buses approved by the Board of Education	Tim Hacker	November 14, 2016	verification and email

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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: Pupil Attendance

November 11, 2016-January 5, 2017

120 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	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 a quarterly Dropout Prevention Committee meeting	Tim Hacker	November 14, 2016	DPC Minutes and agenda
PA-2	Conduct a quarterly attendance committee meeting	Tim Hacker	November 14, 2016	Attendance committee agenda and minutes
PA-1	Complete home school list and submit to needed stakeholders	Tim Hacker/Lori Franklin	October 14, 2016	Home School Documentation
PA-1	Submit Growth Factor Report	Tim Hacker	October 14, 2016	Growth Factor Report and Submission Verification
PA-1	Report non-resident students to contracted counties	Tim Hacker	October 14, 2016	Non-Resident Student Reports
PA-1	Develop 2017-2018 Non-Resident Contracts with all Contiguous Counties & Fleming County and submit to the Board of Education for approval	Tim Hacker	December 15, 2016	Non-Resident Contracts

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

Big Rock: Technology

November 11 – January 5, 2016

120 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
Provide managing school webpage training to principals	Kelly Vice	November 15	Sign In Sheet Agenda
Implementing/Purchasing Chromebooks and Chromeboxes	Kelly Vice Lorri Bartley	January 5	Agenda and invoices
Upgrading RAM in teacher iMacs	Kelly Vice Paul Ricker	January 5	Checklist of staff
Present KETS 1 st Offer of Assistance to Menifee County Board of Education	Kelly Vice	November 17	Board Agenda and Minutes
Purchase interactive boards for math classrooms at middle and high school.	Kelly Vice	January 5	

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Menifee District Big Rock Plan for Success

We are MENIFEE – Where Students Become College and Career Ready

	Determine training needs for new technology with KDE Consultants	Kelly Vice	January 5	
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