

MENIFEE COUNTY SCHOOL DISTRICT

OCTOBER 3-4, 2017

ACTION PLAN UPDATE

1. Status Update

The Menifee County School District (MCSD) has a current balance of \$1,077,134. The current tentative budget has a 9.93% contingency.

The MCSD made many changes in organization and personnel throughout the summer months for the 2017-2018 school year. The shift in culture and climate of each school and throughout the district created a positive momentum which resulted in a very successful start to the year.

Plan-Do-Study-Act plans (PDSAs) have been revised collaboratively with the Educational Recovery (ER) staff and District Leadership Team (DLT) to address the improvement priorities found within the state management audit. 30/60/90-day action plans are utilized to ensure successful implementation and completion of school and district processes. Topics are as follows: Curriculum and Instruction, Assessment, Governance, School Food, Finance, Facilities, Technology, Pupil Attendance, Transportation, Novice Reduction, Student Health, and Special Education. Data analysis and deliberate planning based on student needs are the driving force for decision making. Each responsible person is held accountable for action items during monthly sessions with the state manager. In addition to monthly group sessions, the state manager and district ER Specialist hold individual meetings with each responsible person for PDSAs. This has been very productive for improving the quality and substance of these documents and will continue during the 2017-2018 school year.

2. Action Strategies - Completion

- i** The Kentucky Department of Education (KDE) Management Audit found a number of improvement priorities within the district. Specific 30/60/90-day plans have been created utilizing the management report and PDSA model provided by KDE to guide the improvement process.

Finance:

The district finance officer continues to present a cash flow projection that informs board members of an accurate picture of what the district financial position will be at

the end of each month.

The annual district financial audit was conducted the last week of August for the 2016-2017 school year.

The following were approved tax rates for the 2017-2018 school year: the compensating rate of 53.7 for real estate; 54.9 for tangibles; and motor vehicle rate at 49.2.

Governance:

Roles and responsibilities were changed throughout the district due to needs and effective placement of employees. A new organizational chart was developed and shared with stakeholders to portray the infrastructure of personnel. School level administrators followed this example and created an organizational chart of their own buildings. This will improve the overall communication flow and ensure the proper chain of command.

Changes were made to the procedure for Monthly Principal Liaison Meetings. Instructional supervisor, Robin Brewer, will serve as liaison to all schools and principals, with the exception of Tim Hacker to Menifee Academy Job Corps. Liaison meetings with each principal are held monthly. The Liaison Monitoring Form was also updated to ensure district expectation is clearly communicated between district and school. The district ER Specialist attends liaison meetings in each building as a systems monitoring check. In addition to the school level meeting, the state manager collaborates with Mrs. Brewer and respective ER staff after each meeting to debrief on the findings from each school.

Communication Plans were updated with feedback from the DLT.

Professional Learning Communities (PLCs) were created for district-wide programs to track data and report during DLT meetings. For example, FRYSC, Counselors, Food Service, Nurses, and Transportation.

The DLT attended the district retreat at the Kentucky Association of School Administrators (KASA) Conference. All team members were challenged to be a healthy influencer throughout the school year. ER Staff trained the DLT on the following topics: The Big Opportunity, Leverage, Coaching and Feedback, and Systems at Work.

The Kentucky School Board Association (KSBA) provided training to Board Members in August to revise/review the goals of the district. The Board established the following goals:

Goal 1- By 2020, all students will graduate college and/or career ready for successful transition after high school;

Goal 2 - By May 2020, we will have 96% attendance rate;

Goal 3 - By May 2020, all students at end of grades 3, 5, and 8 will have 0% Novice based on iReady math and reading data;

Goal 4 - By August 2021, Menifee County Schools will have a new 21st century K-8 school facility.

District administration reviews school based decision making (SBDM) Observation/Review documents to assist in monitoring the SBDM councils at each of the schools on a monthly basis. The SBDM supervisor reviews agendas and minutes giving feedback as need to meet regulation.

Attendance:

The district attendance specialist continues to send daily emails on the attendance for each school. The district attendance rate is 96.54% as of August 24, 2017. District enrollment has declined to 1,008 students. The staff attendance rate is 95.6% as of August 24, 2017.

Curriculum/Assessment/Instruction:

ER staff are assigned to all schools, as well as the district office, to provide support and guidance in all aspects of the educational process.

Curriculum documents were updated to align with Kentucky Academic Standards, which included deconstruction of standards and the development of student-friendly learning targets for each grade level. All documents are available in Google Drive as well as the district webpage. Time was allocated for teachers to work collaboratively using their knowledge of the standards and content areas to prepare a viable curriculum to ensure every teacher knows what they are responsible to teach. In the 2016-2017 school year, the district established a K-5 Curriculum Team (one representative from each grade; equal representation of schools) to ensure a quality Tier 1 core instruction. Curriculum work will continue for each grade level through the established PLC process at all grade levels. The work will continue during the 2017-2018 school year to establish a monitoring protocol and begin building common assessments for reading and math. Effective grading practices will also be incorporated throughout the team's work. MCSD purchased a district license for Grade Cam, a digital grading software, to assist in common assessment collection and data analysis.

In effort to reduce the number of novice students in all buildings, the district has adopted an instructional process for classrooms. Direct explicit instruction will be the foundation for the model. Extensive training was provided to administrators, as well as teachers, on the overall procedure. Plans for roll out will focus on Phase 1

and Phase 2 to begin the school year. The Menifee County Instructional Process provided teachers with a guide for how the curriculum should be presented to the students. Administrators have developed a monitoring instrument to ensure proper implementation. Improvement plans as well as 30/60/90-day plans will address next steps for novice reduction planning. Additional professional learning for administrators focused on direct explicit instruction in multi-tiers of instruction. ER staff led district administrators to define a district-wide instructional process.

MCSD offered a conference style professional learning opportunity for teachers. Classroom teachers were encouraged to facilitate and lead 1-hour sessions to showcase areas of expertise. Plus/Deltas indicated a significant appreciation for the structure, as well as the ability to choose topics of need or interest. This option also allowed an opportunity for the district to build capacity in teachers as future leaders.

MCSD purchased iReady to be used not only as a universal screener for grades K-11, but also as an additional instructional component that supports all tiers of instruction in grades K-8. Training has been provided to all staff and administrators on this tool. The first benchmark was successful with only a few minor setbacks. Assessment protocols were established and practiced by all sites.

ACT scores from Menifee High School increased from 17.1 to 19.0 last year.

The state manager established dates for beginning of the year site reviews at all three schools as part of the Principal Professional Growth and Effectiveness System (PPGES) and will develop professional growth goals. Principals will also establish working conditions along with state and local growth goals.

Both Menifee County High School and Menifee Elementary School are under new leadership this school year. Mr. Wallace Bates was hired as the new high school principal, and Mrs. Tonya Means was promoted from assistant principal to principal at Menifee Elementary School.

Lana Swartz accepted the role of Gifted and Talented Teacher for the district, and provides instructional support and coaching to Menifee County High School. Jodi Blackburn was hired as an instructional coach for Menifee Elementary School. The addition of these two positions have already made a significant impact on teaching and learning for Menifee County Schools.

Botts Elementary Principal, Jeremy McNabb, attended the Kentucky New Principal Induction Academy as a means to provide relevant and appropriate guidance and support. The Academy provides a total of six sessions throughout the school year.

School administrators, as well as ER staff, registered to attend the National Institute for School Leadership (NISL). This provides an excellent opportunity for professional growth and learning. Time has been allocated in each Principal Cadre to

share insight with other administrators in the district.

Google Apps for Education training is complete for piloting Google Classroom teachers. All three phases of training was led by Laura Raganas, Digital Learning Coach from KDE. The use of Google Drive has made reporting and documentation much more efficient. Each school and department at the district level have shown evidence of use throughout each building.

3. Action Strategies - Deficiencies

i Disaggregation of student level data is not always resulting in adjustments in instruction and intentional planning to meet the individual needs of all students. Current grading practices are not reflective of true student performance and mastery of the standards. There is a great need for teachers to understand the multi-tiers of instruction and to ensure that 80% of students should reach mastery of standards from the core program.

There is a great need for a district-wide data tracking document. A draft for quarterly reporting has been created and shared with administrators.

The Curriculum Team and Content Cadres will meet to begin the implementation of aligned common assessments for grade levels (K-5) and like courses (6-12). GradeCam was purchased to help make grading more manageable.

In order to promote a more positive culture within the school district, the district has implemented Olweus as a Tier I system for behavior. Pathways, a community-based center for mental health, has partnered with MCSD to support this initiative.

Menifee Elementary and Menifee High School are promoting activity clubs that will ensure all students will have access to extracurricular activities.

4. Action Strategies – Additions

i While all components of the KDE management audit will continue to be addressed through the PDSA and 30/60/90-day work, a laser-like focus will be placed on the DEI Instructional Process with the assistance of ER staff assigned to Menifee County to ensure that student achievement is a top priority.

The district ER Specialist and state manager will continue meeting with individual component managers of the PDSA's for the district to maintain fidelity with the process.