

MENIFEE COUNTY SCHOOL DISTRICT

DECEMBER 6, 2017

ACTION PLAN UPDATE

1. Status Update

The Menifee County School District (MCSD) has a current balance of \$1,031,800. The current tentative budget has a 9.4% contingency.

The MCSD has continued to make many improvements over the past two months. The district continues to have improved transparency in communication as well as culture and climate. The Plan Do Study Act (PDSA) work and 30/60/90-day plans serve as the monitoring tools for each school and the district which center on identified Improvement Priorities of the Standard 3 Audit.

PDSA's 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 of each plan 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 improving the quality and substance of these documents and will continue during the 2017-2018 school year.

2. Action Strategies - Completion

- i** The 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 audit confirmed that the district had an ending balance of \$1,220,970 in the general fund.

The district has entered into a lease agreement to secure a facility for the district bus garage. The facility will be in service by the end of the calendar year.

The district has ordered a new special needs school bus. The district has created a regular rotation for school bus purchases and is currently on schedule with the purchasing rotation.

Governance:

Changes were made to the procedure for monthly principal liaison meetings for the 2017-2018 school year. Instructional supervisor, Robin Brewer, will serve as the 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 also 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.

The Kentucky School Boards Association will continue to provide training to the board members to revise/review the goals of the district to align with the new accountability guidelines.

The Menifee County Board of Education now consists of four members due to the resignation of Board Member, Lori Sorrell. The Commissioner has started the process of selecting a new school board member.

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.

MCSD has partnered with Kentucky Association of School Administrators and Dave Braswell of Upslope to provide training and guidance in the evaluation process and protocol development.

Attendance:

The district attendance specialist continues to send daily emails on the attendance for each school. The district attendance rates are 95.54% as of October 19, 2017. The district enrollment has declined to 1,005 students. The staff attendance rates are 94.18% as of October 24, 2017.

Curriculum/Assessment/Instruction:

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

Work will continue during 2017-2018 school year to establish a monitoring protocol for curriculum, instruction, and assessments. Curriculum documents have been 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.

Curriculum team meetings will focus this year on the implementation of aligned common assessments for grade levels K-5. GradeCam has been purchased to help make grading more manageable.

In an 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 and Phase 1 and 2. Plans for training and roll out of Phase 3 and Phase 4 will be guided by a district instructional team. The Menifee County Instructional Process provided teachers with a guide for how the curriculum should be presented to 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 (DEI) in multi-tiers of instruction. ER staff led district administrators to define a district-wide instructional process. Within the schools' first quarter, administrators completed over 170 walkthroughs using the Instructional Process Observation Form (iPof) and provided direct, specific feedback.

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. The first benchmark was successful with only a few minor setbacks. Assessment protocols were established and practiced by all sites. Baseline data confirms the need for urgency and intentional focus on curriculum and instruction.

The state manager has conducted site visits at all three schools as part of the Principal Professional Growth and Effectiveness System (PPGES) and has developed Professional Growth Goals. Principals have established Working Conditions along

with state and local growth goals.

In order to promote a more positive culture and with attention student health, the district has implemented Olweus as a Tier I system for behavior. Pathways Inc. has partnered with MCSD to support this initiative.

The first quarterly report has not only provided a much needed data tracking system, but also provided a “Data Dashboard” for specific areas to be monitored on a frequent basis at the school and district levels. These dashboard areas will be targeted and reported on during monthly principal cadre meetings.

MCSD was one of five schools to receive a grant under Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) in partnership with Berea College. The grant will help at-risk students prepare for college and receive the support they need to achieve success in postsecondary education. The grant will provide a comprehensive set of services to parents, students and schools that support a sustainable college-going culture.

School and district leadership teams visited the following hub or model schools:

- Boyle County: Co-teaching
- Pulaski County: Hub School visit with focus on Professional Learning Communities (PLC) protocol
- Marion County: Calvary Elementary Response to Intervention (RtI) protocol

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 percent of students should reach mastery of standards from the core program.

Jarrod Slone, KDE RtI Consultant, has provided feedback and guidance to revise RtI plans at the district and school level. All schools have an intentional focus on multi-tiers of instruction.

To target monitoring and revision of curriculum in grades 6-8, the district will establish Content Cadres/PLC for each content areas. This cadre will also begin work on vertical alignment and common assessments, much like the K-5 team has already implemented.

Meniffee Elementary and Meniffee High School are promoting activity clubs that will

ensure all students will have access to extracurricular activities.

Julia Rawlings and ER staff have provided targeted support to the new Continuous Improvement Planning Process in Menifee. Protocols for each phase of implementation are needed to drive the process.

4. Action Strategies – Additions

- i** While all components of the 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.

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.