

# MENIFEE COUNTY SCHOOL DISTRICT

## FEBRUARY 7, 2018

### ACTION PLAN UPDATE

#### 1. Status Update

On January 2, 2018, the Meniffee County School District utilized a Teacher Planning Day to rollout Phase 3 and 4 of Direct Explicit Instruction (DEI). DEI is another way of saying effective, meaningful direct teaching that is research-based and involves teaching skill sets and active student participation. Training for the day of learning was designed by teacher leaders and administrators to ensure feasibility and ownership. The final phase of training will be provided later in the year.

The Meniffee County School District has a current balance of \$1,012,463.56. The current tentative budget has a 9.22% contingency. The district had a 69% tax collection rate through December, and the district appears to be on track to obtain the same rate of 90% from the previous year. The district will approve a draft budget at the January board meeting that will reflect a loss of revenue due to shrinking enrollment numbers.

The Meniffee County School District has continued to make many improvements since the beginning of the school year. State Manager Spencer along with Educational Recovery Staff and administrators have worked persistently on being transparent and improving the climate and culture of the district. Systems are being monitored to educate and hold all stakeholders responsible for following policies and procedures. Policies and procedures have been updated that will ensure constant monitoring and implementation within the district.

Plan, Do, Study, Act (PDSA) cycles have been revised collaboratively with the Educational Recovery staff and district staff to address the improvement priorities found within the state management audit. 30-60-90 Day Action Plans are being utilized to ensure successful implementation and completion of school and district processes. The topics of each plan are as follows: ***Curriculum and Instruction, Assessment, Governance, School Food, Finance, Facilities, Technology, Pupil Attendance, Transportation, Special Education, Novice Reduction and Student Health***. 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.

#### 2. Action Strategies - Completion

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 finance department has conducted a needs assessment meeting for each school and department to help in preparing a draft budget for 2018/2019 school year. The district is hopeful to purchase laptops for staff and several Chromebooks for students for implementation of Google classrooms.

The district has all bus routes covered by full-time school bus drivers without the utilization of other district personnel. This eliminates several hours of overtime pay for the district.

The district is fully utilizing the leased bus garage with all repairs and inspections being complete within the facility.

- **Governance:**

The Kentucky School Board Association (KSBA) will continue to provide training to the board members. In January, the new board received training in the area of "Developing Goals and Mission Statements for the District." The board also adopted a new vision statement at the December board meeting- "We are Menifee where we ensure every student transitions on a pathway to a successful future in academia, military or career."

The Commissioner of Education is currently in the process of appointing a new board member, and his designee conducted interviews in the district on January 10, 2018.

Liaison meetings with each principal continue monthly. The Liaison Monitoring Form is used as a guide to ensure district expectation is clearly and consistently communicated between district and school. District Education Recovery Specialist also attends liaison meetings in each building as a systems monitoring check for both school and district consistency. In addition to the school level meeting, the State Manager collaborates with Mrs. Brewer and respective Education Recovery staff after each meeting to debrief on the findings from each school.

Menifee County Schools has partnered with 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 rate is

94.54% for the first semester. The district enrollment has steadily declined this semester to 1009 students due to loss of enrollment at the Menifee Academy-Frenchburg Job Corp. The State Manager has made reductions to the staff at the facility to accommodate other needs within the district. The staff attendance for the first semester of school was 93.17%.

- **Curriculum/Assessment/Instruction:**

Educational Recovery (ER) Staff have been assigned to all three schools, as well as district office, to provide support and guidance in all aspects of the educational process. An additional Educational Recovery Specialist was added to Menifee Elementary School.

In an effort to reduce novice students in all buildings, the district has adopted an instructional process for classrooms. *Direct Explicit Instruction (DEI)* will be the foundation for the model. Phase 3 and Phase 4 was rolled out on January 2, 2018 by a district Instructional Team. The *Menifee County Instructional Process* provided teachers with a guide for how the curriculum should be presented to the students.

Administrators and teachers developed an observation instrument that included specific “look fors” in a typical lesson where DEI is implemented. This document is a tool to ensure fidelity and implementation of the phases of DEI. Over 300 observations have been completed by administrators using the *Instructional Process Observation Form (iPof)*.

Comprehensive School Improvement Plans were reviewed and submitted in eProve by January 1, 2018. Plans address priority needs and action needed to close the achievement gap. A protocol for needs assessment guided school through data questions and root cause analysis. The use of our Quarterly Report for data collection proved to be very beneficial in the analysis and writing the improvement plans.

The 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. Data points will be used to create Exit Criteria focusing on transition levels.

K-5 Curriculum Team meetings continue to focus on the implementation of *aligned common assessments* for grade levels K-5. One assessment has been completed and analyzed. The team has prepared a second assessment for mid-February. *GradeCam* has been purchased to help make grading more manageable.

Menifee County Schools administered mid-year i-Ready Assessments in grades K-8 and Fountas and Pinnell for reading in grades K-5. All grade levels showed an increase of students on or above level in math. Significant

growth is also evident in reading. Kindergarten increased in reading by almost 50% and 30% in math. The data supports a stronger foundation in the early grades. The district has set an ambitious goal for Kindergarten to be at or above 80% on grade level in reading and math by the end of the school year.

Menifee County High School implements Transition Readiness PDSA during PLCs. Current Transition Readiness rate for Menifee County High School is 51%.

The State Manager has conducted mid-year site reviews at all three schools as part of the *Principal Professional Growth and Effectiveness System* and provided feedback on established Professional Growth Goals. Principals have established Working Conditions along with State and Local Growth Goals.

District elect walkthroughs continue three times per year with a snapshot of the learning environment of each school being captured. The district walkthrough team uses this snapshot to identify strengths (pluses) and weaknesses (deltas), which are shared with staff after each walkthrough. In addition to elect, the district will begin an instructional walk-through process focusing on differentiation, student engagement, and formative assessment. The process not only provides support to teachers, but also allows district administrators to coach principals in providing effective feedback to teachers.

Menifee County Schools 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. Two full-time positions, an Academic Intervention Specialist and a Youth Advocate, will be paid with the grant funding.

### **3. Action Strategies - Deficiencies**

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 need for exit criteria to be created for transition levels at grades K, 3, 5, 8, and high school.

To target monitoring and revision of curriculum in grades 6-8, the district will establish Content Cadres/PLC for each content area. This cadre will also begin

work on vertical alignment and common assessments, much like the K-5 team has already implemented.

#### **4. Action Strategies – Additions**

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 curriculum/assessment/instruction with the assistance of ER staff assigned to Menifee County to ensure that student achievement is a top priority.

In effort for continuous improvement and an intentional focus on student achievement, Principal Cadre sessions have been revamped to focus solely on instruction and professional growth and are now EILA-approved.

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