

MENIFEE COUNTY SCHOOL DISTRICT

TIM SPENCER, STATE MANAGER

OCTOBER KDE MEETING

ACTION PLAN UPDATE

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1. Status Update

The Menifee County School District (MCSD) has a current balance of \$1,761,533. The current working budget has an 8.24% contingency.

Funding from various state and federal grants has allowed the district to hire additional staff that will greatly impact curriculum, instruction, and leadership. Instructional coach positions will be based at each school. Coaches are working directly with teachers and administrators to ensure fidelity to instructional initiatives and grant guidelines district-wide. This group of leaders will help move the district closer to reaching all instructional goals with a specific focus on district and school improvement priorities.

The Educational Recovery staff continue to provide leadership in the development of professional development plans as well as a curriculum framework and to provide instructional and coaching support to all levels of the system. Data analysis and intentional planning based on student needs continue to drive the decision making on a daily basis in Menifee County. Three additional Educational Recovery Staff have joined the Menifee team. Some roles have been reassigned within the district to better meet specific school and district needs.

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 (Plan, Do, Study, Act) 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 third week of August for the 2017-2018 school year.

The district approved the tax rates at the compensating rate of 53.6 for real estate and 54.2 for tangibles. The district also approved the motor vehicle rate at 49.2.

- **Governance:**

Menifee District Leadership Team attended a summer retreat to kick off the school year at KASA Annual Conference. The team reflected on the journey of school/district turnaround and continuous improvement. Tim Spencer, state manager, shared a video of last year's accomplishments. He challenged the team to go the extra mile with a "whatever it takes" attitude.

To begin the 2018-2019 school year with clear expectations, protocols and processes have been organized in Google Drive. This organization will not only allow easier access to basic operations but will also serve as evidence for the upcoming management review and as a plan for sustainability. All board policies and procedures are located on the district's website.

District administration reviews SBDM Observation/Review documents to assist in monitoring the SBDM councils at each of the schools on a monthly basis.

Liaison meetings with each principal will continue to be held monthly. The Liaison Monitoring Form was updated to ensure district expectation is clearly communicated between district and school. The state manager meets with administrators after each meeting to debrief on the findings from each school. The District Education Recovery Specialist attends liaison meetings in each building as a systems monitoring check. This has helped to support consistent information shared among buildings. The Liaison meetings continue to get stronger and stronger. This is also helping to build some credibility with district staff.

In an effort to build a consistent and clear message in employee discipline, MCSD has partnered with *Upslope* for training a district team of evaluators for Employee Discipline in an Education Environment. The team has created a matrix for evaluation of employee discipline.

All certified staff have been trained on the new *Certified Evaluation Plan* for Menifee County Schools.

Communication continues to be an area of focus. District Leadership Team members contribute news and announcements to be published in a new district newsletter. The electronic newsletter is distributed through email to stakeholders and published on the district webpage.

New Teacher Induction is based on Kentucky Teacher Performance Standards. Observation cycles are designed around National Board

Certification 5 Core Propositions. The group of teachers will utilize Google Classroom and monthly Professional Learning Communities (PLCs) for training and support from Central Office.

Announcements and Weekly Reminders were added to the Central Office Leadership Accountability (COLA) form that is sent to all staff, teachers, and board members. This addition will highlight weekly actions that need to be targeted and will eliminate the need for mass emails.

The Instructional Supervisor has created a Google Classroom to track and monitor professional development hours. A verification document of the required 24 hours will also make this system for tracking much more efficient and effective district-wide.

Menifee County School District will be piloting eProve Strategies, which is AdvancED's new continuous improvement planning process. This pilot will guide our work for CDIP/CSIP plans.

- **Attendance:**

The District Attendance Specialist continues to send daily emails on the attendance for each school. The district attendance rates are 96.49% as of August 22, 2018. The district enrollment has increased from 1,001 students to 1,026 students compared to last year.

The staff attendance rates are 97.36% as of August 22, 2018. Staff attendance has increased almost 2% since last year, which indicates a possible shift in school culture and climate.

- **Curriculum/Assessment/Instruction:**

Educational Recovery Staff are assigned to all schools as well as Central Office to provide support and guidance in all aspects of the educational process.

The two-day conference-style carousel of professional learning sessions was well attended and, based on plus/delta feedback from teachers, was received very positively. Feedback strongly supported local expert teachers as providers of the sessions. This model of training provides relevant topics for professional growth as well as directly addresses improvement priorities district-wide and is another step towards building capacity in MCSD.

Staff from the district and school levels have also attended several professional learning conferences this summer to target specific needs or initiatives and in preparation for the upcoming school year. Those conferences include:

- LINK Summer Institute;
- Persistence to Graduation Summit;
- Kentucky Association of School Administrators;
- Menifee County District Retreat;

- 21st Century Community Learning Center - Level 1; and,
- Striving Readers Kickoff.

Direct Explicit Instruction continues to be a focus area district-wide. Principals and district staff will revisit and revise the Instructional Process Observation Form (iPof) to ensure updated information for the 2018-2019 school year. This form is the tool used to provide feedback and guide the support for teachers within each building. Summer training sessions were also allocated for the instructional process.

Lesson Planning Framework was a practice observed in Carter County Schools, the location of one Hub School. In every classroom, teachers used an acronym to guide each lesson and reinforce a rigorous lesson for students. MCSD teachers have developed their own acronyms based on Universal Design for Learning to be implemented in the 2018-2019 school year: PDSA (Plan Do Study Act) will be utilized in grades 6-12 and CATS (Curriculum Accountability Technique Success) criteria will be utilized for grades K-5.

Menifee County High School Curriculum Instructional Coach, Lana Swartz, and High School Teacher/SBDM Member, Tabitha Conley, will be attending the National Institute for School Leadership for the 2018-2019 school year. This provides an excellent opportunity for professional growth and learning in strategic leadership.

The district completed the rollout of the Blended Learning/1:1 technology initiative for students in grades 4-12. Each school named a School Instructional Technology Coordinator to support instructional technology in their building as well as to collaborate with the District Technology Coordinator. Each coordinator will be a member of the district technology team leading the entire district and establishing plans for successful implementation.

The district is partnering with Academic and Behavioral Response to Intervention (ABRI) to establish a stronger multi-tiered system for behavior and academic Response to Intervention (RtI). School and district teams attended two days of training for academic support and PBIS - Positive Behavioral Intervention Support. ABRI consultants will support through professional learning opportunities and data collection throughout the school year. ABRI Consultants will train all teachers in each building.

Striving Readers Comprehensive Literacy (SRCL) Discretionary Grant Program is designed to create a comprehensive approach to advance literacy in children, including those with limited English proficiency and those with disabilities, birth to grade 12. Funding will allow opportunities for the district that would not have been possible otherwise. This helps maximize the potential for higher quality professional development. The Literacy Plan will allow Menifee County to become a National Boards Site where six teachers

will begin working on their National Board Certification. Other professional learning opportunities will focus on Universal Design for Learning, Kentucky Reading Project, and READY for Kindergarten.

3. Action Strategies - Deficiencies

- i** District and school level support provided by the State Manager and the ER Staff is on-going to ensure policies, processes and procedures are implemented across all grade levels. Through continuous linkage training, the district will strengthen their instructional system.

Due to unforeseen circumstances, Menifee County High School has had an Acting Principal in place since the beginning of the school year. It is anticipated that this will be a short term placement as the Principal is expected to resume his regular duties as soon as possible.

Local data trends indicate a need for additional support in gap group populations. Co-teaching is an evidence-based practice that the district is beginning to implement district-wide to address this need. Tier II and Tier III strategies will also be implemented to close the gap.

4. Action Strategies – Additions

- i** Menifee County School District has received permission to purchased property for the new elementary school. The district will begin the construction project and establish a completion date for the fall of 2020.

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 an effort for continuous improvement and an intentional focus on student achievement, Principal Cadre sessions continue to focus solely on instruction and professional growth and are now EILA-approved. We plan to reorganize our meetings and include a block of time for observations/walkthroughs. Each school will host the meetings in their buildings on a monthly basis. After the regular meeting, we will complete elect observations. This will allow principals at other levels to see district initiatives applied in various content and grade levels.

21st Century Community Learning Center started the last week of August at Botts Elementary School. The program has an intentional focus to provide academic,

artistic, and cultural enrichment opportunities to students to aid in meeting state and local standards in core academic subjects, such as reading and mathematics.

5. Data Reporting



	2015-2016	2016-2017
Total District Enrollment	1061.98	1041.24
Percent of Students Demonstrating College or Career Readiness	74.3	65
Graduation Rate	96.4	97.2
Percent of All Students Achieving Proficiency in...		
Elementary School Reading	37.6	37.5
Elementary School Math	28.8	20.1
Middle School Reading	52.4	57.6
Middle School Math	24.9	29
High School Reading	50.6	56.7
High School Math	21.3	21.8
Percent of Students Qualifying for Free or Reduced Price Lunch Achieving Proficiency in...		
Elementary School Reading	30.7	36.9
Elementary School Math	22.9	39.4
Middle School Reading	49.4	54.1
Middle School Math	22.9	25.9
High School Reading	41.1	51.1
High School Math	19.6	17.2
Percent of Students Identified for Special Education Services Achieving Proficiency in...		
Elementary School Reading	33.3	13
Elementary School Math	19.4	16.7
Middle School Reading	30	25.9
Middle School Math	15	3.7
High School Reading	less than 10	less than 10
High School Math	less than 10	less than 10
Percent of Students Moved Out of Novice in...		
Elementary School Reading	39.7	34.4
Elementary School Math	33.6	30.8
Middle School Reading	22.7	24.4
Middle School Math	25.3	29.4
High School Reading	40.5	37.3
High School Math	32	25.6