

Assistant Superintendent for Curriculum and Instruction Report

Department Curriculum & Instruction Beth Sumner, Asst. Supt.	Month of September, October, November 2018
<p>Highlight Initiatives & Progress</p> <ul style="list-style-type: none"> • Senior Directed Experience – coordinating workshops for students; individual mentoring of student • New Teacher District Overview held in November • SEL Committee for district – coordinated with WKEC to provide Trauma Informed Care training for district committee on Nov. 26 – Feedback from participants that it was excellent and needed for all staff; developing plans for training for all staff • Instructional Reviews – change from Instructional Rounds conducted in each school to use of Deeper Learning Student Work analysis; engaging conversations by Cabinet members about high quality work and next steps • Trigg County’s Work Ready Community Committee is meeting in order to develop the renewal application. • Curriculum alignment project – meeting with teachers of grades K-8 to develop curriculum sequencing for ELA, MA, SC, and SS. High School meetings will occur in January. Project has provided opportunity to work directly with teachers; providing additional resources for them, and addressing teacher concerns 	<p>Success Story</p> <ul style="list-style-type: none"> • As a result of the IS Instructional Review focused on Science assessments, I provided training on test structure and format. In addition, training for all 1st and 4th grade teachers was provided on Nov. Growth day to build science content knowledge of Waves and 3 Dimensional instruction. • Emotional Poverty Book Study – voluntary book study of Dr. Ruby Payne’s new book <i>Emotional Poverty</i> with over 20 participants; participants have been very positive about the discussions and how it can help in their relationships with students • Senior Seminar – participated in Senior Seminar; roundtable discussions with seniors about soft skills necessary for success • PreK Partnership Grant – district was awarded a 2 year grant of \$300,000 to provide support to licensed childcare centers in the county and increase the number of children who are CCAP eligible who are enrolled in childcare. Early Childhood Coach has been hired and activities will begin in January.
<p>Key Metrics & Goals</p> <ul style="list-style-type: none"> • TE21 Benchmark assessments have been purchased; teachers identified that standards taught during the 1st semester and the first rounds of benchmark assessment will take place in January • PreK December 1 Count completed • NAEYC Accreditation report completed in October for maintaining accreditation status 	<p>Challenges</p> <ul style="list-style-type: none"> • Utilization of Schoology for standards-based reporting; the program is effective for tracking student progress of individual standards; our struggle is how to use this information for reporting on-going progress with parents. In ELA, a student report indicates progress of 20-30 individual standards and does not provide a way to collapse these scores into domains such as Reading Informational, Reading Literary, Writing, Speaking, and Listening. The MS ELA teachers have been diligent in attempting to figure out how to use the program and have provided feedback to Schoology regularly. Other schools have been hesitant to implement the use of Schoology for tracking mastery progress due to these issues.

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Budget Analysis

- Program spending is on target
- GMAP continues to be a challenge – KDE Consultants must review and approve the narrative aspects of GMAP for program requirements (i.e., Title I components must be addressed – the budgets are not the issue but rather the narrative descriptions)

Next Quarter's Focus and On-Going Activities:

- Revised Kentucky Academic Standards and training for staff; curricular alignment that will be necessary
- Preschool reviews (ECERS-3 and new KDE monitoring system)
- SEL Committee work
- Poverty Simulation – planning for implementation on Growth Day(s) and how to provide training for all staff
- Future Wildcats events – September and November events were well attended; outreach to families with children under 5 to build school readiness; each event is grounded in literacy (children receive books); parent session provides experiences with activities that can be replicated after the event
- District Web Content Coordinator has been hired and will be implementing changes to district website

Additional Reports are attached for:

- College and Career Planner
- Gifted and Talented Coordinator

Monthly Report

Department: College & Career Counselor	Month of: September 2018
<p>Highlight Initiatives & Progress</p> <p>Working on:</p> <ul style="list-style-type: none"> Planning college visits, 3rd – 8th and senior Initial planning for Senior Seminar <p>Accomplished:</p> <ul style="list-style-type: none"> Registered 10th graders for the October ACT Planned and hosted MSU on-site admissions (13th) 14th – visited HCC with 3rd graders 20th and 21st – visited APSU with 6th graders 24th – visited WKU with seniors 25th – College Fair at MSU Planned for FAFSA workshops and arranged for help from KHEAA, MSU and HCC at the events Updated scholarship list and emailed to students Continued work on ILP for middle school; met with Joy and Rachel to walk through plans and trouble shoot Assisted students one-on-one with college/career planning, ACT registration, etc. (12th = 145; 11th = 14; 10th = 21; 9th = 5) <p>Excited about:</p> <ul style="list-style-type: none"> This year's senior class is a little smaller than normal, and I feel like I've been able to learn the students earlier than in the past. I'm enjoying working with this class. 	<p>Success Story</p> <ul style="list-style-type: none"> What happened? In following up with a student from the email I sent answering her questions from my presentation in English classes, the student said she wanted to study forensic science but couldn't find a school in Kentucky and couldn't afford to go out of state. I looked up information, and sent her a link for a program at Eastern Kentucky University. She ended up applying and was accepted. She later came to me to get help with the scholarship process. What did you learn? I found a program to meet the student's need. It was reinforced to me that it's worth the time and effort to go the extra mile for each student. How can you apply what you learned? Keep taking the time to help each student with specifically what he/she needs to be successful.
<p>Upcoming Events and Activities (Student and Teacher):</p> <ul style="list-style-type: none"> 1st – FAFSA Workshop, 8a-3p @ TCHS; 3-6p @ Way 2nd – College Readiness Workshop at MSU 16th – FAFSA Workshop, 11a-7p 18th – FAFSA Workshop, 11a-7p 29th – 12th Grade visit to University of Louisville 30th – FAFSA Workshop, 11a-7p 	<p>Challenges</p> <ul style="list-style-type: none"> It's challenging to plan while students are here because it seems that I'm constantly interrupted. It has made it difficult to get the ILP information completed so that I can test it with a group of students. It also makes it tricky to plan for Senior Seminar because I really need a chunk of uninterrupted time. I may just have to close my door for a couple hours.

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School Specific Information:

- **Intermediate School:** College visits – 4th grade will work to plan at Caldwell Co. ATC. They are still not back in their building, so will work to plan it when they are back in their building. 5th grade I'm awaiting a date confirmation for the visit to WKCTC.
- **Middle School:** College visits (7th to MSU on Nov. 2 and 8th to WKU on Nov. 20); will hopefully start doing ILPs in October
- **High School:** Senior college visits; signing up and registering 10th graders for the December ACT; FAFSA workshops; individual meetings with seniors; planning for Senior Seminar

Plans for Next Month: see school specific information

Monthly Report

Department: College & Career Counselor	Month of: October 2018
<p>Highlight Initiatives & Progress</p> <p>Working on:</p> <ul style="list-style-type: none"> Planning college visits, 3rd – 8th and senior Planning for Senior Seminar FAFSA Workshops <p>Accomplished:</p> <ul style="list-style-type: none"> Registered 10th graders for the December ACT FAFSA workshops on the 1st, 16th, 18th and 30th 2nd – Attended a college readiness workshop at MSU and gained valuable information from ACT, other presenters and counselors who were there 26th – visited WKCTC with 5th graders Updated scholarship list and emailed to students Continued work on ILP for middle school Assisted students one-on-one with college/career planning, ACT registration, etc. (12th = 85; 11th = 5; 10th = 51; 9th = 1, as of 10/26/18) <p>Excited about:</p> <ul style="list-style-type: none"> I'm hopeful that Senior 	<p>Success Story</p> <ul style="list-style-type: none"> What happened? When I was helping students/parents complete the FAFSA, we determined that 3 were in custody with grandparents and had been for quite some time. In order to be determined "independent" on the FAFSA, students must be in legal guardianship. It's basically the same thing definition wise as legal custody, but the federal government views it differently. I contact Judge Redd, and he was able to schedule all of them to be in court to get the proper designation before they turned 18. What did you learn? We live in a great town where people really care. Judge Redd is so helpful to work with students. How can you apply what you learned? Keep taking the time to help each student with specifically what he/she needs to be successful. <p><i>Note: It has continued to be helpful to have access to FAFSA completion reports. I emailed all students and parents who hadn't completed the FAFSA a couple weeks ago, and we were able to figure out some issues where students had completed the FAFSA or something was incomplete.</i></p>
<p>Upcoming Events and Activities (Student and Teacher):</p> <ul style="list-style-type: none"> 2nd – 7th grade visit to MSU 8th – Senior visit to JCTC/UPS (20 students and 3 parents) 16th – Senior Seminar @ Cadiz United Methodist Church 20th – 8th grade visit to WKU 	<p>Challenges</p> <ul style="list-style-type: none"> October is always a crazy month with the FAFSA and planning for Senior Seminar. I ended up working one day of fall break and then some evening hours later in the month to try to catch up somewhat. It's always hard for me to focus and get things done when there is too much on my plate, so that time helped me get some items accomplished and feel more in control.
<p>School Specific Information:</p> <ul style="list-style-type: none"> Intermediate School: College visits – 4th grade will work to plan at Caldwell Co. ATC. They are still not back in their building, so will work to plan it when they are back in their building. Finally able to schedule 5th grade visit to WKCTC on 10/26. Middle School: College visits (7th to MSU on Nov. 2 and 8th to WKU on Nov. 20); ILPs haven't started yet – hopefully November. High School: Senior college visits; signing up and registering 10th graders for the December ACT; FAFSA workshops; individual 	

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meetings with seniors; planning for Senior Seminar

Plans for Next Month: Senior Seminar; Individual meetings with seniors; college visits (7th grade, 8th grade and seniors to JCTC/UPS)

Monthly Report

Department: College & Career Counselor	Month of: November 2018
<p>Highlight Initiatives & Progress</p> <p>Working on:</p> <ul style="list-style-type: none"> Planning college visits, 3rd – 8th and senior Planning for Senior Seminar <p>Accomplished:</p> <ul style="list-style-type: none"> Gave tickets and photo IDs to 10th graders for Dec. ACT Emailed 10th graders about February ACT (through Rotary) 1st – Attended the Berea Counselor’s luncheon in Paducah and gained valuable information about the best candidates; emailed all seniors in the top 20% of the class (who were meeting the other requirements) to encourage them to apply 2nd – visited MSU with 7th graders 8th – visited UPS/JCTC with seniors 16th – Senior Seminar 20th – visited WKU with 8th graders 29th – got to read to Mrs. Brame’s wonderful group of 3rd graders Updated scholarship list and emailed to students Did ILP with one class of 7th graders as a test group Assisted students one-on-one with college/career planning, ACT registration, etc. (12th = 100; 11th = 10; 10th = 25; 9th = 1) <p>Excited about:</p> <ul style="list-style-type: none"> Senior Seminar being successful; also excited about the format for next year’s senior seminar, which is a breakfast series. This will allow students to be able to attend more than 3 and it will be more flexible in terms of dates and other activities. 	<p>Success Story</p> <ul style="list-style-type: none"> <i>What happened?</i> Senior Seminar went great! It took a great deal of time to plan, but I was able to get everything organized in a way so that the event ran smoothly. <i>What did you learn?</i> There were 22 students who didn’t attend the event for various reasons. It occurs to me that before the event students don’t really know what to expect, and some don’t attend. But, then when they attend the event, they love it and benefit from it. <i>How can you apply what you learned?</i> I will take all the best aspects from the one-day event and transfer that into the new format of a Senior Seminar breakfast series. I think we can still accomplish the great results in a more flexible format.
<p>Upcoming Events and Activities (Student and Teacher):</p> <ul style="list-style-type: none"> 18th – “How to Handle Your Future” presentation with 9th and 10th graders and their parents. Will begin meeting with seniors one-on-one in December. 	<p>Challenges</p> <ul style="list-style-type: none"> Senior Seminar planning is very time consuming, and it was even more involved this year without having Dottie Roberts’ help. However, it was a successful event, and everything ran smoothly. It’s just taken a while to catch up after the event.

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School Specific Information:

- **Intermediate School:** College visits – 4th grade will work to plan at Caldwell Co. ATC. Will work to plan it when they are back in their building.
- **Middle School:** College visits (7th to MSU on Nov. 2 and 8th to WKU on Nov. 20); We have determined that ILPs will probably work best if we can do 2-3 days in a row since we don't have a platform like we did with Career Cruising. That way we can have some consistency and not recreate the wheel each time. I'm awaiting a list of dates to avoid and will start scheduling with teachers.
- **High School:** Senior college visit to JCTC/UPS; emailing 10th graders with link to sign up for Feb. ACT; planning for and holding Senior Seminar; planning a "How to Handle Your Future" presentation with 9th and 10th grade parents.

Plans for Next Month: Individual senior meetings; will register 10th graders for Feb. ACT through Rotary (several are already signed up); plan for ILPs at middle school and begin those after the first of the year.

Monthly Report

Department Gifted & Talented	Month of Aug – Sept 2018
Highlight Initiatives & Progress <ul style="list-style-type: none"> • <i>What are you currently working on? Pull-out for grades K-4 planning and brainstorming ideas, Wildcat weekly, MS and HS KYA, still working on Scoring 6th and 9th grade tests., planning for SDE workshop,, planning for History Smarts, analyzing MAP and KPREP and ACT for GT identification, etc.</i> • <i>What's been accomplished in the last month? All principals meeting have been completed, 3rd, 6th, 9th grades tested and most are scored with more to go. Classes with HS and MS have started, HS meets on Friday and MS meets on Wednesday. I have completed BOY webinars from the State, and I have been trained for state testing! There have been day to day things that come up that have been accomplished as well.</i> • <i>What are you excited about? I am most excited about getting to work with Primary and Intermediate students. I am most excited on the possibilities that we will have someone from the KY Historical Society coming to work with GT students; Possibly grades K-8, possibly!</i> 	Success Story <ul style="list-style-type: none"> • <i>What happened? I was at the grocery store and as I was checking out a mother of one of my students said to me, “____ loves you. She says you are real, you say it like it is and you’re funny. She just loves you.”</i> • <i>What did you learn? I haven’t lost it. My students don’t see me as old, and make fun of me, ha ha. I do have total respect from my students when I am working with them.</i> • <i>How can you apply what you learned? I have and need to keep on doing what I have been doing. I am going to continue to ‘capture their hearts’.</i>
Upcoming Events and Activities (Student and Teacher): <p><i>I will begin the pull-out enrichment for students K-5 the week after Fall break. K-3 will meet on Fridays, 4th and 5th will meet on alternating Wednesdays. Partnering with Faye doing a session on collaboration and communication. (planning activities in process). Continuing to work with Bill authors. A first: getting published in the Cadiz Record with Wildcat Weekly.</i></p>	Challenges <p>1.This is very easy to answer; just getting everything started and rolling. I am totally behind with working with Primary and Intermediate. My biggest challenge is deciding which direction I want to go with 4th and 5th grade students.</p> <p>2. Not able to retrieve messages on my phone or having them forward to me.</p> <p>3. Not having adequate space to use when working with students. This is a struggle.</p>
School Specific Information: <p>The High School Y-club will be doing Safe Night for Halloween.</p> <p>Middle School and High School students are creating bills.</p>	

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Plans for Next Month:

The Primary and Intermediate pull-out classes will begin the week of fall break.

Continue to work with Middle School and High School students on their designated days.

Safe Night participation

Collecting money, completing registration (MS&HS) for KYA. Registration takes time. I have to do room assignments, get all bills typed making sure money all adds up with their totals.

Monthly Report

Department Gifted and Talented	Month of October 2018
Highlight Initiatives & Progress <ul style="list-style-type: none"> What are you currently working on? <i>Currently, I am working on KYA registration for both MS and HS. Registration for KYA is very time consuming. It is really overwhelming getting a PO here, and a PO there, collecting money, working out bus transportation, getting students to go on line to fill out their student forms because if they have not, I cannot register them and it throws the whole registration off.</i> What's been accomplished in the last month? <i>I think a lot!!! I have started pulling and working with 3rd-5th graders. Wildcat Weekly was submitted and published. I DID finally get the High School Registration completed, only to begin on MS. The small things on a daily basis that come up as well as those that are required from state level.</i> What are you excited about? <i>I am most excited to be working with students more.</i> 	Success Story <ul style="list-style-type: none"> What happened? <i>I was told I would be responsible for the 'Wildcat Weekly'. I wondered how I would pull it off.</i> What did you learn? <i>I had no problem filling that page. There are things happening in the world of GT at Trigg County and there will be other exciting things to share with the public in the spring.</i> How can you apply what you learned? <i>I will do it again in the spring.</i>
Upcoming Events and Activities (Student and Teacher): Primary pull out will begin next Friday I have two or three webinars I will be participating West Region GT Coordinators meeting HS KYA	Challenges I think I can copy and paste this portion of the report for each month. Getting it done, there does not seem to be a breather between all that has to be done. Also, my biggest challenge or maybe I could say my weakness is waiting on others before I can complete or do what I have to do to get things accomplished.
School Specific Information: 3rd-5th grade students next two weeks will be working on ME BAGS. I am focusing at the beginning on communication.	
Plans for Next Month: I will be scheduling afterschool meetings with KYA students Participate in a webinar I will be attending 2 workshops/trainings in Bowling Green	

Monthly Report

Department Gifted and Talented	Month of November 2018
Highlight Initiatives & Progress <ul style="list-style-type: none"> <i>What are you currently working on? I am now currently focused on Middle school students attending KYA. Working mostly this week with my sponsors and their speeches.</i> <i>What's been accomplished in the last month? I have attended two workshops in Bowling Green this past month dealing with differentiation and social emotional needs. High School KYA came and now gone.</i> <i>What are you excited about? Our High School students at KYA did a wonderful job. Our school had "Best Bill" of the conference, 2 students receiving outstanding speaker awards, and one student receiving an outstanding delegate award. It has been a while since my High School KYA students have succeeded this well in the past few years. Oh, and this is the first time in all my conferences that ALL bills made it to Frankfort on Capitol Hill. That is a big one and many advisors complemented our school for this. It truly rarely happens that all bill from one school actually makes it to the capital.</i> 	Success Story <ul style="list-style-type: none"> <i>What happened? I have a several teachers tell me how our Primary and Intermediate students are enjoying the pull-out program. One teacher said, "I don't know what you are doing, but keep it up." A few days later I was in the intermediate early one morning and a parent was coming down the hall and out of her mouth was, "I don't know what you are doing." I just thought it was interesting</i> <i>What did you learn? There are still positives in the World of Education, there are still parents that want to share and thank you for the good, and that most colleagues are our main support. Sometimes in the midst of overwhelms we tend to forget how important support to and for others really can make such a positive difference.</i> <i>How can you apply what you learned? I don't know what I am doing, but I am going to "keep it up!"</i>
Upcoming Events and Activities (Student and Teacher): <ul style="list-style-type: none"> <i>I will continue to do K-5 pull-out and work with Middle and High students.</i> <i>I am also hoping to set up for my intermediate students a workshop through the Kentucky Historical Society.</i> <i>Progress reports hopefully will be completed by Dec. 12 in order to get them sent to parents before Christmas Break.</i> 	Challenges <i>I do believe my biggest challenges right now is SPACE. Although given a space in all schools, the spaces are really not adequate for the needs of the students.</i>
School Specific Information: Middle School KYA	
Plans for Next Month: On the return from Christmas Break, I will begin scheduling GT Review Committee meetings and will start working on Parent notifications as well as GSSP(s) for the semester. <ul style="list-style-type: none"> I will be getting out student information and permission forms to attend IdeaFestival Bowling Green for our HS students. 	