M E M O R A N D U M

**TO: RANDY POE, SUPERINTENDENT**

 **KAREN BYRD, CHAIRPERSON**

 **BOARD MEMBERS**

**FROM: DR. JIM DETWILER, DEPUTY SUPERINTENDENT/CAO**

**MS. JENNY WATSON, ASSISTANT SUPERINTENDENT – LEARNING SUPPORT SERVICES**

**DATE: APRIL 3, 2019**

**RE: PLAN FOR ADDRESSING IDENTIFIED DISTRICT CSI / TSI IMPROVEMENT PRIORITIES**

The Kentucky Department of Education District CSI / TSI Audit Report identified four Improvement Priorities that must be addressed in a plan approved by the Board of Education. In response to the report, the following action steps have been developed:

1. Create an Office of Schools and Systems Improvement in order to provide required intensive support to schools identified by the state or by the district as in need of this support, delivered by an established turnaround team.
2. Create the following positions for this new office and turnaround team:
	1. Assistant Superintendent for Schools and Systems Improvement
	2. Director of English Learners Services
	3. Administrative Assistant
3. Establish three levels of turnaround support:
	1. Tier 3: for all KDE CSI designated schools
	2. Tier 2: for all schools identified locally as performing in the bottom 20% of all district schools
	3. Tier 1: for all KDE TSI designated schools
4. Provide up to 5 additional mandated professional learning days for all Tier 2 and Tier 3 CSI designated schools certified staff.
5. Establish effective systems, processes and protocols for engaging stakeholders, parents, and the community in district improvement.
6. Identify all initiatives & programs implemented, determine expectations for alignment to district improvement plan, & develop monitoring systems.
7. Develop “the Boone Way” district expectations, procedures, and processes database for all instruction, student services, and operations.
8. Develop protocol for schools & SBDM counsels to gain district approval for new programming.
9. Develop a process for evaluating and providing feedback to principals regarding effective & efficient use of allocated resources.
10. Identify priority standards in all content areas with learning targets and success criteria.
11. Build units of study with common assessments and pacing guidance.
12. Develop common language and terminology with regard to curriculum.
13. Gain principal, school, and SBDM commitment for “ensuring a guaranteed and viable curriculum”.
14. Create systems for instruction improvement and curriculum implementation with set district expectations (i.e. lesson planning, student-centered coaching, professional learning, etc.).
15. Define and formalize district expectations for Professional Learning Communities (PLC), and provide professional learning to support implementation.
16. Establish monthly meetings with principals to review PLC data for purpose of aligning resources to address growth areas and needs of improvement.
17. Establish and formalize expectations for district implementation of Response to Intervention, RTI 2.0, and provide professional learning to support.
18. Use data to ensure, equity, access, rigor, and relevance for all students.
19. Implement consistent 4 Disciplines of Execution (4DX) practices & procedures to ensure a district accountability for monitoring lag and lead measures for increasing student achievement.
20. Develop a three-year plan to address assessment literacy and grading practices.
21. Provide additional training in developing / writing IEP goals and objectives, and establish systems for monitoring student impact.
22. Evaluate Leveled Literacy Intervention (LLI) programming for impact on student achievement.
23. Establish effective Co-Teach and Collaborative special education service models by providing adequate resources, training, student centered coaching, and monitoring.
24. Re-evaluate special education staffing allocations for student impact and effectiveness.
25. Expand English Learner (EL) Newcomer Academy to benefit more EL students.
26. Explore Bi-lingual classroom models to address low achievement of EL students.
27. Increase EL parent engagement and provide resources for parents to assist their students in learning.

I recommend the Board approve these action steps and plan.

**Dr. James Detwiler**

**Deputy Superintendent/CAO**