

Planning for Reorganization
ES & WI

		May 2, 2022	Jun 7, 2022
Food Service	<ul style="list-style-type: none"> • The meal pattern for K-5 is the same, so no change will be made in that regard. • Estill Springs has 14 tables that measure 15" from the floor and West Irvine has 18 tables that measure 15" from the floor. Estill Springs has one table that measures 16 ½" from the floor that was used for staff. May need to move some tables between the schools. • Estill Springs serving line is the one that was used for 5th - 6th grade when the building was opened in 1988. West Irvine's serving line was for 1-5 when it was opened. • May need to have extra help (monitors) in the cafeteria to help kids. • Staffing 	<ul style="list-style-type: none"> • Both schools' tables measure 12 inches from the top of the seat to the top of the table and 27" from the floor to the top of the table. • Lunch schedule with enough tables? Principals? • May need to have extra help (monitors) in the cafeteria to help kids. • Staffing • Lunch Schedule adjustments? Belinda will need to know the schedule as soon as you get it planned. • GFS truck delivery August 5. 	<ul style="list-style-type: none"> • We have enough tables at each school. • I will email about lunchroom monitors. • I think we have enough kitchen staff. May need to evaluate once school starts and we see how things go. • I need to know the lunch schedule as soon as possible. May need to adjust my cook's start and end time. I will email principals about this. • First GFS delivery will be Aug 5, 2022

Transportation	<ul style="list-style-type: none"> • Shuttle runs yes or no; • transfinder for student location. • Case by case for students with IEP 	<ul style="list-style-type: none"> • 95% done. • Laura is putting data/routes in transfinder • Laura will get a final list for which students are at which school 	<p>Bus routes for 22-23 have been posted to social media</p> <p>Laura to attend Back to School night to answer transportation questions</p> <p>West students will transfer at middle school(Donald Norton)</p>
Internal Communication	<ol style="list-style-type: none"> 1. Meeting with ES & WI Staff on April 11 @ 4:00 2. One pager for April 11th meeting 3. Opening Day? 	<ul style="list-style-type: none"> • Opening Day for ALL STAFF is scheduled for Monday, August 15th at West. The event will be the same format as last year. 	<p>Vendor Letters and Booth Registration will begin going out this week.</p> <p>Food truck Reserved</p>
External Communication (Teresa Dawes)	<ul style="list-style-type: none"> • Weekly Stakeholder Updates: Construction, curriculum, staffing, etc. • Reconfigure Parent Volunteering and PTO's • Joint school family and student led events • Clear guidelines and expectations for volunteerism and class visits. 	<ul style="list-style-type: none"> • Dawes, O'Bryan, Miller and Owens will put together a stakeholder update on one page communication. • Spoke with Charlotte Arvin in regards to reconfiguring an active PTO at West. • Updated and shared district volunteer spreadsheet for reference in end of the year events. • Will be discussing with Shaye on Thursday May 5th the current activity 	<p>Begin researching effective volunteer handbooks to share with district families.</p> <p>Send articles and information about the benefits of a proactive PTO to staff in emails.</p>

		<ul style="list-style-type: none"> with PTO at Springs SM post when hardship letters are mailed 	
ELA/Math Standards	<ul style="list-style-type: none"> HQCP-ELA Teams May 23-27, 2022 (5 days) (K-12 Teachers-total of 23 teachers) (\$17, 250) Will be completed by June 30, 2022 Math Teams May 31-June 3 (4 days) (K-5 Teachers- total of 15 teachers) (\$9,000) We need to make sure each school is close to the same pacing guide 	<ul style="list-style-type: none"> ELA Teams have been updated Budget established for curriculum work Math Teams have been established and communicated w/ about curriculum work 	<ul style="list-style-type: none"> ELA work has been completed. Teachers will continue to work/update throughout the year. Math work has been rescheduled for Aug 3rd-5th and 8th.
Technology Standards Roll Out	<ul style="list-style-type: none"> Start with Middle School and High School / Technology Teachers at Springs and West 	<ul style="list-style-type: none"> High School Training: 08/11/22 & 08/12/22 Middle School Training: 08/12/22 WI + ES Technology Teachers: 6/24/22 	<ul style="list-style-type: none"> Rescheduled HS for Aug 9-10 instead of the 11th.
Curriculum	<ul style="list-style-type: none"> Units - Talk to Mrs. Arvin about units Social Studies / Science - Create a curriculum Do we need to have the same resources / programs across schools 	<ul style="list-style-type: none"> Resource samples are beings shared with West and Springs Representatives from ESE and West visited Corbin to review ELA and Math resources 	<ul style="list-style-type: none"> Amplify has been adopted and ordered as our core ELA program. PD for Amplify training has been scheduled for Aug 11th. Bridges has been

	(Example: Springs has TCI for science, West does not)	<ul style="list-style-type: none"> Working to create a common district curriculum template 	<p>adopted and ordered as our core Math program.</p> <ul style="list-style-type: none"> PD for Bridges training has been scheduled for Aug 1st & 2nd
Continuous Improvement	<ul style="list-style-type: none"> PLC Protocol CSIP revisions 	<ul style="list-style-type: none"> 	Strategic Plans to be updated for Springs and West
Report Cards	<ul style="list-style-type: none"> Report cards should look the same and justification of the scores should be the same. What is mastery as a district? West - If they don't master 70% they don't move on... would need to be the same across the district. 	<ul style="list-style-type: none"> Is report card reporting requirements an SBDM decision? SBDM/District Policy? Is 70% policy true for Estill Springs? 	Both schools have agreed that report cards will look the same
Facilities, Furniture, & Playground Equipment	<ul style="list-style-type: none"> Inventory of surplus completed by ES/WI Principals by When to move furniture? Order furniture by ???? Furniture available for different sizes in the MSD classrooms. Extra desks at the middle school 	<ul style="list-style-type: none"> Finalizing needs for each building this week. Hiring student workers for summer. Walkthrough of each building, confirming surplus furniture locations. Playground equipment at both schools for each age 	<ul style="list-style-type: none"> West is good. Still need to move some furniture internally. Springs is working on room placement due to an increase in enrollment. Been in contact with a furniture supplier and there is ample stock. Still need to decide soon

	<ul style="list-style-type: none"> Possible those 2 seated table/desks 	<ul style="list-style-type: none"> level. KSBA evaluation? West Irvine marquee sign naming <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> on purchases. Schools will need to update school safety plan
Materials	<ul style="list-style-type: none"> Inventory of materials completed by Principals by April 22nd. When/ what to order? When to move? Resource fair LBD- are we following Jan Plans at both schools? Do we need more training on this? Materials for diverse needs of LBD & MSD students 	<ul style="list-style-type: none"> West and Springs have ordered math manipulatives 	<ul style="list-style-type: none"> West Irvine is in the process of purchasing some intervention resources which will finish out their \$50,000 Estill Springs has made purchases and have a balance of approximately \$16,000 left from their \$50,000 Both reading and math core programs have been ordered Materials requested specifically out of IDEA funds have been purchased
Personnel	<ul style="list-style-type: none"> List of transfers/placement by April 15th. EPSB certification for any provisional certificates/MAT/emergency Can employees ask for a student relocation based 	<ul style="list-style-type: none"> Lists have been provided by principals, staff have been notified if transfers could not be filled. Notification letters will be sent May 2nd. EPSB certification has been checked. Renewals have been sent, certification 	<p>Posted a K-5 teacher position at West and Springs</p> <p>21 teachers at each school 32.5 staff members at each school</p> <ul style="list-style-type: none"> SpEd. staff with possible changes were contacted

	<p>on where they are working? Donald will be working on a policy for open enrollment.</p> <ul style="list-style-type: none"> • When will principals share a list with HR for teacher assignments? • Should not impact cafeteria or transportation staffing numbers. • Parent volunteer/PTO to help with reconfiguration • Allocation of SPED staff/speech pathologist • Can we hire students to help with summer work? 	<p>issues are being dealt with. District guidelines are being prepared.</p> <ul style="list-style-type: none"> • SPED staff will be updated as soon as applications for hardship are approved and numbers are reviewed. 	<p>prior to changes being made. Mr. Saylor met with Mrs. Bryant and gave support for the already Itinerant SLP to move part time between West, HS, and MS.</p>
School Teacher Leaders	<ul style="list-style-type: none"> • Do we need content leads from both schools? 	<ul style="list-style-type: none"> • 	<p>Will review again at the beginning of school</p>
Health Services	<ul style="list-style-type: none"> • Supplies/medication, documentation, communication, playground? 	<ul style="list-style-type: none"> • Meetings discussing needed medication/documentation differences complete. • Working on updating health requirements for K at West. • Continued info sharing (student info) next week with the nursing team. • Playground?? 	<p>No new information</p>

FRC	<ul style="list-style-type: none"> • The FRC have communicated already about splitting some supplies • Need to look at how the South Irvine assistant will be funded • Springs and West are looking at joint Family Learning nights-alternating months between the schools. 	<ul style="list-style-type: none"> • South will be paid from ESE budget • West and ESE are working together on many different projects 	<ul style="list-style-type: none"> • West and Springs are working together on Kindergarten registration • Home visits 6/7/22
Students	<ul style="list-style-type: none"> • Can we create a transition visit for students at the end of school? 	<ul style="list-style-type: none"> • Virtual tour? • Introduction video? • Teams introductions? • Post to social media • Synchronized class and student announcements 	<ul style="list-style-type: none"> • MSD teachers were to send letters to parents allowing them to set up a time to meet ahead of time. Need to follow-up to make sure this happened.
SBDM	<ul style="list-style-type: none"> • Parent elections will need to be postponed until students are placed at each school to determine voting. (OK by KDE) • Allocations? May approval? • Policy Revisions 	<ul style="list-style-type: none"> • Parent elections holding off till hardship students are placed. • Allocations have been sent out. They are getting section 6 and a little bit of section 7 (\$4500). 	<ul style="list-style-type: none"> • Everyone has been elected except parent members and are in the process of those elections • Met with both principles regarding SBDM budgets
Kindergarten Registration	<ul style="list-style-type: none"> • April 12, 2022 @ ES & WI (Communication released 4-4-22 by both 	<ul style="list-style-type: none"> • May 4th - Last day of kindergarten registration? • Bulk mailing to get word 	<ul style="list-style-type: none"> • 2 more days of kindergarten registration end of June and July

	schools)	out? <ul style="list-style-type: none"> • Social media reminder? • Flier to handout - Courtney • Radio - Shaye • Imagination Library • Bank Inserts • Restaurant Inserts • Ball park - Balloon and Cotton Candy. • Amanda Bryant will contact Toni-Garrett Hall about possible kindergarten candidates • Donald convey to FRYSC about kindergarten recruitment and brainstorming ideas. 	<ul style="list-style-type: none"> • Kindergarten Camp scheduled at both schools • Social media post with Kindergarten teachers • Imagination Library-approving grant documents in July
Summer Cleaning	<ul style="list-style-type: none"> • Student workers? • Club sponsors/community hours • Each school custodial team will be trained and will work in their own building. • Custodians will need to adjust their cleaning around construction and availability. 	<ul style="list-style-type: none"> • Hire up to 4 student workers • 3+ days per week • \$8/hour 	<ul style="list-style-type: none"> • Hired two student workers. • May hire more if needed.

Equipment	<ul style="list-style-type: none"> • Playground Equipment • Storage of materials-Springs 	<ul style="list-style-type: none"> • Estill Springs will be addressed during construction project • Central storage building can be used. If needed, district can purchase portable storage units. • Contact Ronnie Bottoms for playground consultant: (859-583-0040) - Bluegrass Recreation 	<ul style="list-style-type: none"> • Working with officials about exact playground needs.
Library	<ul style="list-style-type: none"> • Media Specialists at both schools will need to review inventory to determine ordering or transferring needs. 	<ul style="list-style-type: none"> • WI Ordered Books: 637 items Price: \$9,996.36 • ES Ordered Books: 762 items Price:\$ 9,850.82 	<ul style="list-style-type: none"> • Completed!!!
Funding	<ul style="list-style-type: none"> • Allocations will be adjusted when we have numbers. Budgets will be developed based on these numbers. • Materials and Furniture for Special Education (IDEA can supplement, but not supplant) • Budget for ESSER funds will need to reviewed to purchase needed items for transition 	<ul style="list-style-type: none"> • Completed & communicated 	<ul style="list-style-type: none"> • Completed & communicated

	<ul style="list-style-type: none"> • Playground equipment debt for PTO's? 		
DPP	<ul style="list-style-type: none"> • OE Timeline for DPP • Open Enrollment Policy and Procedures (?) • Permanent Folders 	<ul style="list-style-type: none"> • Donald convey to FRYSC about kindergarten recruitment and brainstorming ideas • Hardship letters went out on 5/11 	Contact homeschool families in July
SED	<ul style="list-style-type: none"> • Updated numbers K-5 at both schools • Action Item: Check addresses • Make sure folders are transferred to correct school once permanent placement is decided. • Erika needs a list of high needs students at each school. • Transition Meeting • Staffing based on numbers (SLPs, Paras., LBD Teachers) 	<ul style="list-style-type: none"> • Addresses have been checked. We must have a finalized list after applications for hardship are approved. 	<ul style="list-style-type: none"> • Addresses checked • Hardship applications were approved for all requests. • Mr. Norton following up with parents about transportation if student is not specialized transportation--we must keep students in LRE, even for transportation. Applications were looked at closely to see if the need warranted moving to specialized transportation. • Follow-up on activities to help students transition to a new setting.
Technology	<ul style="list-style-type: none"> • Set K-2 Chromebooks up for QR code scanning - Clever 	<ul style="list-style-type: none"> • Will be setup once IC has been updated. • Apply for ECF funding to 	<ul style="list-style-type: none"> • 200 Chromebooks have been ordered. White glove configured (already

	<ul style="list-style-type: none"> • Order K & Extra chromebooks • OneScreen - Interactive Boards • Name changes <ul style="list-style-type: none"> ○ Front Door ○ Website ○ USAC 	<ul style="list-style-type: none"> • pay for (after May 4th) • May 11 - Start install date • After June 30? 	<p>setup by the time we get them).</p> <ul style="list-style-type: none"> • Interactive Boards have been installed at all buildings, except Springs. Waiting on balance boxes to arrive. Should be installed in the coming weeks. • Name changes will occur after IC has been updated. • Identified staff members responsible for social media and website
SEL	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Monthly Counselor Cadre to discuss the needs of students. • Shared District Counselor, Social Worker, and school Psychologists to address individual and family needs, along with providing behavioral consults. • Both schools will continue their daily emotional checks and PBIS. • MOAs with three different agencies for referrals for services. 	<ul style="list-style-type: none"> • Sonya Miller and Morgan Hunt will both continue to be district staff that provide services to families district wide. Kathy Flynn will continue to work with both schools to provide support with observations, team meeting planning, BIPs, FBAs. Counselor Cadre will meet monthly during the school year to discuss questions and concerns. • West and Springs offer an SEL program to address

			<p>students' social and emotional needs at Tier I level (<i>Estill Springs currently uses Too Good for Drugs and West Irvine uses Olweus and Too Good for Drugs</i>).</p> <ul style="list-style-type: none"> • Tier 2 and Tier 3 supports are being continued and revamped at each school
Professional Learning-Teachers	<ul style="list-style-type: none"> • Training for ESE on Writing Plan(BY) • MAP Training for ECMS and Springs 	<ul style="list-style-type: none"> • MAP Professional Learning for Springs, West, and ECMS 	<ul style="list-style-type: none"> • Trainings for the Amplify and Bridges programs have been scheduled for West & Springs • ECMS is scheduled with MAP training. Springs and West need to schedule as of 6-6-22 •
Professional Learning-Leaders	<ul style="list-style-type: none"> • DEI-Meau Jones(SESC) 	<ul style="list-style-type: none"> • West will be working with Mr. Jones May 5 	No Updates
Assessments	<ul style="list-style-type: none"> • ESE Transcend? • ESE, West, ECMS-MAP • KSA-will send BAC and teachers from Springs to shadow West • Brigance at West • Common Assessments for Units • 	<ul style="list-style-type: none"> • ESE will participate in Transcend • ESE and West will participate in MAP professional learning • ESE BAC worked at West during testing • Renae Wainscott will train in Brigance 	<ul style="list-style-type: none"> • 22-23 Assessment Calendar shared

Infinite Campus	<ul style="list-style-type: none"> Name change for West Irvine 	<ul style="list-style-type: none"> Waiting until hardships are determined (DONALD) 	Peggy will speak with Rodney Bennet DASCAR
Title I	<ul style="list-style-type: none"> Send A. Bryant copy of all Kindergarten activities and registration events (flyers, social media posts, sign-in sheets, written plans, etc.) 	<ul style="list-style-type: none"> Need copies of kindergarten readiness activities from SI, ESE, WI. 	<ul style="list-style-type: none"> Need copies of kindergarten readiness activities from SI, ESE, WI. Have met with principals at SI, ESE, ECMS, ECHS and completed Title Funding and Informational Checklists. Will follow up with these schools.
Student Handbooks			<p>Donald Norton is working on handbooks Deadline is July 18 to be ready for the beginning of school Presented to the board on July 21 Supplements will be included Elementary schools need to be consistent Norton will meet with elementary school principals</p>