Menifee County's Big Rock Plan for Progress: PDSAs for District Improvement

In the first 30 days, we will know we are successful when: all action steps in multiple PDSA's are completed by the appropriate deadline by the district personnel assigned to complete the tasks.

The measures/evidence we will use are: PDSA's will be color-coded by district and KDE staff to show progress on each action step (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started marked in red)

PDSA #	First 30 days action strategies:	Who is on point?	By When	How Communicated

PDSA abbreviations:

1. CAI – curriculum/assessment/instruction
2. CTE – career/technical education
3. DQ – data quality
4. F - facilities
5. F-B – finance: budget
6. F-FM – finance: financial management
7. F-HRPP – finance: human resources/personnel/payroll
8. F-PP – finance: purchases and payroll
9. GP – governance and policies
10. PA – pupil attendance
11. PT – pupil transportation
12. SH – student health

PDSA #	First 30 day actions	Who's on Point	By When	How Communicated
PT - 3	3.1 Conduct an annual review of all routes and how adjustments can be made to ensure a safe and efficient allocation for each route.	Tim Hacker – Director of Transportation	19-Dec-14	
SH - 1	1.1 Select an RN from existing school nursing staff to serve as District Health Coordinator (DHC).	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	29-Jan-15	
PT - 4	4. 1 The four (4) driver records that are missing reviews must be corrected by having a certified driver trainer conduct and document these reviews.	Tim Hacker – Director of Transportation	1-Feb-15	
DQ - 1	1.1 The DPP must ensure that all attendance personnel are receiving training and assistance to ensure data quality: Two day training in February to help counselors with scheduling	Tim Hacker – DPP	15-Feb-15	
PA - 4	4.1 The DPP and Attendance Specialist must pursue truancy charges after 6 unexcused absent events.	Tim Hacker – DPP, Lori Franklin – attendance Specialist	17-Feb-15	
PA – 4	4.2 DPP will contact the CDW to inform him of the urgency of including students early in the process rather than after they have missed more than 6 unexcused	Tim Hacker – DPP, Lori Franklin – attendance Specialist	17-Feb-15	
PA - 4	4.3 The DPP will file Illegal Transaction with a Minor charges on parents of elementary students.	Tim Hacker – DPP,	17-Feb-15	
CAI 8	8.2 Walkthrough training	Robin Brewer – instructional Supervisor	24-Feb-15	Walkthrough training 2/25/15
CAI 3	3.1 Vision for district walkthroughs: formally create a vision for walkthroughs and teaching and learning - a team that is focused on PGES and on best instructional practices (FfT) that provides feedback to better inform teacher practice.	Robin Brewer – Instructional Supervisor	25-Feb-15	2/23/15 admin meeting
CAI 3	3.2 Communicate the vision with administrative team	Robin Brewer – Instructional Supervisor	25-Feb-15	2/25/15 admin meeting
CAI 3	3.3 Establish district walkthrough Team (Mr. Adkins, Mr. McNabb, Ms. Warren, Mrs. Brewer, Ms. Hardeman, Mr. Patrick, Ms. Hacker, Ms. Rawlings)	Robin Brewer – Instructional Supervisor	25-Feb-15	2/25/15 admin meeting

CAI 3	3.4 Adopt a walkthrough instrument	Robin Brewer – Instructional Supervisor	25-Feb-15	2/25/15 admin meeting
CAI 3	3.5 Train and calibrate on walkthrough instrument	Robin Brewer – Instructional Supervisor	25-Feb-15	walkthrough training conducted by Julia Rawlings
CAI 7	7. 2 Provide 15 Fixes books for administrator book study	Julia Rawlings	25-Feb-15	Books delivered to admin team
F- HRPP 2	2.2 Review district staffing formula and amend as necessary	Chelsea Clark, Ashley Sheets	28-Feb-15	
F- HRPP 3	3.1 Review all personnel and payroll records to confirm compliance with adopted schedules.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F- HRPP 5	5.2 Review and document segregation of job responsibilities between HR and payroll.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F-HRPP 5	5.4 Review MUNIS roles and user attributes and amend as necessary.	Chelsea Clark, Ashley Sheets	28-Feb-15	
F-FM 2	2.1 Review and assign MUNIS roles and user attributes.	Lisa Ratliff	28-Feb-15	
F-FM 2	2.2 Review and re-assign overlapping job tasks.	Lisa Ratliff	28-Feb-15	
F-FM 3	3.1 District will develop operating procedures for implementing internal controls for deposits.	Lisa Ratliff	28-Feb-15	
F-FM 3	3.2 District will develop operating procedures for implementing internal controls for disbursements.	Lisa Ratliff	28-Feb-15	
F – B 1	1.1 Develop a list of budget tasks – budget committee, needs assessment, board review and approval, review historic-actual reports.	Lisa Ratliff	28-Feb-15	
F – B 3	3.1 Check salary increments (Step and Rank) and mandated raises.	Lisa Ratliff	28-Feb-15	
F – B 3	3.2 Check Sec 6 allocation.	Lisa Ratliff	28-Feb-15	
F – B 4	4.1 Develop a cash flow projection worksheet to present to the board at the regular monthly meeting.	Lisa Ratliff	28-Feb-15	
F – PP 1	1.1 Review and amend KSBSA policies to reflect Menifee County practice.	Cindy Sallie	28-Feb-15	
F – PP 1	1.2 Add 4th copy of PO for original 'received' signature and date that item has been received.	Cindy Sallie	28-Feb-15	

F – PP 1	1.3 Cancel all paid invoices and purchase orders	Cindy Sallie	28-Feb-15	
F – PP 2	2.1 The district will develop procedures to segregate duties related to the process.	Cindy Sallie	28-Feb-15	
DQ – 3	3.1 There are still multiple teachers at the high school who are note consistently taking period attendance.	Tim Hacker - DPP	28-Feb-15	
F - 1	1.1 Create a district-wide work order system for maintenance requests	Benny Patrick, superintendent, Kelly Vice, District Technology Coordinator	28-Feb-15	Work order document on district server
F - 1	1.2 Communicate system to building level administrators	Benny Patrick, superintendent	28-Feb-15	??
SH - 1	1.2 Seek clarification of the local board contract with Gateway HD on school health services provided by the health department.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH - 2	2.1 Board should approve the District Health Coordinator job description	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 2	2.2 Board should approve the school nurse job description	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 2	2.3 Board should determine who will be responsible for AED's and include in their job description	Tim Hacker – DPP, Director of Transportation, Aleica	28-Feb-15	
SH – 2	2.4 All new school nurses will complete the KDE online New School Nurse Orientation and Medication Administration Train the Trainer courses as part of the expected duties in the	Tim Hacker – DPP, Director of Transportation, Aleica	28-Feb-15	
SH – 3	3.1 School district policies and procedures will be updated.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	

SH – 3	3.2 School health personnel will be educated on school district policies and procedures, including FERPA.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health	28-Feb-15	
SH – 3	3.3 Copies of student health board policies and procedures will be available at every school.	Tim Hacker – DPP, Director of Transportation,	28-Feb-15	
SH – 3	3.4 School board procedures for documenting school health room visits will be developed and utilized in all schools.	Tim Hacker – DPP, Director of Transportation, Aleica	28-Feb-15	
SH – 3	3.5 A follow-up evaluation of non-licensed school personnel to demonstrate medication administration competencies will be developed and included in the district policies and procedures.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH – 3	3.6. The school district will organize a Coordinated School Health Committee and/or Wellness Committee, including FRYSC staff, to address and reduce student risky health behaviors, led by the District Health Coordinator.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH - 4	4.1 Each school will have a paper or online copy of: a) KDE Health Services Reference Guide; b) KDE Medication Adminstration Training Manual; c) KY Board of Nursing Training Manual on Diabetes Education and Delegation; d) Clinical Guidelines for School Nurses (by School Health Alert)	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
SH - 4	4.2 School staff will be aware of resources materials and how to access them either on paper or form the Desktop of their computer.	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
CAI 6	6.2 Create an online calendar event for next CEP meeting on March 3, 2015	Robin Brewer – instructional supervisor	3-Mar-15	
CAI 9	9.3 March 12th, 9:00 am administrators training to transition to new PLC format	Benny Patrick - superintendent	12-Mar-15	
CAI 1	1.1 Write a procedure for the data collections of all activities in CDIP	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
CAI 1	1.2 Progress notes completed in CDIP from all persons responsible for activities.	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,

CAI 1	1.3 Revisions made based on feedback	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
CAI 1	1.4 Identify leader for each goal in CDIP	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
CAI 1	1.5 Communication with schools regarding progress (becomes part of administrators' meetings as standing item)	Catherine Hacker – DAC/School Psychologist	3-Apr-15	2/24/15 admin mtg,
CAI 2	2.1 A 30/60/90 day plan will be created to monitor implementation of current and new initiatives to include CDIP strategies and activities	Benny Patrick - superintendent	3-Apr-15	Plan emailed to admin team
CAI 4	4.1 share PLC protocols to determine "best fit" for Menifee	Robin Brewer – Instructional supervisor	3-Apr-15	
CAI 4	4.2 Schedule some "Lync" sessions with various PLCs in other districts and possibly schedule on-site visits.	Robin Brewer – Instructional supervisor	3-Apr-15	
CAI 4	4.3 Create survey for all staff to complete regarding effectiveness of current PLC process	Robin Brewer – Instructional supervisor	3-Apr-15	
GP 1	1.1 Review sample communication plans from other districts – determine what pieces best fit Menifee County needs.	Benny Patrick - superintendent	3-Apr-15	
GP 1	1.2 Develop draft plan and present to district leadership and board for review.	Benny Patrick - superintendent	3-Apr-15	
GP 2	2.1 Consult with Jim Hamm on possible central office employee roles/responsibilities and consider options for reorganization	Benny Patrick - superintendent	3-Apr-15	
GP 2	2.2 Have each person at CO review their current job description and make comments on what they are "actually" doing, especially things that are not part of their current job description.	Benny Patrick - superintendent	3-Apr-15	
GP – 3	3.1 Begin drafting certified/classified employee handbook based on committee feedback	Benny Patrick - superintendent	3-Apr-15	
GP – 3	32. Begin drafting substitute handbook	Benny Patrick - superintendent	3-Apr-15	
GP – 4	4.1 Created organizational chart for district	Benny Patrick - superintendent	3-Apr-15	
GP – 4	4.2 Designate "leaders" for each of the 6 goals of the CDIP who will be responsible for monitoring status of strategies and activities.	Benny Patrick - superintendent	3-Apr-15	

GP – 6	6.1 KBSA has been contract to provide procedure manual servicees to be approved in June by MC BoE	Benny Patrick - superintendent	3-Apr-15	
GP – 7	7.1 Mrs. Hacker will review all school CSIPs based on KDE rubric and provide feedback	Catherine Hacker, District Assessment Coordinator (DAC)	3-Apr-15	
GP – 7	7.2 Collaborate with schools to ensure feedback is used to revise CSIP and that March CSIP progress notes are completed.	Catherine Hacker, District Assessment Coordinator (DAC)	3-Apr-15	
CAI 3	3.6 Establish walkthrough schedule for remainder of year	Robin Brewer – Instructional Supervisor	3-Apr-15	walkthough scheduled for 3/24-25, 4/28-29
CAI 5	5.2 Begin drafting monitoring documents for each item in 5.1	Benny Patrick - superintendent	3-Apr-15	
CAI 5	5.3 Rank order initiatives for administrators meeting reports and present on a rotating basis.	Benny Patrick - superintendent	3-Apr-15	
CAI 6	6.1 Sending meeting, minutes and reminders to all staff for CEP committee meetings (open invitation to all	Robin Brewer – instructional supervisor	3-Apr-15	
CAI 7	7. 1 Review current tier 1 RtI practices related to effective grading practices with principals via Effective Grading practices survey	Catherine hacker – DAC/School Psychologist	3-Apr-15	Administrators completed survey 2/24/15
CAI 8	8.2 CDIP/CSIP training on development of effective plans	Robin Brewer – instructional Supervisor	3-Apr-15	
CAI 8	8.3 Prioritizing training needs via administrators meetings (based on current data and staff needs): a. PLC training, b. SBDM work (committee structure, policy work, etc.)	Robin Brewer – instructional Supervisor	3-Apr-15	
CAI 9	9.1 9:00 ISLN meeting, February 24 and Administrator meeting to follow, feedback will be provided on efficiency of current practice	Benny Patrick - superintendent	3-Apr-15	
CAI 9	9.2 Discuss restructuring of PLC process at Administrators' meeting; content of principal PLC meetings	Benny Patrick - superintendent	3-Apr-15	
CAI 10	10.1Central Office departments will determine what items need to be included in their departmental page and submit to DTC Kelly Vice	CO staff responsible for depts, Kelly Vice DTC	3-Apr-15	

CAI 10	10.2Updates will be completed by DTC	CO staff responsible for depts, Kelly Vice DTC	3-Apr-15	
CAI 5	5.1 Inventory list of all initiatives to be monitored (ThinkLink, timelines, PGES implementation – observation schedules by March, Program Reviews, PLCs, curriculum implementation, assessments aligned to standards and congruent to grades – grade reports, RtI, attendance – student and staff, lesson planning issues – develop district expectations for lesson plan content, itinerate staff issues and schedules –principals and RB will meet to determine best course of action; staffing and scheduling for schools)	Benny Patrick - superintendent	3-Apr-15	Admin meeting 2/24;