

# 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
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**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 4 <sup>th</sup> copy of PO for original 'received' signature and date that item has been received.	Cindy Sallie	28-Feb-15	

<b>F – PP 1</b>	1.3 Cancel all paid invoices and purchase orders	Cindy Sallie	28-Feb-15	
<b>F – PP 2</b>	2.1 The district will develop procedures to segregate duties related to the process.	Cindy Sallie	28-Feb-15	
<b>DQ – 3</b>	3.1 There are still multiple teachers at the high school who are note consistently taking period attendance.	Tim Hacker - DPP	28-Feb-15	
<b>F - 1</b>	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
<b>F - 1</b>	1.2 Communicate system to building level administrators	Benny Patrick, superintendent	28-Feb-15	??
<b>SH - 1</b>	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	
<b>SH - 2</b>	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	
<b>SH – 2</b>	2.2 Board should approve the school nurse job description	Tim Hacker – DPP, Director of Transportation, Aleica Jenkins, District Health Coordinator	28-Feb-15	
<b>SH – 2</b>	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	
<b>SH – 2</b>	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	
<b>SH – 3</b>	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 Coordinator	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 Jenkins, District Health Coordinator	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 Administration 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 12 <sup>th</sup> , 9:00 am administrators training to transition to new PLC format	Benny Patrick - superintendent	12-Mar-15	

PDSA #	First 60 day actions	Who's on Point	By When	How Communicated
F – PP 1	1.1 Review and amend KSBSA policies to reflect Menifee County practice.	Cindy Sallie	28-Feb-15	Policies Amended 3/2015. On agenda for May, 2015 Board Meeting
F – PP 1	1.2 Add 4 <sup>th</sup> copy of PO for original 'received' signature and date that item has been received.	Cindy Sallie	28-Feb-15	Implemented 3/01/15
F – PP 1	1.3 Cancel all paid invoices and purchase orders	Cindy Sallie	28-Feb-15	Implemented 3/10/15
F – PP 2	2.1 The district will develop procedures to segregate duties related to the process.	Cindy Sallie	28-Feb-15	Implemented 3/01/15
F – B 3	3.2 Check Sec 6 allocation.	Lisa Ratliff	28-Feb-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed
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	Kay Kennedy, Gail Binder and Linda Martin have reviewed
PT - 1	1.1 Adjust the time on task for the technician to a full eight (8) hours each day dedicated to maintaining the bus fleet.	Tim Hacker - DPP, Director of Transportation	1-Mar-15	Continuing to deal with limited bus drivers and overlapping positions - working to rectify
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	2-Mar-15	completion of training on file
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	2-Mar-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed
PT - 5	The transportation manual and school bus manual need to be reviewed and updated to meet current regulations and best practices.	Tim Hacker - DPP, Director of Transportation	3-Mar-15	Updated manuals on file

F – B 3	3.1 Check salary increments (Step and Rank) and mandated raises.	Lisa Ratliff	13-Mar-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed
DQ - 1	1. A procedure must be established for reviewing and correcting the attendance code mapping in Infinite Campus.	Tim Hacker - DPP, Director of Transportation	15-Mar-15	
DQ - 2	Free/Reduced/HIF applications entered into the student information system on a timely manner by the FRAM Coordinator. (Training was delivered on site during the management audit to correct the deficiencies.) All corrections must be made to reflect the correct Lunch Status prior to the submission of the Superintendent's Annual Attendance report. The data should be monitored regularly to ensure accuracy.	Tim Hacker - DPP, Director of Transportation	23-Mar-15	Infinite Campus FRAM reports
PA - 1	A job description will be created and approved for the DPP and <del>DPP Assistant</del> Attendance Specialist positions.	Tim Hacker - DPP, Director of Transportation	23-Mar-15	Job descriptions are completed and on file
PA - 2	2.2 The DPP should take the lead in providing a system of school level attendance interventions.	Tim Hacker - DPP, Director of Transportation	23-Mar-15	Excuses In, Monitoring absences daily
PA - 2	2.3 Policy and procedures should limit the number of excused absences for students.	Tim Hacker - DPP, Director of Transportation	23-Mar-15	In process - on agenda for May 2015 board meeting
PA - 2	2.1 DPP should lead a review and update attendance policies and procedures.	Tim Hacker - DPP, Director of Transportation	25-Mar-15	Thursday Procedures meeting agenda and minutes, May 2015 board meeting agenda
CAI 3	3.6 Establish walkthrough schedule for remainder of year	Robin Brewer – Instructional Supervisor	27-Mar-15	walkthrough scheduled for 3/24-25, 4/28-29

PA - 5	The FRYSC should participate in the committees to support parents and students.	Tim Hacker - DPP, Director of Transportation	1-Apr-15	Attendance Committee make-up; sign-in sheets
PA - 6	The superintendent should appoint a school calendar committee with specific goals and a regular meeting schedule. This is going to be a responsibility of a blended attendance /calendar committee.	Tim Hacker - DPP, Director of Transportation	1-Apr-15	Committee sign-in sheets
F-FM 2	2.1 Review and assign MUNIS roles and user attributes.	Lisa Ratliff	2-Apr-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed
F-FM 3	3.1 District will develop operating procedures for implementing internal controls for deposits.	Lisa Ratliff	2-Apr-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed
F-FM 3	3.2 District will develop operating procedures for implementing internal controls for disbursements.	Lisa Ratliff	2-Apr-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed
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 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	Reorganization presented at April 2015 board meeting - tabled action, will not be up
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	Job descriptions are completed and on file
GP – 3	3.1 Begin drafting certified/classified employee handbook based on committee feedback	Benny Patrick - superintendent	3-Apr-15	
GP – 3	3.2. 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 services to be approved in June by MC BoE	Benny Patrick - superintendent	3-Apr-15	Standing Thursday meeting with CO team to review and revise KSBA procedures. Meeting minutes note attendees - currently Chapters 9, 6 are completed with Chapter 3 in process
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	Discussed at 4/7/15 district leadership team meeting. Feedback provided to Menifee Elementary School On 4/27. Feedback is underway for Botts and Menifee High
GP – 7	7.2 Collaborate with schools to ensure feedback is used to revise CSIP and that May CSIP progress notes are completed.	Catherine Hacker, District Assessment Coordinator ( DAC)	3-Apr-15	Discussed at 4/7/15 district leadership team meeting.
CAI 5	5.2 Will develop system for lesson plan monitoring/coordinated with walkthrough instrument (PLC form for RtI monitoring). NOTE: each principal will provide feedback to teachers observed after walkthrough each month. Evidence of feedback to teachers will be reported in Principal PLC each month.	Robin Brewer – instructional supervisor	3-Apr-15	communicated by R Brewer after discussion with principals during 4/7 district leadership team meeting
CAI 5	5.3 Rank order initiatives for administrators meeting reports and present on a rotating basis.	Robin Brewer – instructional supervisor	3-Apr-15	All initiatives become part of monthly Principal PLC agenda
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	Monthly calendar invitations from R Brewer

CAI 7	7.1 Review current tier 1 Rtl 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	8.3 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	10.1 Central 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	communicated by R Brewer after discussion with principals during 4/7 district leadership team meeting
CAI 10	10.2 Updates to web pages will be completed by DTC	CO staff responsible for depts, Kelly Vice DTC	3-Apr-15	communicated by R Brewer after discussion with principals during 4/7 district leadership team meeting
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, Rtl, 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;
F-FM 2	2.2 Review and re-assign overlapping job tasks.	Lisa Ratliff	13-Apr-15	Kay Kennedy, Gail Binder and Linda Martin have reviewed

CAI 3	3.7 Walkthrough plan will be developed by district leadership team to be fully implemented by beginning of school 2015-16. NOTE: walkthroughs will be completed each month by principals, instructional supervisor, and special education director (all trained in Teachscape)	Robin Brewer – Instructional Supervisor	14-Apr-15	Team make-up, vision and process established during principal PLC 4/7/15
PA - 3	3.1 The local board must approve a Student Code of Conduct immediately.	Tim Hacker - DPP, Director of Transportation	16-Apr-15	April, 2015 Board Meeting agenda, approved with disclaimer addition
GP 1	1.2 Develop draft communication plan and present to district leadership and board for review.	Benny Patrick - superintendent	28-Apr-15	Superintendent presented at 4/7/15 admin team mtg and regular April board mtg and 2 special called mtgs
CAI 10	1.1 Write a procedure for the data of all activities in CDIP	Catherine Hacker, District Assessment Coordinator ( DAC)	28-Apr-15	Procedures shared at District leadership team 4/7/15
DQ - 1	2. Attendance at Menifee County High School must be checked and documented each class period and verified by the DPP.	Tim Hacker - DPP, Director of Transportation	28-Apr-15	
DQ - 1	3. Certified staff must verify and sign all KY School Register Reports and ADA/ADM Reports, to be verified by the DPP.	Tim Hacker - DPP, Director of Transportation	28-Apr-15	
DQ - 1	4. The DPP must ensure that all attendance clerks and the FRAM coordinator are receiving training and assistance to ensure data quality.	Tim Hacker - DPP, Director of Transportation	28-Apr-15	
PA - 3	3.2 The local board will communicate the code to staff and parents.	Tim Hacker - DPP, Director of Transportation	28-Apr-15	District and school web pages, Facebook (with link to web page)
PA - 3	Students and parents must be provided a sign off sheet to verify that they have read and understand the code.	Tim Hacker - DPP, Director of Transportation	1-May-15	

PA - 3	Each school should must collect and maintain the sign off sheets.	Tim Hacker - DPP, Director of Transportation	1-May-15	
PA - 5	The superintendent should appoint a dropout committee with specific goals and a regular meeting schedule. Membership of the dropout committee will be determined in consultation with the DPP. The DPP is also the dropout coordinator and will chair committee.	Tim Hacker - DPP, Director of Transportation	6-May-15	Initial committee meeting scheduled for 5/6/15. Committee will be same as already formed Attendance Cmte
PA - 6	The recommendations from the school calendar committee should be presented to the board by the superintendent for approval. Plan is to take this to the April 16 board meeting.	Tim Hacker - DPP, Director of Transportation	11-May-15	Meeting date established for 5/11/16
PA - 5	The district must expand the variety of programs for students who are at risk of dropping out of school and improve the offerings at Menifee Academy to focus on College and Career Readiness.	Tim Hacker - DPP, Director of Transportation	5-Jun-15	
DQ - 3	Period attendance corrections - there are still multiple teachers at the high school who are not consistently taking period attendance	Tim Hacker - DPP, Director of Transportation	Daily monitoring	Daily reminders to staff who do not post period attendance
DQ - 4	SAAR Submissions - All students attendance records for ALL SCHOOLS must be reviewed and corrected prior to submision of the 2014 - 2015 Super intendent's Annual Attendance, Report G.	Tim Hacker - DPP, Director of Transportation	Monthly	Monthly review of SAAR reports
PA - 3	3.3 The DPP must review all school level student handbooks to align the information to the district code.	Tim Hacker - DPP, Director of Transportation	31-May-15	

**NOTE: there is STILL no PDSA started on CTE issues.**