

# Big Rock Plan for Progress

## PDSA's for District Improvement

### 2015-2016 MENIFEE COUNTY PDSA

#### Big Rock: Governance

| <u>IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</u> ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.                                                                                  |                                                                                                                                                                                                                   |                               |             |                  |
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| <u>THE MEASURES/EVIDENCE WE WILL USE ARE:</u> 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) –(blue)=State Manager/review/updates |                                                                                                                                                                                                                   |                               |             |                  |
| PDSA #                                                                                                                                                                                                                                                                                     | ACTION STRATEGIES:                                                                                                                                                                                                | WHO IS ON POINT?              | BY WHEN     | HOW COMMUNICATED |
| GP 1                                                                                                                                                                                                                                                                                       | 1.1 Present reorganizational chart to BOE for approval                                                                                                                                                            | Tim Spencer,<br>State Manager | 08/20/ 2015 | BOE Meeting      |
| GP 2                                                                                                                                                                                                                                                                                       | 2.1 T. Spencer will have current central office Administration to review current job description/update and align with newly designed reorganization chart at Administrative Meeting on Thursday, August 13, 2015 | Tim Spencer,<br>State Manager | 09/ 17/2015 | BOE Meeting      |
| GP 3                                                                                                                                                                                                                                                                                       | 3.1 Review procedures manual with Board of Education                                                                                                                                                              | Tim Spencer,<br>State Manager | 09/17/2015  | BOE Meeting      |

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| <b>GP 3</b> | 3.2 Share approved procedures manual with all staff; provide access to individual forms under Forms & Links on the district website | Tim Spencer,<br>State Manager | 11/01/2015 | Individual and Staff meetings |
| <b>GP 4</b> | 4.1 C. Hacker will meet with new K-8 Principal to share the rubric feedback.                                                        | Catherine Hacker              | 08/20/2015 | Individual meetings           |

## Big Rock: Curriculum and Instruction

|              |                                                                                                                                                                                                                                              |                                                                           |            |                                                               |
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| <b>CA 1</b>  | 1.1 Progress notes on implementation impact will be completed quarterly.                                                                                                                                                                     | Catherine Hacker                                                          | Ongoing    | CSIP and CDIP I and I Documents                               |
| <b>CAI 2</b> | 2.1 Schedule "Lync" sessions with various PLCs in other districts and possibly schedule on-site visits.                                                                                                                                      | Robin Brewer                                                              | 10/31/2015 | Sign-In Sheet                                                 |
| <b>CAI 3</b> | 3.1 Rank order initiatives for administrators meeting reports:<br><br>Attendance of staff and students<br><br>Program reviews<br><br>PGES schedules<br><br>Itinerate staff issues (schedules and school assignments/home school assignments) | Tim Spencer,<br>State Manager<br><br>Robin Brewer<br><br>Catherine Hacker | 11/01/2015 | Completed during PDSA Review<br><br>Shared during DLT Meeting |

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## PDSA's for District Improvement

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|              | <p>Assessments (aligned to standards and congruent to grades)</p> <p>Curriculum implementation</p> <p>Lesson plan issues and content</p> <p>Response to Intervention</p> <p>ThinkLink</p>                     |                               |                                            |                                                                                       |
| <b>CAI 4</b> | 4.1 Attendance of staff and students (reports daily): L. Franklin/T. Hacker will report attendance data from each school via email at the end of each instructional day.                                      | Tim Hacker<br>Lori Franklin   | Begin<br>08/01/2015<br><br>Then<br>Ongoing | Emails                                                                                |
| <b>CAI 5</b> | 5.1 Program reviews (SBDM policies under review): R. Brewer will have a copy of each school's policy manual. She will attend SBDM working sessions focusing on SBDM policy updates and policy development.    | Robin Brewer                  | 09/01/2015<br><br>Then<br>Ongoing          | SBDM<br>Agenda,<br>SBDM<br>Minutes                                                    |
| <b>CAI 5</b> | 5.2 PGES schedules (monthly PGES review meetings): R. Brewer will assist with the development District Leadership Team meeting agenda to ensure that activities relating to PGES are effectively implemented. | Robin Brewer                  | 08/01/2015<br><br>Then<br>Ongoing          | DLT<br>Minutes                                                                        |
| <b>CAI 5</b> | 5.3 Itinerate staff issues (schedules and school assignments/home school assignments)- T. Spencer will work with principals to ensure that there are as few itinerate teachers as possible.                   | Tim Spencer,<br>State Manager | 08/01/2015<br><br>Then<br>Ongoing          | 2015-16<br>began with<br>reduced<br>number of<br>itinerate<br>teachers.<br>Monitoring |

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|              |                                                                                                                                                                                                                            |                                                                                     |                               | will continue.              |
| <b>CAI 5</b> | 5.4 Assessments (aligned to standards and congruent to grades): R. Brewer will monitor PLC progress in working to ensure that assessments are congruent to standards. Principals will report progress during DLT meetings. | Robin Brewer                                                                        | 09/01/2015<br>Then<br>Ongoing | PLC Minutes,<br>DLT Minutes |
| <b>CAI 5</b> | 5.5 Curriculum implementation: R. Brewer will monitor PLC progress in working to ensure that assessments are congruent to standards. Principals will report progress during DLT meetings.                                  | Robin Brewer                                                                        | 09/01/2015<br>Then<br>Ongoing | PLC Minutes,<br>DLT Minutes |
| <b>CAI 5</b> | 5.6 Lesson plan issues and content will be monitored via Principal Walkthroughs as spot checked by Instructional Supervisor                                                                                                | Robin Brewer                                                                        | 09/01/2015<br>Then<br>Ongoing | Spot Checks                 |
| <b>CAI 5</b> | 5.7 Review current Tier 1 RtI practices related to effective grading practices with principals via Effective Grading Practices Survey                                                                                      | Robin Brewer<br>Catherine Hacker<br>Terry Bradley<br>Jeremy McNabb<br>Brenda Warren | Ongoing                       | DLT Minutes                 |
| <b>CAI 5</b> | 5.8 Demonstration of progress towards effective use of continuous assessment for standard based grading                                                                                                                    | Robin Brewer<br>Catherine Hacker                                                    | Ongoing                       | DLT Minutes                 |

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|              |                                                                                                                                 | Terry Bradley<br>Jeremy McNabb<br>Brenda Warren                |            |                                                                                                                             |
| <b>CAI 6</b> | 6.1 CDIP/CSIP training and use of effective plans                                                                               | Catherine Hacker                                               | Ongoing    | CSIPs, CDIP                                                                                                                 |
| <b>CAI 7</b> | 7.1 Discuss restructuring of PLC process at DLT meeting                                                                         | Tim Spencer, State Manager                                     | 10/08/2015 | DLT Minutes                                                                                                                 |
| <b>CAI 7</b> | 7.2 Determine Principal PLC content and structure                                                                               | Tim Spencer, State Manager                                     | 10/03/2015 | At PDSA review, T. Spencer determined Principal PLC will remain at the end of the DLT with agenda items noted on DLT Agenda |
| <b>CAI 8</b> | 8.1 Review and research our current grade configurations to maximize student centered options and equalize access to resources. | Tim Spencer, State Manager<br>Robin Brewer<br>Catherine Hacker | 01/30/2015 | DLT Meeting Minutes                                                                                                         |

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|              |                                                                                               | <p>Jeremy McNabb</p> <p>Terry Bradley</p> <p>Brenda Warren</p> <p>Dawn Hardeman</p> <p>Tim Hacker</p> |            |                                                                                                |
| <b>CAI 8</b> | 8.2 Create schedules that best address student needs, especially relative to RtI.             | <p>Tim Spencer,<br/>State Manager</p> <p>Jeremy McNabb</p> <p>Terry Bradley</p> <p>Brenda Warren</p>  | 01/30/2015 | DLT Meeting Minutes                                                                            |
| <b>CAI 9</b> | 9.1 Document strategies are being utilized to address students not meeting standards on EOCs. | <p>Tim Spencer,<br/>State Manager</p> <p>Brenda Warren</p>                                            | 01/30/2015 | <p>DLT Meeting Minutes</p> <p>MCHS PLC Meeting Minutes</p> <p>MCHS Teacher Meeting Minutes</p> |

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| <b>CAI 10</b> | 10.1 Document strategies are being utilized to address students who consistently score novice (novice reduction) on formative and summative assessments. | Tim Spencer,<br>State Manager<br><br>Robin Brewer<br><br>Catherine Hacker<br><br>Jeremy McNabb<br><br>Terry Bradley<br><br>Brenda Warren<br><br>Dawn Hardeman | 05/30/2015 | Novice<br>Reduction<br>Meeting<br>Notes, DLT<br>Meeting<br>Notes, CSIP<br>strategies,<br>CDIP<br>strategies |
| <b>CAI 11</b> | 11.1 Document and implement strategies used to address deficiencies on Standard 3 Audit                                                                  | Tim Spencer,<br>State Manager<br><br>Robin Brewer<br><br>Jeremy McNabb<br><br>Terry Bradley<br><br>Brenda Warren                                              | 03/30/2015 | Separate<br>Standard 3<br>Document                                                                          |

**IF WE ARE NOT SUCCESSFUL, WE WILL:**

**USE AND MODEL P-I-A OF PROCESSES FOR REVIEW AND IMPROVEMENT FROM DATA WISE: (A) PREPARE (B) INQUIRE (C)ACT (QUALITY TOOLS)**

# Big Rock Plan for Progress

## PDSA's for District Improvement

### Big Rock: Finance

**(Red Book, Budget, Purchasing & payables, HR/Personnel/Payroll, Financial Management)**

| <b>IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</b> ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.                                                                    |                                                                       |                                    |              |                      |
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| PDSA #                                                                                                                                                                                                                                                                       | FIRST 30 DAYS ACTION STRATEGIES:                                      | WHO IS ON POINT?                   | BY WHEN      | HOW COMMUNICATED     |
| <b>HR/PERSONNEL/PAYROLL</b>                                                                                                                                                                                                                                                  |                                                                       |                                    |              |                      |
| <b>F- HRPP 1</b>                                                                                                                                                                                                                                                             | 1.1 Review district staffing formula and amend as necessary           | Tim Spencer,<br>State Manager      | 02/01/2016   | Meeting<br>Document  |
| <b>F-HRPP 1</b>                                                                                                                                                                                                                                                              | 1.2 Review SBDM staffing allocations utilizing a best practice model. | Tim Spencer,<br>State Manager      | 01/ 15/ 2016 | Meeting,<br>Document |
| <b>F-HRPP 2</b>                                                                                                                                                                                                                                                              | 2.1 Review MUNIS roles and user attributes and amend as necessary.    | Lorri Bartley<br><br>Lori Franklin | Ongoing      | MUNIS                |
| Financial Management                                                                                                                                                                                                                                                         |                                                                       |                                    |              |                      |



# Big Rock Plan for Progress PDSA's for District Improvement

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| <b>F-FM 1</b> | 1.1 Review and assign MUNIS roles and user attributes.                                                                                                       | Lorri Bartley                                  | Ongoing                               | MUNIS           |
| <b>F-FM 2</b> | 2.1 Finance Officer will be given rights and training in the use of ASSIST for completion of documents related to assurances and cash flow projections.      | Lorri Bartley<br>Catherine Hacker              | 09/25/2015<br>Completed<br>09/18/2015 | ASSIST          |
| Budget        |                                                                                                                                                              |                                                |                                       |                 |
| <b>F-B 1</b>  | 1.1 Develop a list of budget tasks – budget committee, needs assessment, board review and approval, review historic-actual reports. (15-16 working budget)   | Tim Spencer,<br>State Manager<br>Lorri Bartley | 02/28/2015<br>Completed<br>09/17/2015 | Budget          |
| <b>F-B 1</b>  | 1.2 Develop a list of budget tasks – budget committee, needs assessment, board review and approval, review historic-actual reports. (16-17 tentative budget) | Tim Spencer,<br>State Manager<br>Lorri Bartley | 01/30/2016                            | Budget          |
| <b>F-B 1</b>  | 1.3 Finance officer will conduct training with principals on MUNIS reports and budgeting.                                                                    | Lorri Bartley                                  | 11/30/2015                            | Sign-In Sheet   |
| <b>F-B 1</b>  | 1.4 Finance department will provide principals with SBDM reports monthly.                                                                                    | Lorri Bartley                                  | Ongoing                               | Email           |
| <b>F-B 2</b>  | 2.1 Check salary increments (Step and Rank) and mandated raises. 16/17                                                                                       | Lorri Bartley<br>(Hired 7-23-15)               | 03/15/2016                            | Salary Schedule |
| <b>F-B 3</b>  | 3.1 Develop a cash flow projection worksheet to present to the board at the regular monthly meeting.                                                         | Lorri Bartley                                  | 09/17/2016                            | Worksheet       |

# Big Rock Plan for Progress

## PDSA's for District Improvement

| PURCHASING AND PAYABLES                                                                                                                                                                 |                                                                                      |                                                    |                                           |            |
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| F – PP 1                                                                                                                                                                                | 1.1 The district will develop procedures to segregate duties related to the process. | Tim Spencer,<br>State Manager<br><br>Lorri Bartley | 02/28/2015<br><br>Completed<br>09/17/2015 | Procedures |
| <p><b>IF WE ARE NOT SUCCESSFUL, WE WILL:</b><br/> <b>USE AND MODEL P-I-A OF PROCESSES FOR REVIEW AND IMPROVEMENT FROM DATA WISE: (A) PREPARE (B) INQUIRE (C)ACT (QUALITY TOOLS)</b></p> |                                                                                      |                                                    |                                           |            |

## Big Rock: Student Health

| <p><b><u>IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</u> ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.</b></p>                                             |                                                                                                                                                                                                    |                  |                                           |                  |
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| PDSA #                                                                                                                                                                                                                                                              | FIRST 30 DAYS ACTION STRATEGIES:                                                                                                                                                                   | WHO IS ON POINT? | BY WHEN                                   | HOW COMMUNICATED |
| SH – 1                                                                                                                                                                                                                                                              | 1.1 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 job description. | Aleica Jenkins   | 09/15/2015<br><br>Completed<br>10/01/2015 | Sign-In<br>Sheet |

# Big Rock Plan for Progress

## PDSA's for District Improvement

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| <p><b>SH – 2</b></p> | <p>2.1 School health personnel will be educated on school district policies and procedures, including FERPA.</p>            | <p>Aleica Jenkins</p> | <p>09/30/ 2015<br/>FERPA Completed<br/>08/19/2015<br/><br/>Health Procedures will be Completed by 10/15/2015</p> | <p>Sign-In Sheet</p> |
| <p><b>SH – 3</b></p> | <p>3.1 Copies of student health board policies and procedures will be available at every school.</p>                        | <p>Aleica Jenkins</p> | <p>09/30/2015<br/>Waiting on Documentation<br/><br/>Procedures will be Completed by 10/15/2015</p>               | <p>Copies</p>        |
| <p><b>SH – 3</b></p> | <p>3.2 School board procedures for documenting school health room visits will be developed and utilized in all schools.</p> | <p>Aleica Jenkins</p> | <p>09/ 15/ 2015<br/>Completed 09/17/2015</p>                                                                     | <p>Copies</p>        |

# Big Rock Plan for Progress PDSA's for District Improvement

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| <p><b>SH - 3</b></p> | <p>3.3 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.</p>                     | <p>Aleica Jenkins<br/>Dawn Hardeman</p> | <p>09/15/ 2015<br/><br/>Completing, procedures will be shared with BOE on 11/19/2015</p>             | <p>Procedures</p>                                                                        |
| <p><b>SH - 4</b></p> | <p>4.1 Each school health unit will have a paper or online copy of: a) KY Board of Nursing Training Manual on Diabetes Education and Delegation b)Clinical Guidelines for School Nurses (by School Health Alert)</p> | <p>Aleica Jenkins<br/>Kelly Vice</p>    | <p>09/ 15/2015</p>                                                                                   | <p>A file is on each nurse's computer desktop and a hard copy is in each health unit</p> |
| <p><b>SH - 5</b></p> | <p>5.1 School staff will be aware of resources materials and how to access them either on paper or from the Desktop of their computer.</p>                                                                           | <p>Aleica Jenkins</p>                   | <p>09/ 15/2015<br/><br/>Nurses will provide information for each teachers' meeting by 11/30/2015</p> | <p>Agenda</p>                                                                            |

# Big Rock Plan for Progress

## PDSA's for District Improvement

### Big Rock: Facilities

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| <b>PDSA #</b>                                                                                                                                                                                                                                         | <b>FIRST 30 DAYS ACTION STRATEGIES:</b>                                                                                                                                                   | <b>WHO IS ON POINT?</b>       | <b>BY WHEN</b> | <b>HOW COMMUNICATED</b>      |
| F-1                                                                                                                                                                                                                                                   | 1.1 Develop and communicate a school-level process for maintenance requests                                                                                                               | Tim Spencer,<br>State Manager | 09/30/2015     | Email, Face to Face Meetings |
| F-2                                                                                                                                                                                                                                                   | 2. 1 Custodial supervisor in collaboration with the building principals will develop a daily cleaning schedule for all custodial staff.                                                   | Tim Spencer,<br>State Manager | 08/31/2015     | Email, Face to Face Meetings |
| F-2                                                                                                                                                                                                                                                   | 2.2 Custodial supervisor will conduct regular walkthroughs to determine daily schedule is being completed. Any issues noted will be documented and discussed with custodial staff member. | Tim Spencer,<br>State Manager | 08/31/2015     | Email, Face to Face Meetings |
| F-2                                                                                                                                                                                                                                                   | 2.3 Custodial supervisor in collaboration with the custodial staff will review/revise daily cleaning schedules at least bi-annually.                                                      | Tim Spencer,<br>State Manager | Ongoing        | Email, Face to Face Meetings |

# Big Rock Plan for Progress

## PDSA's for District Improvement

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| F-3 | 3.1 As part of the daily cleaning schedule, the night custodian in each building will check and ensure that all outside doors are secured.    | Tim Spencer,<br>State Manager                   | 08/31/2015 | Email, Face<br>to Face<br>Meetings |
| F-3 | 3.2 Determine a key inventory for each building.                                                                                              | Tim Spencer,<br>State Manager                   | 12/31/2015 | Email, Face<br>to Face<br>Meetings |
| F-4 | 5.1 State Manager will convene a district facility planning committee.                                                                        | Tim Spencer,<br>State Manager                   | 03/01/2016 | Email, Face<br>to Face<br>Meetings |
| F-5 | 6.1 State Manager will collaborate with KDE Facilities Branch to initialize steps to address roofing issues at MES, MCHS, and District Office | Tim Spencer,<br>State Manager                   | 10/01/2015 | Email, Face<br>to Face<br>Meetings |
| F-6 | 6.2 State Manager will collaborate with KDE Facilities Branch to initialize steps to address range hood at MES                                | Tim Spencer,<br>State Manager                   | 10/01/2015 | Email, Face<br>to Face<br>Meetings |
| F-7 | 6.3 State Manager and District Transportation Director will continue to explore opportunities to build a bus garage.                          | Tim Spencer,<br>State Manager<br><br>Tim Hacker | Ongoing    | Email, Face<br>to Face<br>Meetings |

## Big Rock: Pupil Attendance

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| PDSA #                                                                                                                                                                                                                                                       | FIRST 30 DAYS ACTION STRATEGIES:                                                                                                             | WHO IS ON POINT? | BY WHEN    | HOW COMMUNICATED                  |
| PA - 1                                                                                                                                                                                                                                                       | 1.1 Discuss at DLT updating policy and procedures regarding repeated tardies and early checkouts.                                            | Tim Hacker       | 10/15/2015 | Meeting minutes                   |
| PA - 2                                                                                                                                                                                                                                                       | 2.1 Request board policy be updated to reflect that EHO (Educational Enhancement Opportunity) requests not be approved during state testing. | Tim Hacker       | 11/30/2015 | BOE Minutes                       |
| PA - 3                                                                                                                                                                                                                                                       | 3.1 Explore and apply for GEAR-UP grant.                                                                                                     | Tim Hacker       | 05/30/2015 | Grant Application and BOE Minutes |

## Big Rock: Menifee County High School CCR

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| <b><u>IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</u></b> ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.                                                                                  |  |  |  |  |
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# Big Rock Plan for Progress

## PDSA's for District Improvement

| PDSA #13 | ACTION STRATEGIES                                                                                          | WHO IS POINT                                                          | BY WHEN     | HOW COMMUNICATED                        |
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| CCR-A    | A.1 Menifee county high school will apply to become an ACT test site for 15-16 school year.                | Tamilyn Ingram                                                        | 09/30/2015  | Email                                   |
| CCR-A    | A.2 Secure funding and transportation for targeted freshman and sophomores for ACT April testing.          | Brenda Warren<br><br>Tim Spencer, State Manager<br><br>Melanie Golden | 10/ 30/2015 | Board Agenda item YSC<br>Budget request |
| CCR-A    | A.3 Register targeted freshman and sophomores for ACT April testing.                                       | Tamilyn Ingram<br><br>Mel Golden                                      | 03/04/2015  | Email; face to face; one call           |
| CCR-A    | A.4 Secure funding for test and transportation of GT 8 <sup>th</sup> grade students for ACT April testing. | Tim Spencer, State Manager<br><br>Robin Brewer                        | 10/ 30/2015 | Email                                   |
| CCR-A    | A.5 Register GT 8 <sup>th</sup> grade students for ACT April testing                                       | Tina O' Hair<br><br>Melanie Golden                                    | 03/04/2015  | Email; face to face; one call           |



# Big Rock Plan for Progress PDSA's for District Improvement

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| CCR-A | A.6 Secure funding for second work keys to CTE students who have not benchmarked on an academic readiness component. | Tim Spencer,<br>State<br>Manager<br><br>Brenda<br>Warren<br><br>Melanie<br>Golden | 10/ 30/2015 | BOE Minutes<br><br>YSC Budget<br>Request          |
| CCR-A | A.7 Administer second WorkKeys to CTE students who have not benchmarked on an academic readiness component.          | Tim Spencer,<br>State<br>Manager<br><br>Tamilyn<br>Ingram                         | 04/30/2015  | Board Agenda<br>item<br><br>YSC Budget<br>request |
| CCR-A | A.8 Area technical students should be offered the opportunity to industry certification at completion of course.     | Brenda<br>Warren                                                                  | 04/30/2015  | Email; CCR<br>Tracking sheet                      |
| CCR-A | A.9 Any senior who has not met benchmark will apply to MCTC during college application week                          | Tamilyn<br>Ingram                                                                 | 10/ 30/2015 | Acceptance<br>Letters                             |
| CCR-A | A.10 Any senior who has not met benchmark will go to MCTC for COMPASS testing                                        | Tamilyn<br>Ingram                                                                 | 04/30/2015  | COMPASS<br>Scores                                 |
| CCR-P | P.1 Three new pathways will be added to MCHS options. Visual arts, Instrumental Music and JROTC                      | Tamilyn<br>Ingram<br><br>Brenda<br>Warren<br><br>Jeneen Sallaz<br><br>Dana        | 09/ 30/2015 | Student<br>Schedules,<br>Student<br>Transcripts   |

# Big Rock Plan for Progress PDSA's for District Improvement

|        |                                                                                                                                     |                                              |             |                                           |
|--------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------|-------------------------------------------|
|        |                                                                                                                                     | Copeland                                     |             |                                           |
| CCR-P  | P.2 CTE PLC will review MYAP for Juniors and Seniors to confirm pathway completion.                                                 | Toby Sorrell<br>Tracy Bean<br>Tamilyn Ingram | 12/ 30/2015 | Student Schedules,<br>Student Transcripts |
| CCR-P  | P.3 Creation of a pathway document which describes all the pathways offered for our students.                                       | Tamilyn Ingram                               | 12/ 30/2015 | Document                                  |
| CCR-P  | P.4 Pathway document will be posted on school website and shared with all parents/students/staff.                                   | Tamilyn Ingram                               | 05/30/2016  | Website Posting<br>Sign in sheets         |
| CCR-P  | P.5 YSC will assist in doing home visits to take ILPs out to make parents aware of student career goals and post-secondary options. | Melanie Golden                               | 05/30/2016  | Home Visit Log<br>ILP reports             |
| CCR-PD | PD.1 During a teacher meeting ILP and MYAP information will be reviewed for staff to share with students.                           | Brenda Warren<br>Tamilyn Ingram              | 12/ 30/2015 | Teacher Sign-In sheet/ Meeting agenda     |
| CCR-PD | PD.2 During PLC meeting staff will review student goals and use ILP reports to provide data on student career choices etc.          | Brenda Warren                                | 05/30/2016  | PLC Minutes                               |

## Abbreviations:

1. CAI - curriculum/assessment/instruction
2. CTE - career/technical education
3. DQ - data quality

# Big Rock Plan for Progress

## PDSA's for District Improvement

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
13. CCR - college and career readiness
14. CDIP - comprehensive district improvement plan
15. CSIP - comprehensive school improvement plan
16. PGES - professional growth evaluation system
17. Rtl - response to intervention
18. SBDM - Site Based Decision Making
19. ILP - Individual Learning Plan
20. CAI – curriculum/assessment/instruction
21. CTE – career/technical education
22. DQ – data quality
23. F - facilities
24. F-B – finance: budget
25. F-FM – finance: financial management
26. F-HRPP – finance: human resources/personnel/payroll
27. F-PP – finance: purchases and payroll
28. GP – governance and policies
29. PA – pupil attendance
30. PT – pupil transportation
31. SH – student health
32. DLT- District Leadership Meeting

# Big Rock Plan for Progress PDSA's for District Improvement

**33. BOE - Board of Education**

**34. PLC- Professional Learning Community**

**35. EOC- End of Course**