

# BIG ROCK PLAN FOR PROGRESS

## PDSA'S 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) –(blue)=State Manager/review/updates

PDSA #	FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
GP 1	1.1 Review sample communication plans from other districts – determine what pieces best fit Menifee County needs. *Tim Spencer appointed State Manager effective – July - *State Manager/ERL will review “green” items	BENNY PATRICK – SUPERINTENDENT *TIM SPENCER, STATE MANAGER	APRIL 3, 2015  OCT 15, 2015	EMAILED TO DISTRICT LEADERSHIP TEAM
GP 1	1.2 Develop draft plan and present to district leadership and board for review. Note: BP has created draft plan to be shared at April district leadership meeting. BOE did NOT approve draft	BENNY PATRICK – SUPERINTENDENT  *TIM SPENCER, STATE MANAGER	APRIL 3, 2015  OCT 15, 15	WILL BE PRESENTED AT 4/7 MEETING  BOE MEETING
GP 2	2.1 Consult with Jim Hamm on possible central office employee roles/responsibilities and consider options for reorganization  State Manger has conducted reorganization and has developed “re-org” chart	BENNY PATRICK – SUPERINTENDENT  *TIM SPENCER, STATE MANAGER	APRIL 3, 2015  AUGUST 20, 2015	BP MET WITH MR. HAMM ON 2/26; JULIA RAWLINGS ON 3/12. BOARD ATTORNEY ON 3/30. INFORMATION WILL BE COMMUNICATED AT NEXT DISTRICT LEADERSHIP TEAM MEETING. *RE-ORG WILL BE PRESENTED TO

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				THE BOE FOR APPROVAL
GP 2	<p>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.</p> <p><b>**STATE MANAGER 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</b></p>	<p>BENNY PATRICK – SUPERINTENDENT</p> <p>TIM SPENCER, STATE MANAGER</p>	<p>APRIL 3, 2015</p> <p>SEPTEMBER 17, 2015</p>	<p>COMPLETED BY 3/13, RECEIVED BY HR.</p> <p>*SEPTEMBER 17, 15 BOE MEETING</p>
GP – 3	<p>3.1 Begin drafting certified/classified employee handbook based on committee feedback</p>	<p>BENNY PATRICK – SUPERINTENDENT</p> <p>DAWN HARDEMAN, DOSE</p>	<p>APRIL 3, 2015</p> <p>OCT 15, 2015</p>	<p>EMAIL 2/18</p>
GP – 3	<p>3.2. Begin drafting substitute handbook</p>	<p>BENNY PATRICK – SUPERINTENDENT</p> <p>DAWN HARDEMAN, DOSE</p>	<p>APRIL 3, 2015</p> <p>OCT 15, 2015</p>	<p>LORI FRANKLIN SHARED IN 12/11 STAFF MEETING</p>
GP – 4	<p>4.1 Created organizational chart for district</p> <p>State Manager has created an "Re-organizational Chart"</p>	<p>BENNY PATRICK – SUPERINTENDENT</p> <p>*TIM SPENCER, STATE MANAGER</p>	<p>APRIL 3, 2015</p> <p>AUGUST 20, 2015</p>	<p>BOARD APPROVED BOE MEETING ON 8-20</p>
GP – 4	<p>4.2 Designate "leaders" for each of the 7 goals of the CDIP who will be responsible for monitoring status of strategies and activities.</p> <p>GOAL 1: CULTURE OF DISTRICT: <u>TIM SPENCER, STATE MANAGER</u></p> <p>GOAL 2: INCREASE AVERAGE FRESHMEN GRAD RATE: <u>TAMILYN INGRAM, GUIDANCE COUNSELOR</u></p> <p>GOAL 3: INCREASE THE AVERAGE COMBINED READING/MATH PROFICIENCY: <u>CATHERINE HACKER, DAC</u></p> <p>GOAL 4: ENSURE TEACHER/PRINCIPALS SUPPORT/GUIDANCE IN PGES : <u>ROBIN BREWER, CAI</u></p> <p>GOAL 5: INCREASE ATTENDANCE: <u>TIM HACKER, DPP</u></p> <p>GOAL 6: INCREASE THE STATE AVERAGE COMBINED READING/MATH KPREP SCORES: <u>ROBIN BREWER, CAO</u></p> <p>GOAL 7: INCREASE THE STATE'S % OF STUDENTS WHO ARE CCR: <u>TAMILYN INGRAM, GUIDANCE COUNSELOR</u></p>	<p>BENNY PATRICK – SUPERINTENDENT</p> <p>*STATE MANAGER, TIM SPENCER</p>	<p>APRIL 3, 2015</p> <p>AUGUST 20, 2015</p>	<p>EMAIL 4/03</p>

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## PDSA'S FOR DISTRICT IMPROVEMENT

GP – 6	6.1 KBSA has been contract to provide procedure manual services to be approved in June by MC-BoE Leadership team plans to complete this task by June however not requesting BoE approval.	BENNY PATRICK – SUPERINTENDENT *STATE MANAGER, TIM SPENCER	APRIL 3, 2015  AUGUST 31, 2015	STANDING MEETING ON THURSDAYS WITH COMMITTEE UNTIL COMPLETED REVIEWED BY THE BOARD SEPTEMBER 17, 2015 AND PRESENTED TO ADM AND STAFF BY AUGUST 31, 2015
GP – 7	7.1 Mrs. Hacker will review all school CSIPs based on KDE rubric and provide feedback	CATHERINE HACKER, DISTRICT ASSESSMENT COORDINATOR ( DAC)	APRIL 3, 2015	REVIEWED MES ON 3/20. WILL COMPLETE BOTTS AND MCHS BASED ON FEEDBACK FROM JULIA.
GP – 7	7.2 Collaborate with schools to ensure feedback is used to revise CSIP and that March CSIP progress notes are completed. C. Hacker will meet with new K-8 principal to share the rubric feedback.	CATHERINE HACKER, DISTRICT ASSESSMENT COORDINATOR ( DAC)	APRIL 3, 2015 AUGUST 20	WILL DISCUSS ON 4/7 DISTRICT LEADERSHIP MEETING.

PDSA #	FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
CAI 1	1.1 Write a procedure for the data collections of all activities in CDIP C. Hacker will share at DLT meeting	CATHERINE HACKER – DAC/SCHOOL PSYCHOLOGIST	BY APRIL 3, 2015 AUGUST 13	2/24/15 ADMIN MTG, ; CAT WILL SHARE AT 4/7 DISTRICT LEADERSHIP TEAM MEETING

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## PDSA'S FOR DISTRICT IMPROVEMENT

CAI 1	1.2 Progress notes completed in CDIP from all persons responsible for activities. New procedures will be followed in the 15-16 school year to ensure that data collection is timely and complete.	CATHERINE HACKER – DAC/SCHOOL PSYCHOLOGIST	BY APRIL 3, 2015 ONGOING	2/24/15 ADMIN MTG, ; CAT WILL SHARE AT 4/7 DISTRICT LEADERSHIP TEAM MEETING
CAI 1	1.3 Revisions made based on feedback	CATHERINE HACKER – DAC/SCHOOL PSYCHOLOGIST	BY APRIL 3, 2015	2/24/15 ADMIN MTG, ; JULIA AND CAT REVIEWED DISTRICT PLAN AND CAT COMPLETED UPDATE TO CDIP ON 3/20.
CA 1	1.3a Progress notes on implementation impact will be completed quarterly.	CATHERINE HACKER- DAC/SCHOOL PSYCHOLOGIST	ONGOING	
CAI 1	1.3 Identify leader for each goal in CDIP August 11 added goals and persons responsible	CATHERINE HACKER – DAC/SCHOOL PSYCHOLOGIST	BY APRIL 3, 2015	2/24/15 ADMIN MTG, ; EMAIL ON 4/03
CAI 1	1.5 Communication with schools regarding progress (becomes part of administrators' meetings as standing item)	CATHERINE HACKER – DAC/SCHOOL PSYCHOLOGIST	BY APRIL 3, 2015	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	BY APRIL 3, 2015	PLAN EMAILED TO ADMIN TEAM
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	FEBRUARY 25, 2015	2/23/15 ADMIN MEETING
CAI 3	3.2 Communicate the vision with administrative team	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	FEBRUARY 25, 2015	2/25/15 ADMIN MEETING

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## PDSA'S FOR DISTRICT IMPROVEMENT

CAI 3	3.3 Establish district walkthrough Team (Mr. Bradley, Mr. McNabb, Ms. Warren, Mrs. Brewer, Ms. Hardeman, Mr. Patrick, Ms. Hacker, Ms. Rawlings), State Manager, Tim Spencer	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	FEBRUARY 25, 2015	9/02/15 9/16/15 BEGIN WALKTHROUGHS
CAI 3	3.4 Adopt an instrument	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	FEBRUARY 25, 2015	2/25/15 ADMIN MEETING
CAI 3	3.5 Train and collaborate on walk-through instrument	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	FEBRUARY 25, 2015	WALKTHROUGH TRAINING CONDUCTED BY JULIA RAWLINGS
CAI 3	3.6 Establish walk-through schedule for remainder of year	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	BY APRIL 3, 2015	WALKTHROUGH SCHEDULED FOR 3/24-25, 4/28- 29
CAI 4	4.1 share PLC protocols to determine “best fit” for Menifee *Implementation status	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	BY APRIL 3, 2015	
CAI 4	4.2 Schedule some “Lync” sessions with various PLCs in other districts and possibly schedule on-site visits.	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	BY OCTOBER 31, 2015	
CAI 4	4.3 Create survey for all staff to complete regarding effectiveness of current PLC process	ROBIN BREWER – INSTRUCTIONAL SUPERVISOR	BY OCTOBER 31, 2015	
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	BY APRIL 3, 2015	ADMIN MEETING 2/24;
CAI 5	5.2 Begin drafting monitoring documents for each item.	BENNY PATRICK - SUPERINTENDENT	BY APRIL 3, 2015	

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## PDSA'S FOR DISTRICT IMPROVEMENT

<b>CAI 5</b>	<p>5.3 Rank order initiatives for administrators meeting reports:</p> <ul style="list-style-type: none"> <li>a. Attendance of staff and students (daily reports)</li> <li>b. Program reviews (SBDM policies under review)</li> <li>c. PGES schedules (monthly PGES review meetings)</li> <li>d. Itinerate staff issues (schedules and school assignments/home school assignments)</li> <li>e. Assessments (aligned to standards and congruent to grades) *</li> <li>f. Curriculum implementation *</li> <li>g. Lesson plan issues and content *</li> <li>h. Response to Intervention *</li> <li>i. ThinkLink</li> <li>j. Timelines</li> </ul>	<b>BENNY PATRICK - SUPERINTENDENT</b>	<p><b>BY APRIL 3, 2015</b></p> <p>BY AUGUST 13, 2015 (A)</p> <p>BY NOVEMBER 1, 2015 (B)</p> <p>*UNDER REVIEW</p>	<b>DOCUMENT: RANK ORDERED LISTING IN ACTIVITIES</b>
<b>CAI 6</b>	6.1 Sending meeting minutes and reminders to all staff for CEP committee meetings (open invitation to all)	<b>ROBIN BREWER – INSTRUCTIONAL SUPERVISOR</b>	<b>APRIL 3, 2015</b>	
<b>CAI 6</b>	6.2 Create an online calendar event for next CEP meeting on March 3, 2015	<b>ROBIN BREWER – INSTRUCTIONAL SUPERVISOR</b>	<b>MARCH 6, 2015</b>	
<b>CAI 7</b>	7.1 Review current tier 1 RTI practices related to effective grading practices with principals via Effective Grading practices survey	<b>CATHERINE HACKER – DAC/SCHOOL PSYCHOLOGIST</b>	<b>APRIL 3, 2015</b>	Administrators completed survey 2/24/15
<b>CAI 7</b>	7.2 Provide 15 Fixes books for administrator book study	<b>JULIA RAWLINGS</b>	<b>FEBRUARY 25, 2015</b>	Books delivered to admin team
<b>CAI 8</b>	8.2 Walk-through training	<b>ROBIN BREWER – INSTRUCTIONAL SUPERVISOR</b>	<b>FEBRUARY 24, 2015</b>	Walkthrough training 2/25/15
<b>CAI 8</b>	8.2 CDIP/CSIP training on development of effective plans	<b>CATHERINE HACKER – DAC</b>	<b>APRIL 3, 2015</b>	
<b>CAI 8</b>	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.)	<b>ROBIN BREWER – INSTRUCTIONAL SUPERVISOR</b>	<b>APRIL 3, 2015</b>	
<b>CAI 9</b>	9.1 9:00 ISLN meeting, February 24 and Administrator meeting to follow, Julia will monitor efficiency of current practice and provide feedback	<b>BENNY PATRICK - SUPERINTENDENT</b>	<b>APRIL 3, 2015</b>	

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## PDSA'S FOR DISTRICT IMPROVEMENT

CAI 9	9.2 Discuss restructuring of PLC process at Administrators' meeting; content of principal PLC meetings	BENNY PATRICK - SUPERINTENDENT	APRIL 3, 2015	
CAI 9	9.3 March 12 <sup>th</sup> , 9:00 am administrators training to transition to new PLC format	BENNY PATRICK - SUPERINTENDENT	MARCH 12, 2015	
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	APRIL 3, 2015 *ONGOING	
CAI 10	10.2 Updates will be completed by DTC	CO STAFF RESPONSIBLE FOR DEPTS, KELLY VICE DTC	APRIL 3, 2015 *ONGOING	
<p>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)</p>				

## BIG ROCK: FINANCE

(RED BOOK, BUDGET, PURCHASING & PAYABLES, HR/PERSONNEL/PAYROLL, FINANCIAL MANAGEMENT)

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<b>THE MEASURES/EVIDENCE WE WILL USE ARE:</b> 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
<b>HR/PERSONNEL/PAYROLL</b>				
F- HRPP 2	2.2 Review district staffing formula and amend as necessary	*STATE MANAGER, TIM SPENCER	FEBRUARY 28, 2015 FEBRUARY 1, 2016	

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## PDSA'S FOR DISTRICT IMPROVEMENT

<b>F- HRPP 3</b>	3.1 Review all personnel and payroll records to confirm compliance with adopted schedules.	CHELSEA CLARK ASHLEY SHEETS *STATE MANAGER, TIM SPENCER LORRI BARTLEY	FEBRUARY 28, 2015	
<b>F- HRPP 5</b>	5.2 Review and document segregation of job responsibilities between HR and payroll.	CHELSEA CLARK ASHLEY SHEETS *STATE MANAGER, TIM SPENCER LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>F-HRPP 5</b>	5.4 Review MUNIS roles and user attributes and amend as necessary.	CHELSEA CLARK ASHLEY SHEETS LORRI BARTLEY (HIRED 7-23-15) LORI FRANKLIN	FEBRUARY 28, 2015	
<b>FINANCIAL MANAGEMENT</b>				
<b>F-FM 2</b>	2.1 Review and assign MUNIS roles and user attributes.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>F-FM 2</b>	2.2 Review and re-assign overlapping job tasks.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>F-FM 3</b>	3.1 District will develop operating procedures for implementing internal controls for deposits.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>F-FM 3</b>	3.2 District will develop operating procedures for implementing internal controls for disbursements.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>BUDGET</b>				
<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.	LISA RATLIFF	FEBRUARY 28, 2015	



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## PDSA'S FOR DISTRICT IMPROVEMENT

		*LORRI BARTLEY (HIRED 7-23-15) *STATE MANAGER, TIM SPENCER		
F – B 3	3.1 Check salary increments (Step and Rank) and mandated raises.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
F – B 3	3.2 Check Sec 6 allocation.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015 AUGUST 7, 2015	
F – B 4	4.1 Develop a cash flow projection worksheet to present to the board at the regular monthly meeting.	LISA RATLIFF *LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>PURCHASING AND PAYABLES</b>				
F – PP 1	1.1 Review and amend KSBA policies to reflect Menifee County practice.	CINDY SALLIE *STATE MANAGER, TIM SPENCER FINANCE DEPT	FEBRUARY 28, 2015	
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	FEBRUARY 28, 2015	
F – PP 1	1.3 Cancel all paid invoices and purchase orders	CINDY SALLIE	FEBRUARY 28, 2015	
F – PP 2	2.1 The district will develop procedures to segregate duties related to the process.	CINDY SALLIE *STATE MANAGER, TIM SPENCER LORRI BARTLEY (HIRED 7-23-15)	FEBRUARY 28, 2015	
<b>IF WE ARE NOT SUCCESSFUL, WE WILL:</b>				

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## PDSA'S FOR DISTRICT IMPROVEMENT

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: PUPIL PERSONNEL

(PUPIL ATTENDANCE, DATA QUALITY)

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PDSA #	FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	How COMMUNICATED
<b>PUPIL ATTENDANCE</b>				
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	FEBRUARY 17, 2015 *TO BE REVIEWED WITH THE IMPLEMENTATION OF FAIR TEAMS	
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	FEBRUARY 17, 2015 *TO BE REVIEWED WITH THE IMPLEMENTATION OF FAIR TEAMS	
PA - 4	4.2 The DPP will file Illegal Transaction with a Minor charges on parents of elementary students.*	TIM HACKER – DPP,	FEBRUARY 17, 2015 *TO BE REVIEWED WITH THE IMPLEMENTATION OF FAIR TEAMS	

## BIG ROCK PLAN FOR PROGRESS PDSA'S FOR DISTRICT IMPROVEMENT

DATA QUALITY				
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	FEBRUARY 15, 2015	
DQ – 3	3.1 There are still multiple teachers at the high school who are not consistently taking period attendance.	TIM HACKER - DPP	FEBRUARY 28, 2015	

## BIG ROCK: PUPIL TRANSPORTATION

PDSA #	FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
PT - 3	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	DECEMBER 19, 2014	
PT - 4	The four (4) driver records that are missing reviews must be corrected by having a certified driver trainer conduct and document these reviews. <i>*One driver remaining to complete</i>	TIM HACKER – DIRECTOR OF TRANSPORTATION	FEBRUARY 1, 2015	

## BIG ROCK: STUDENT HEALTH

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PDSA #	FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED

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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	JANUARY 29, 2015	
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	FEBRUARY 28, 2015	
SH - 2	2.1 Board should approve the District Health Coordinator job description	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
SH – 2	2.2 Board should approve the school nurse job description	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
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 JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
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 job description *To be reviewed at 8-26-2015 meeting	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
SH – 3	3.1 School district policies and procedures will be updated.	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
SH – 3	3.2 School health personnel will be educated on school district policies and procedures, including FERPA. *To be reviewed at 8-26-2015 meeting	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION,	FEBRUARY 28, 2015	

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## PDSA'S FOR DISTRICT IMPROVEMENT

		ALEICA JENKINS, DISTRICT HEALTH COORDINATOR		
SH – 3	3.3 Copies of student health board policies and procedures will be available at every school. *To be reviewed at 8-26-2015 meeting	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
SH – 3	3.4 School board procedures for documenting school health room visits will be developed and utilized in all schools. *To be reviewed at 8-26-2015 meeting	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
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. *To be reviewed at 8-26-2015 meeting	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	
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	FEBRUARY 28, 2015	
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 *To be reviewed at 8-26-2015 meeting d) Clinical Guidelines for School Nurses (by School Health Alert) *To be reviewed at 8-26-2015 meeting	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	FEBRUARY 28, 2015	

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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. <i>*To be reviewed at 8-26-2015 meeting</i>	TIM HACKER – DPP, DIRECTOR OF TRANSPORTATION, ALEICA JENKINS, DISTRICT HEALTH COORDINATOR	APRIL 3, 2015	
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## BIG ROCK: CAREER & TECHNICAL EDUCATION

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CTE	CTE PDSA has not been created yet due to inclement weather and meetings with CTE staff and Menifee County being cancelled. <i>*To be reviewed at 8-26-2015 meeting</i>	TAMILYN INGRAM		

## BIG ROCK: FACILITIES

<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.				
<b>THE MEASURES/EVIDENCE WE WILL USE ARE:</b> 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
F - 1	1.1 Create a district-wide work order system for maintenance requests	Benny Patrick, Superintendent, Kelly Vice, District Technology Coordinator	February 28, 2015	Work order document on district server

# BIG ROCK PLAN FOR PROGRESS

## PDSA'S FOR DISTRICT IMPROVEMENT

		*STATE MANAGER, TIM SPENCER		
F - 1	1.2 Communicate system to building level administrators	Benny Patrick, Superintendent *STATE MANAGER, TIM SPENCER	March 12, 2015	March 12, 2015 Staff meeting
F - 1	1.3 Develop and communicate a school-level process for maintenance requests	*STATE MANAGER, TIM SPENCER		
F - 2	2. 1 Maintenance supervisor in collaboration with the building principals will develop a daily cleaning schedule for all custodial staff.	*STATE MANAGER, TIM SPENCER		
F - 2	2.2 Maintenance supervisor will conduct regular walkthroughs to determine daily schedule is being completed. Any issues noted will be documented and discussed with custodial staff member.	*STATE MANAGER, TIM SPENCER		
F - 2	2.3 Maintenance supervisor in collaboration with the custodial staff will review/revise daily cleaning schedules at least annually.	*STATE MANAGER, TIM SPENCER		
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.	*STATE MANAGER, TIM SPENCER		
F - 3	3.2 Determine a key inventory for each building.	*STATE MANAGER, TIM SPENCER		
F - 3	3.3 Dissolve the night security position (this will become part of night custodian's daily cleaning schedule)	*STATE MANAGER, TIM SPENCER		
F - 4	4.1 Menifee County will subscribe to Kentucky School Board Association's (KSBA) procedure service to ensure that all policies have well-defined procedures (specifically to outline the regular review of facilities insurance needs).	*STATE MANAGER, TIM SPENCER		
F - 5	5.1 Superintendent will convene a district facility planning committee.	*STATE MANAGER, TIM SPENCER		

**PDSA abbreviations:**

1. CAI – curriculum/assessment/instruction

# **BIG ROCK PLAN FOR PROGRESS**

## **PDSA'S FOR DISTRICT IMPROVEMENT**

- 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**



**BIG ROCK PLAN FOR PROGRESS**  
**PDSA'S FOR DISTRICT IMPROVEMENT**