FCS District Team Meeting
April 27, 2015 Agenda
Time: *9:00 am*

Mission: *The mission of Fleming County Schools is to unite with family and community to provide an equitable, high quality education that meets the needs of each student in a caring and safe learning environment, which will ensure that students become successful throughout life. Fleming County Schools…Where Kids are First and Learning Never Ends.*

Purpose: Transition Processes; District Information, Issues, and Solutions.

Department	Component	DRI	Status
Opening	1. Celebrations – the FES Choir Concert went well over the weekend. Elementary art students performed over the weekend as well. 2. Recognitions		
Superintendent	1. Teaching & Learning – we have 5-7 days before state assessment begins. 2. End of year facilities checklists were distributed for review. We need to be sure to follow procedures as we close out the end of the year.	Brian	
Assistant Superintendent	1. We need to continue to look forward toward the goals of the district. The group has worked hard this year to make the improvements the district needs – we need to continue that work.	Bill	
State Assistance Monitor	1. We need to keep our focus on continuous improvement as a district.	Jim	
Energy Manager	1. Kentucky Utilities & LG&E had their hearing with PSC last week – the rates will not increase as much as the original forecast. There will be $1 million in grants available to help districts implement energy-conscious upgrades. The Energy	Terry	

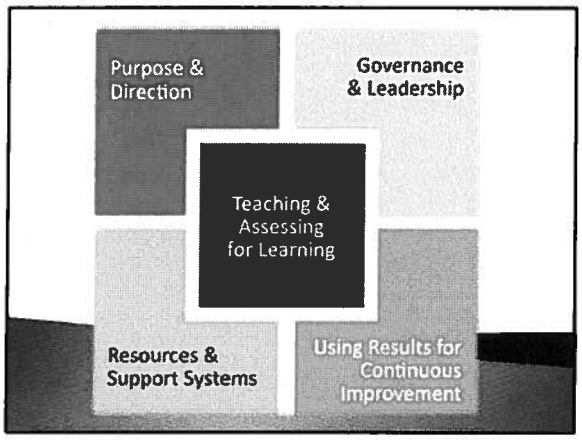
	Manager program will be supported again next year, and will be placed in application for the next two years.		
Facilities and Operations	1. Building Update – planning is ongoing for summer cleaning/repair/maintenance. 2. Pack's Construction is at the farm this afternoon working on the facility there. 3. The hail damage at SMS & FCHS to the roof is in the process of being addressed.	Greg D.	
Transportation	1. An email will be sent regarding the EPA grant – we will not be applying at this time.	Willy	
School-Based Leadership	1. Everyone is working hard in the schools to finish strong.	Luanne	
Curriculum & Instruction	1. An updated Professional Learning Plan draft was distributed to the group for review. This will be presented to the Board for May approval.	Lesia	
Exceptional Children	1. End-of-Year Processes – turn in to Melissa as soon as possible. 2. Infinite Campus will be changing the Special Ed. section during this year. 3. The Youth One Year Out (YOYO) Report is underway.	Melissa	
Technology/Information	1. MAP testing is ongoing in the district – the window closes at the end of the school year. 2. Firewall upgrade is scheduled for June 2nd at 6:00 p.m.	Denise B.	

Finance	1. We are approaching $100,000 in sick day payouts this year with retirements. 2. We need to continue to work together with ideas for cost savings wherever possible.	Greg C.	
Human Resources	1. Insurance quotes will be available for the May Board meeting.	Greg E.	
Pupil Personnel	1. We are still slightly ahead of last year in attendance across the district. 2. The first Student Services Committee meeting was held last week. Areas for improvement are for student voice, student community service, crisis plans, and policy reviews for attendance, discipline, and safe schools. The next meeting will be 4/28/15. They will be reviewing the school level attendance intervention plans and making recommendations.	Karen	
Food Service	1. The walking challenge team – please send your data to Jan today. 2. We will have visitors from Mason County this week to review our 2nd Chance Breakfast procedures at the high school. 3. KPC Presentation will be this Thursday. 4. Smoothies will begin at FCHS & SMS today.	Jan	
Administrative Support	1. Calendar of Events & Processes – distributed to the	Angie	

	group. 1. Pay code cleanup is ongoing. 1. Cost report is ongoing this week. 1. May Calendar of Events due Wed., April 29, 10:00 AM 2. Standard Invoices due Monday, May 4, 3:30 PM	 Beverly Denise Janet	
Closure	1. New Business 2. Upcoming Events 3. Plus/Delta		

Our vision is to become a District of Distinction.

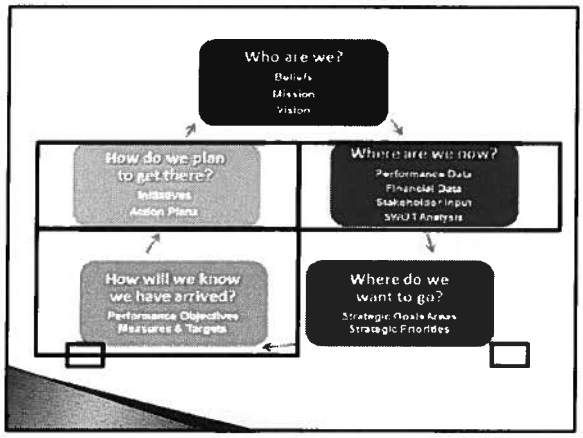
Distribution: Central Office, District Administrators and Webpage

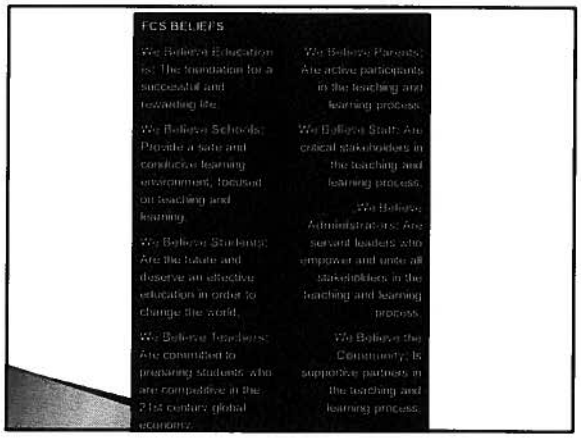


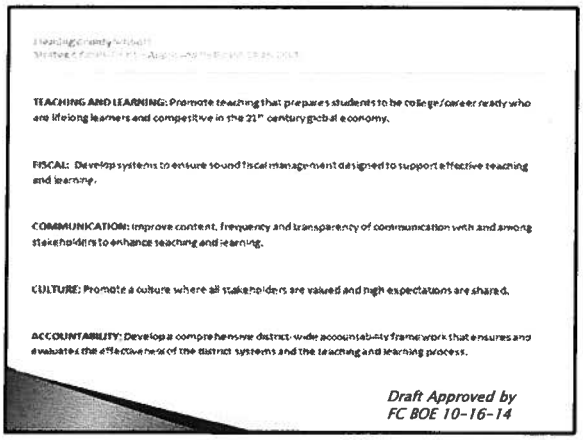
Fleming County Schools

Monthly Principals' Meeting

Thursday, April 30, 2015







TEACHING AND LEARNING: Promote teaching that prepares students to be college/career ready who are lifelong learners and competitive in the 21st century global economy.

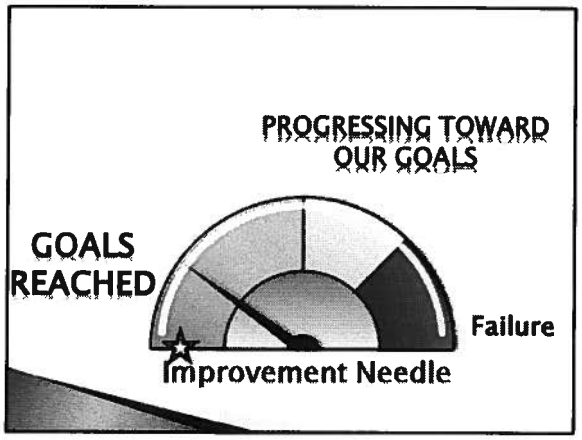
FISCAL: Develop systems to ensure sound fiscal management designed to support effective teaching and learning.

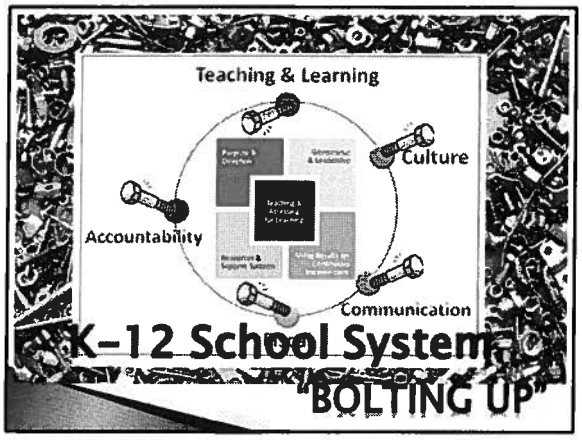
COMMUNICATION: Improve content, frequency and transparency of communication with and among stakeholders to enhance teaching and learning.

CULTURE: Promote a culture where all stakeholders are valued and high expectations are shared.

ACCOUNTABILITY: Develop a comprehensive district-wide accountability framework that ensures and evaluates the effectiveness of the district systems and the teaching and learning process.

Draft Approved by FC BOE 10-16-14





Fleming County Schools

PROFILE: DISTRICT OF DISTINCTION

- All schools commit to rigor, equity, student engagement, and depth and application of knowledge.
- All schools commit to develop learning skills, thinking skills, and life skills for all students. (CCR)
- The school improvement plan requires identification of goals for improvement of achievement and instruction.
- The Board of Education operates consistent with established roles and responsibilities; must be ethical and free of conflict of interest.
- Teachers participate in collaborative learning communities.
- All schools have formal structures whereby each student is well known.
- Grading and reporting must be based on clear criteria for attainment of knowledge and skills.
- Institutions have a student assessment system with local and standardized assessments, resulting in a range of data about student learning.
- Professional and support staff are trained in evaluation, interpretation, and use of data.
- Schools must demonstrate, using data, growth in student learning, student readiness for the next level, and student success at the next level.

AdvancED: The AdvancED Way – School Systems

Our Vision. Our Bridge. Our Journey

Fleming County Schools

The district must CONTINUE to focus on:

Monitor and Evaluate

1) Engagement of all students;
2) Developing a Common Curriculum with assessments;
3) Data and student work analysis through professional learning communities;
4) Empowering stakeholders through shared leadership;
and 5) Connecting the systems.

Monitor and Evaluate

Our Vision. Our Bridge. Our Journey

Fleming County Schools

Kentucky "District of Distinction!"

95% or higher
Achievement
GAP
Growth
CCR
Graduation

Our Vision. Our Bridge. Our Journey

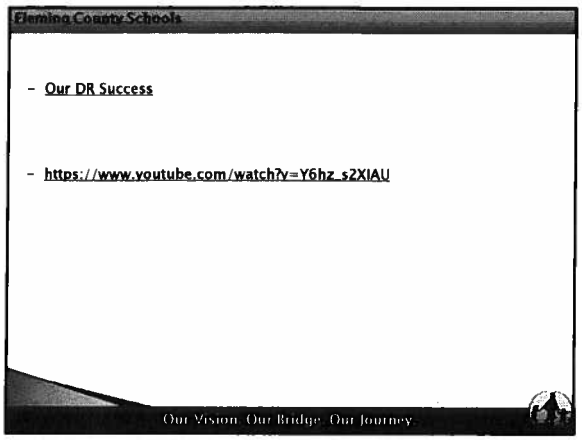
Fleming County Schools

Our Vision. Our Bridge. Our Journey

Fleming County Schools

- Finish Strong
- https://www.youtube.com/watch?v=joRSujsHoks

Our Vision. Our Bridge. Our Journey


Fleming County Schools
- Our DR Success
- https://www.youtube.com/watch?v=Y6hz_s2XIAU
Our Vision. Our Bridge. Our Journey.

APRIL

Date	Process/Event Description	Contact Person
	PROCESS MONTHLY BILLS	CENTRAL OFFICE STAFF
	SCHOOL BOARD MEETING HELD SECOND WEDNESDAY OF THE MONTH/ITEMS DUE FIRST WEDNESDAY AND PACKET DELIVERED FIRST FRIDAY	ANGIE STEPHENS
	BOARD TO APPROVE PROPERTY INSURANCE BID, STUDENT ACCIDENT INSURANCE, HIRE PERSONNEL, BOND OF TREASURER, TENTATIVE WORKING BUDGET, SUPERINTENDENT EVALUATION, SET DATE FOR RETIREMENT DINNER, SET DATE FOR END OF YEAR MEETING AND ACCEPT BIDS FOR CONTRACT MOWING	ANGIE STPEHENS
APRIL 1	ROLL ACCOUNTING PERIOD IN MUNIS.	BEVERLY MCDONALD
APRIL 1	CERTIFIED EVALUATIONS DUE	LESIA ELDRIDGE
APRIL 1	PROCESS BOND PAYMENTS/GENERATE MONTHLY START/KTRS REPORTS	BEVERLY MCDONALD/DEBBIE COOPER (PBFC)
APRIL 6	JAN.-MARCH MEDICAID QUARTERLY REPORT OPENS	BECKY STODDARD (KDE)/ SIVIC GROUP 502-564-1979
APRIL 7	REVIEW STI SCHOOL BOOKKEEPERS FINANCIAL REPORTS	BEVERLY MCDONALD
APRIL 13	PAYROLL PROCESS BEGINS-TIMESHEETS/SICK CARDS/PROOF/PRINT CHECKS/SEND FILE/CALL IN TAXES	BEVERLY MCDONALD
APRIL 15	CLAIM FOR GOVERNMENT REIMBURSEMENT DUE	DEBORAH THOMPSON-KDE/JAN ANDERSON
APRIL 15	IN CNIPS, UNDER "COMMUNITY ELIGIBILITY OPTION", REPORTING NUMBER OF DC STUDENTS AS OF APRIL 1ST IS DUE	DEBORAH THOMPSON-KDE/JAN ANDERSON
APRIL 21	GENERATE FEDERAL HEALTH INSURANCE FILE AND SEND PAYMENT – E-CHECK	GAIL COX 502-564-3846 EXT #4462/BEVERLY MCDONALD
APRIL 22	GENERATE MONTHLY KTRS (PATHWAYS) REORT/RECONCILE, UPLOAD AND MAIL CHECK	HEIDI YATES-KTRS 502-848-8653/BEVERLY MCDONALD
APRIL 23	GENERATE MONTHLY START REPORT/RECONCILE, UPLOAD FILE AND SUBMIT PAYMENT – E-CHECK	COLEMAN SHOUSE-ERCE SPECIALIST 502-696-8844/BEVERLY MCDONALD
APRIL 24	IDEA B & PRESCHOOL MONTHLY FEDERAL CASH REQUEST	MELISSA JAMES
APRIL 25	HEALTH INSURANCE IMPORTS/HEALTH INSURANCE TERM FILE	BEVERLY MCDONALD/SHEILA MILLER

	DIRECT CERTIFICATION LIST AVAILABLE FOR DOWNLOAD AND SENT TO POS	BRAD BLUNT-KDE/SHARON KRAUSE-HEARTLAND/JAN ANDERSON
	SET UP SUMMER FEEDING	JAN ANDERSON
	RECONCILE INSURANCE AND SUBMIT TO VENDORS AFTER PAYROLL	ANGIE STEPHENS
	PRINT FUND 2 PROJECT REPORTS AND SCHOOL INSTRUCTIONAL REPORTS AND DISTRIBUTE (AFTER PAYROLL)	ANGIE STEPHENS
	SCHEDULE AND COORDINATE MONTHLY MEETINGS WITH CUSTODIAL STAFF, TRANSPORTATION STAFF, SCHOOL NUTRITION STAFF, MIGRANT STAFF, STUDENT COUNCIL AND SUPERINTENDENT'S STUDENT ADVISORY COUNCIL	ANGIE STEPHENS

FLEMING COUNTY SCHOOLS

PROFESSIONAL LEARNING PLAN - DRAFT

2015-16

Where kids are first and learning never ends!

Goal of the Professional Learning Plan

The goal of the professional learning plan is to develop and implement a district-wide professional learning program that will enhance the quality of the educational programs provided to our students and increase student achievement by promoting the professional growth of our teachers, school leaders, and support staff through high quality, on-going, job-embedded professional learning opportunities.

Objectives of the Professional Learning Plan

- Increase student achievement, CCR rate, and graduation rate
- Support the district's mission/vision statements as well as the goals/objectives/strategies outlined in the district's improvement plan and strategic goals document
- Increase understanding of the common curriculum and strategies for instruction and assessment
- Increase understanding of the Kentucky Professional Growth and Effectiveness System
- Address professional learning needs throughout the district (school/groups/individuals)

Requirements

- All certified employees will complete and document a minimum of 24 hours professional learning (on specified PL days in the school calendar and/or outside the regular school day)
- Certified employees (grades 7-12) will complete 2 additional hours professional learning which focuses on suicide prevention
- Administrators (counselors, principals, assistant principals, and district administrators) will complete 21 hours EILA in addition to the professional learning hours

Scheduled Professional Learning Days

August 10

October 2

November 3

Day 4 may come from Elementary or Secondary Academy meetings throughout the school year

Documentation of Professional Learning

Registration and documentation for professional learning for certified employees will be done through CIITS. Certificates for district and school provided may be printed from CIITS and Professional Development Profiles may be accessed in CIITS as well. Professional Learning that is completed outside the district or done on an individual basis (flexible)must be pre-approved by principals/project managers in advance and documented following the flexible professional learning procedures and using the district flexible professional learning form. Employees should keep a hard copy file of their professional

Fleming County Schools Professional Learning Calendar -- CERTIFIED

August 10 (6 hours)

District-Directed

- **Infinite Campus Gradebook (Required for All Teachers)**
- *Progression of Standards – Content/Grade Level*
- *Tier I Intervention*
- *Writing Instruction / Feedback to Students / Use of Exemplars & Rubrics*

October 2 (6 hours)

School-Directed

- School level analysis of data – KPREP, MAP, Walkthrough, EPAS (if received), etc.
- Strategic Planning: Development of CSIP/PDSA/30-60-90

November 3 (6 hours)

School-Directed

- TBA
- TBA

***Elementary Academy (6 hours)** – series of 4 grade level meetings held after school 4 times throughout the school year (or quarterly) for 1.5 hours each (4:00-5:30). Each elementary school may have a turn as host school to the meetings. The content of these meetings will be the grade level common curriculum in ELA and math, work on the science and social studies curriculum, development of common assessments, analysis of student work and/or test data, development of PDSA, etc. with the goal being continuous improvement.*

***Secondary/Vertical Team Academy (6 hours)**– series of 4 vertical team meetings held after school 4 times throughout the school year (or quarterly) for 1.5 hours each (4:00-5:30). Secondary teachers, grades 7-12 will meet either at the high school or middle school (TBA; schools may share responsibility for hosting meetings). The content of these meetings will be to review/discuss the vertical alignment of the curriculum in each content area and continue to develop the curriculum (especially social studies), development/review of common assessments, analysis of student work and/or test data, development of PDSA, etc. with the goal being continuous improvement.*

***Specials/Vertical Team Academy (6 hours)** - District-wide Arts and Humanities, Health/PE, Practical Living/CTE, and World Language teachers will meet in a series of 4 vertical team meetings held after school 4 times throughout the school year (or quarter) for 1.5 hours each (4:00-5:30). These meetings may take place on the same dates as the elementary or secondary meetings or may be held on separate dates (TBA). The content of these meetings will be professional conversations around the curriculum with the goal of developing/improving current curriculum, vertical alignment, development/review of*

Fleming County Schools Professional Learning Calendar – CLASSIFIED

Bus Drivers/Maintenance (Willy Campbell, Director)

- Monthly stakeholder meetings (all transportation employees)
- Driver Update & CDL Physicals(all bus drivers)
- Driver Trainer Update (Campbell & Fields)
- Bus Inspector Update (Mechanic Dept.)

Custodians/Maintenance (Greg Dunaway, Director)

- Monthly stakeholder meetings
- Annual Custodian Training
- Bloodborne Pathogen Training
- Other trainings: Electric, Waste Water Treatment, Asbestos

Food Service (Jan Anderson, Director)

- Monthly Stakeholder Meetings
- Monthly Manager Meetings
- KSNA Training for Managers (June 22-24, 2015)
- Certification Training for Cooks and Managers (July 22, 2015)

Book Keeping/Accounting/Payroll (Greg Conway, Director)

- Payroll Cadre (Egan & McDonald)
- Health Insurance Coordinator Training (Stephens)
- Book Keeper Summits (School Level)
- Ron Flanery Redbook Training (School & District Level)
- Electronic PO Training – Summer 2015 (School & District Level)
- Redbook Training for Coaches, Boosters, Extra Curricular Activity Sponsors
- KASBO Spring Training (Conway)
- Gatton Academy School Finance Institute (Conway)

Attendance Clerks (Karen Kirby, Director)

Check with your supervisor for required training

FRYSC Personnel (Karen Kirby, Director)

- 6 Hours from Approved Statewide Conference (Coordinators)
- 6 Hours from FRYSC Training Domain Topics (Coordinators)
- School/District Trainings: Confidentiality, Bloodborne Pathogens, etc.

(Form M)

Room Check-out Checklist 2011-2012

Note: All rooms should be restored to the August 2011 standard.

1. All personal belongings have been removed for the summer. (e.g. Pictures, personal trinkets, electronics, etc.)

2. Bulletin Board art and information removed (Do not cover your bulletin boards, everything must go)

3. File Cabinets are to be used to keep school issued items, but are deemed necessary for your class (i.e. markers, past grades, lesson plans, etc.)

4. Room returned to original setup (August 2011). Student desks are facing toward the front white/chalkboard, with table in front, teacher desk near communication portal.

5. All posters/pictures/etc have been removed from walls. Be careful, L-suite was recently painted; we do not need to paint another wing.

6. All broken furniture must be moved to the hallway....se . to determine damaged furniture. On June 12, after graduation.

7. No cardboard boxes should remain in the classroom.

8. Several rooms will be moved over the summer, the only thing we will be moving are students desks, (1) teacher desk, (1) table, (1) file cabinet, bookshelves, and computers.

9. Teachers, please move all non-current adoption textbooks to your department's book room. Also, current adoption textbooks should also be kept in the book room over the summer.

10. All desks should be wiped down and emptied. Do not leave trash in the desks or on the desks.

Teacher Signature:_____

Administrator:_____

****Not responsible for any missing items*
*•• **We do expect some classes to be moved this summer.***

See or details.

(Form K)

Teacher's Key Inventory 2011-2012

Teachers over the summer, the building will be closed to teachers. Due to this, all current keys must be returned to the school for storage.

Faculty/Staff:_____ Primary Room:_____

Directions: All keys will be taken up at the end of the school year. They must be listed on the Inventory below. Please be as specific as possible on each key. Write the name/location of each key on the ring of the tag provided. If there is more than one copy of a key, put all copies on the ring of the tag. Turn this form into

Serial Number (if applicable)	Room/Location	Comments
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Return to

Form H)

Maintenance and Room Repair Requests

Room Number:_____

Teacher Name:_____

Maintenance and Repairs Requested

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Return to :