FCS District Team Meeting
October 27, 2014 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 2. Recognitions		
Superintendent	1. Teaching & Learning – We have a Teaching & Learning internal review this week in our elementary schools and middle school. The draft of the District Strategic Goals was shared with the group. 2. True North Activity – "Distinctive Components" were shared with the group for self-reflection and rating. These are the components that will propel us to a "District of Distinction."	Brian	
Assistant to the Superintendent	1. Update on pending personnel (litigation) matter – The importance of holding personnel accountable was stressed. We need to be sure to follow our policies and procedures. 2. Sam Watkins will be in the district for support. He is a former administrator.	Bill	
	1.		
Facilities and Operations	1. Facilities update – The fire inspector will be in all buildings this week for inspections. The facilities plan will be updated. The ag barn facility will be repaired.	Greg D.	

Energy Manager	1. August Energy Management Report – The August utility report comparisons were distributed to the group for review. We are down 18% in consumption from our baseline.	Terry	
Transportation	1. The garage hoist repair began this morning. The Fleet card implementation process is ongoing. We will be purchasing two new buses this year. Pre-trip inspections are ongoing.	Willy	
School-Based Leadership	1. ELEOT data and observation instrument shared with the team from September; October observation data will be from Pride Period – will be lower. Plus/Delta with student council conducted – feedback matches observations from Pride. 2. Corrective Action Plans active at FCHS. 3. The Continuous Classroom Improvement Protocol was distributed to the group. 4. High school graduation requirement policies were discussed.	Mark	
Curriculum & Instruction	1. Time in Schools form – the updated form was distributed to the certified CO personnel. 2. The 30-Day Focus Plan was distributed and discussed by the group. 3. SBG Committee meeting is scheduled for November 3rd @ 4:00 @ CO. 4. Updates – PD day is November 4th. This will be a	Lesia	

	school-based day. School plans need to be sent to Lesia Eldridge.		
Exceptional Children	1. We are working to incorporate preschool into our district. 2. The December 1 child count is in progress.	Melissa	
Technology/Information	1. The phone system at the office is currently experiencing technical difficulties – Windstream will be on site today to work on this. 2. We have a new iPhone/iPod donation program – please promote that with the public.	Denise	
Human Resources	1. Personnel committee will meet tomorrow to discuss the STARS program and other issues. 2. Recruitment for the upcoming year is a focus.	Greg E.	
Finance	1. Fundraiser clinics will be set up for those seeking to complete fundraisers. 2. The auditors are still working. They will set up exit interviews when complete. 3. The facilities plan is under discussion with KDE. 4. Each school has their own account at the district for funds. 5. Coaching contracts need to be signed. This information will be sent to the AD's. 6. eStub will be presented to the Board in November for discussion/approval.	Greg C.	

Pupil Personnel	1. LEAD final submission is Friday 2. Visit schools to discuss school level intervention tab with staff. 3. Karen will be out of the district for a DPP presentation on 10/30/14.	Karen	
Administrative Support	1. KSBA Procedure Manual – the procedures and policies will be distributed today to the applicable parties. 2. 2015 Open Enrollment – ends Thursday. Currently 164 people are not enrolled. 3. All employees who are contracted 185 days or more are expected to work on November 4th. 4. Any items for the November calendar need to be sent to Janet Egan by 10/29/14. 5. Sick cards need to be monitored for adherence to policy.	Angie Janet Beverly	
Closure	1. New Business 2. Upcoming Events		

Our vision is to become a "District of Distinction."

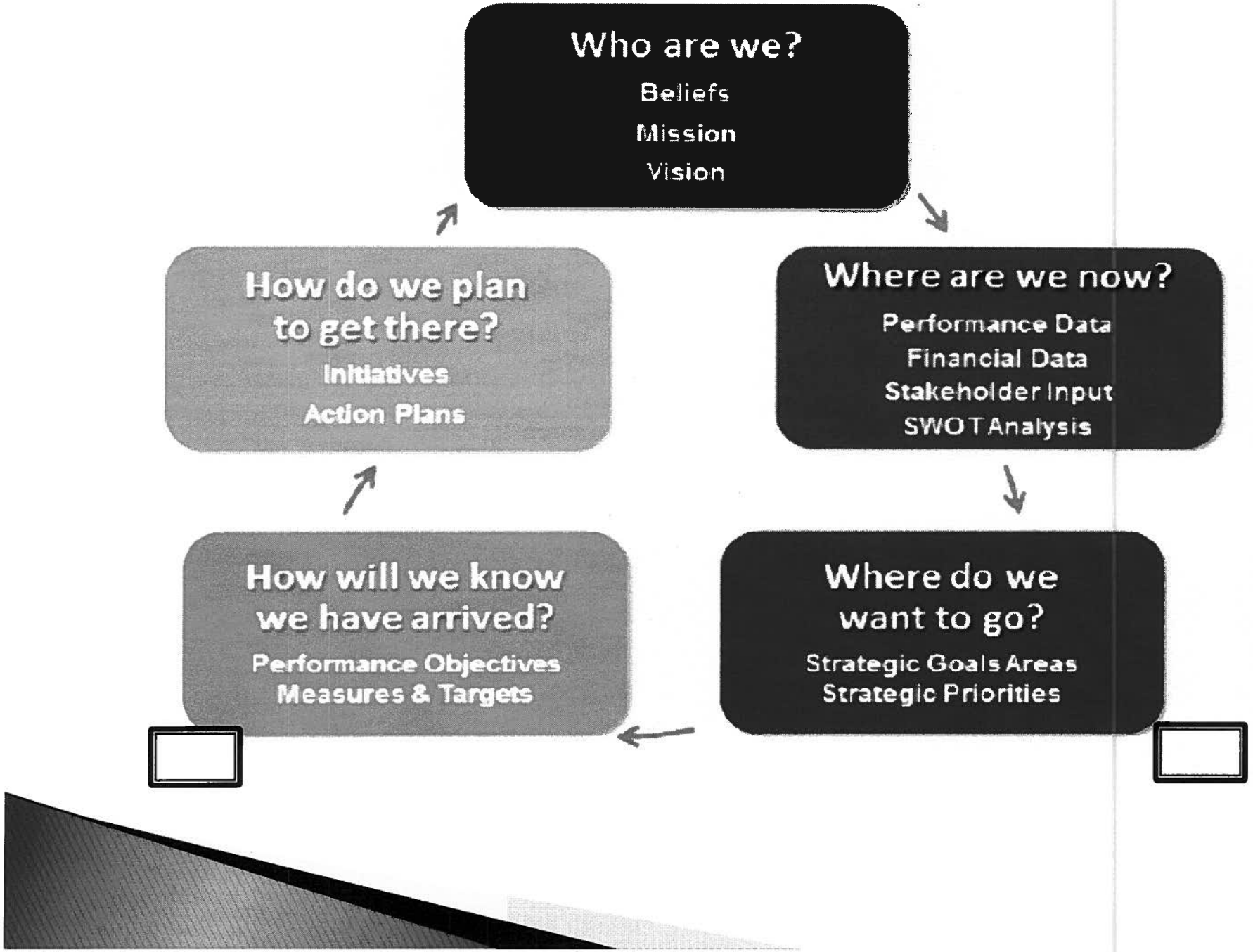
Distribution: Central Office, District Administrators and Webpage

Purpose & Direction
Governance & Leadership
Teaching & Assessing for Learning
Resources & Support Systems
Using Results for Continuous Improvement

Fleming County Schools

Weekly District Staff Meeting

Monday, October 27, 2014


Who are we?
Beliefs
Mission
Vision
Where are we now?
Performance Data
Financial Data
Stakeholder Input
SWOT Analysis
Where do we want to go?
Strategic Goals Areas
Strategic Priorities
How will we know we have arrived?
Performance Objectives
Measures & Targets
How do we plan to get there?
Initiatives
Action Plans

District Strategic Goals

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.

ASSESSMENT: Develop a comprehensive district-wide assessment system that ensures and evaluates progress toward student achievement goals and district goals.

Draft Approved by
FC BOE 10-16-14

TRUE NORTH ACTIVITIES

"Distinctive Components"

- 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.
- 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

Fleming County Schools
True North Activity – "District of Distinction" Comparison

Components of a "District of Distinction"	We are There!	We are Working On It	Not on our Radar!
• 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.			
• The school improvement plan or district improvement plan identifies goals for improvement of achievement and instruction.			
• The Board of Education operates consistent with established roles and responsibilities; is ethical and free of conflict of interest.			
• Teachers participate in collaborative learning communities.			
• Staff members have an opportunity to participate in a collaborative learning community or professional growth community.			
• All schools have formal structures whereby each student is well known.			
• Grading and reporting is 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 use data, growth in student learning, student readiness for the next level, and student success at the next level in order to determine teaching and learning effectiveness.			

Modified using the AdvancED: The AdvancED Way – School Systems

Fleming County Schools

30-Day Focus (PDSA)

Standard 1: The system maintains and communicates at all levels of the organization a purpose and direction for continuous improvement that commit to high expectations for learning as well as shared values and beliefs about teaching and learning.		
	Lead	**Due Date**
1.1 Goal Standardize walkthrough process, tool, and data analysis process.	Lesia Eldridge	October 31, 2014
1.2 Goal District-wide assessment and monitoring plan	Lesia Eldridge	October 31, 2014
1.3 Goal Review most recent TELL Survey and begin addressing areas in need of improvement	Senior Leadership Team	October 31, 2014
1.3 Goal Create Diagram of District Systems	Senior Leadership Team	November 17, 2014
1.4 Goal Include principals in district school walkthroughs and formalize debriefing and sharing of information	Lesia Eldridge	October 31, 2014
Standard 2: The system operates under governance and leadership that promote and support student performance and system effectiveness.		
	Lead	**Due Date**
2.1 Goal KSBA Training for policies and procedures	Senior Leadership Team	October 24, 2014
2.1 Goal Review district procedures	Senior Leadership Team	November 17, 2014
2.1 Goal Map out walk-though plan	Lesia Eldridge	October 31, 2014
2.1 Goal Evaluation plan for classified staff	Greg Emmons	November 12, 2014
2.2 Goal Create 2015-16 professional development plan	Lesia Eldridge	November 17, 2014
2.2 Goal Finalize FCS organizational chart	Greg Emmons	October 31, 2014
2.2 Goal Finalize job descriptions	Greg Conway Greg Emmons	October 31, 2014
2.3 Goal Standardize walk-through process, tool, and data analysis process.	Lesia Eldridge	October 31, 2014
2.4 Goal District-wide curriculum implementation plan & create school formative assessment plan	Senior Leadership Team & Principals	TBD (after Internal Review)
2.5 Goal Develop community engagement plan	Mendy High/FRYSC	November 17, 2014
2.6 Goal	Lesia Eldridge	October 31, 2014

Standardize walk-through process, tool, and data analysis process		
Standard 3: The system's curriculum, instructional design, and assessment practices guide and ensure teacher effectiveness and student learning across all grades and courses.		
	Lead	**Due Date**
3.1 Goal Fleming County Student Intervention System revision	Melissa James	November 12, 2014
3.1 Goal Create ILP Goals	Lesia Eldridge Melissa James Denise Brown	November 12, 2014
3.2 Goal District-wide assessment and monitoring plan	Lesia Eldridge	October 31, 2014
3.3 Goal Fleming County Student Intervention System revision	Melissa James	November 12, 2014
3.4 Goal District-wide assessment and monitoring plan	Lesia Eldridge	October 31, 2014
3.4 Goal Standardize walk-through process, tool, and data analysis process	Lesia Eldridge	October 31, 2014
3.5 Goal PLC documentation plan	Brian Creasman	
3.5 Goal Revise time in school documentation to include observations and focus	Lesia Eldridge	October 31, 2014
3.6 Goal Engage NY implementation plan & homework framework	Senior Leadership Team & Principals	TBD (pending Internal Review)
3.7 Goal Framework for induction	Greg Emmons Lesia Eldridge	November 17, 2014
3.8 Goal Community outreach plan	Mendy High/FRYSC	November 17, 2014
3.8 Goal Parent University framework	Mendy High/FRYSC	November 17, 2014
3.9 Goal Formalized student mentoring framework (student advocacy)	Guidance Counselors	November 17, 2014
3.10 Goal SBG troubleshoot committee meeting	Lesia Eldridge	October 28, 2014
3.11 Goal 2015-16 professional development plan	Senior Leadership Team	November 17, 2014
3.11 Goal Classified evaluation plan	Greg Emmons	November 12, 2014
3.12 Goal Fleming County Student Intervention System committee	Melissa James	November 12, 2014
Standard 4: The system has resources and provides services in all schools that support its purpose and direction to ensure success for all students.		

	Lead	Due Date
4.1 Goal Finalize job descriptions and upload to web.	Greg Conway Greg Emmons	November 12, 2014
4.2 Goal Race to Excellence school-based funding plan	Greg Conway	November 12, 2014
4.3 Goal Pre-inspection reports and system	Greg Conway	November 12, 2014
4.3 Goal School-based checklist for facilities	Greg Conway Greg Dunaway	November 12, 2014
4.3 Goal FTO committee	Greg Conway Denise Brown	November 15, 2014
4.4 Goal FTO committee	Greg Conway Denise Brown	November 15, 2014
4.4 Goal Begin facility plan update Facility walkthrough (11:30; Oct. 28)	Greg Conway	November 12, 2014
4.5 Goal Mobile lab usage documentation	Denise Brown	November 12, 2014
4.5 Goal Lesson plans aligned to mobile lab usage	Denise Brown	November 12, 2014
4.5 Goal Race to Excellence school-based plan	Greg Conway	November 12, 2014
4.6 Goal FTO committee/facilities plan	Greg Conway Denise Brown	November 15, 2014
4.6 Goal Evaluation of instructional technology	Denise Brown	November 12, 2014
4.7 Goal District assessment/monitoring plan	Lesia Eldridge	October 31, 2014
4.7 Goal District-wide walk-though plan	Lesia Eldridge	October 31, 2014
4.7 Goal PE Grant Evaluation plan	Greg Conway	November 12, 2014
4.7 Goal Gifted Program Evaluation plan	Lesia Eldridge	November 12, 2014
4.7 Goal FCSIS evaluation plan	Melissa James	November 12, 2014
4.8 Goal FCSIS review	Melissa James	November 12, 2014
Standard 5: The system implements a comprehensive assessment system that generates a range of data about student learning and system effectiveness and uses the results to guide continuous improvement.		
	Lead	**Due Date**
5.1 Goal District-wide assessment and monitoring plan	Lesia Eldridge	October 31, 2014
5.1 Goal Teaching and Learning Review (internal review, standard 3)	Senior Leadership Team KDE	October 27-29, 2014

5.2 Goal District-wide assessment and monitoring plan	Lesia Eldridge	October 31, 2014
5.2 Goal Data evaluation framework	Senior Leadership Team	November 12, 2014
Data book review plan	Senior Leadership Team	November 12, 2014
5.3 Goal 2015-16 professional development plan	Senior Leadership Team	November 17, 2014
5.3 Goal Operational data analysis framework	Senior Leadership Team	November 12, 2014
5.4 Goal District-wide assessment and monitoring plan	Lesia Eldridge	October 31, 2014
5.5 Goal Community engagement plan	Mendy High/FRYSC	November 17, 2014
5.5 Goal Standardize walk-through process, tool, and data analysis process	Lesia Eldridge	October 31, 2014

Evaluation Procedures for All Other Certified Personnel

District Administrators

Guidance Counselor

Library/Media Specialist

Speech Language Pathologist

1. All evaluations shall be done in writing on the job-specific, print or electronic evaluation form(s). Data from on-going formative observations, conferences, and other data sources shall be used in completing the summative evaluation.
2. During the last two months of school, all certified personnel shall use the Professional Growth Plan (APPENDIX N) to develop plans for professional improvement for the following year. These plans shall be focused on a personal growth goal identified through self-reflection and supervisor input and finalized during a conference between the employee and supervisor.
3. The Professional Growth Plans are to be submitted to immediate supervisors by September 1. The original, signed by the employee and the supervisor, must be submitted to Central Office for the personnel file by September 30, with a copy kept on file in the supervisor's office. The supervisor shall review progress toward growth goals in conference with the certified employee by April 1 of each school year, to be documented on the supervisor's file copy.
4. The superintendent or designee will evaluate district-level administrators.
5. The principal shall be the primary evaluator for counselors, library/media specialists, and speech/language pathologists.
6. Each formal observation shall be a minimum of thirty (30) minutes in length and shall be conducted openly and with the full knowledge of the teacher or administrator. At least 1 observation shall not be announced prior to the observation. The announced observation shall be preceded by a pre-observation conference.
7. The evaluator shall conduct a post-conference with the evaluatee within 5 working days of each formal observation. The evaluatee has the opportunity to submit a written response which becomes a part of the official personnel file. The conference shall include discussion of progress toward improvement goals, suggestions for improvement goals and/or plans for corrective action.
8. The original evaluation shall be placed in the personnel file at central office and a copy of the evaluation shall be provided to the person being evaluated.
9. Evaluations must be completed by **April 1**.
10. Evaluation forms for these positions can be found in the Appendix.

Fleming County Schools Professional Growth Plan

Other Certified Personnel

Professional Growth Goals: • What do I want to change about my practices that will effectively impact student learning/my job performance?	

Action Plan 1 • How can I design a plan of action to develop my personal learning? • How will I know if I accomplish my objective?		
Professional Learning	**Resources/Support**	**Targeted Completion Date**
Measures of Goal Attainment (Tools/Instruments):		
Expected Student Growth Impact:		
Demonstrable: ***Identify the documentation intended to demonstrate your professional growth.***		
□ Artifacts	□ Self-Assessment	□ Ongoing Self-Reflection
□ Certificate of Completion	□ Teaming with Colleague	□ Observation Data
□ Other: (please specify)		

Action Plan 2 • How can I design a plan of action to develop my personal learning? • How will I know if I accomplish my objective?		
Professional Learning	**Resources/Support**	**Targeted Completion Date**
Measures of Goal Attainment (Tools/Instruments):		
Expected Student Growth Impact:		
Demonstrable: ***Identify the documentation intended to demonstrate your professional growth.***		
□ Artifacts	□ Self-Assessment	□ Ongoing Self-Reflection
□ Certificate of Completion	□ Teaming with Colleague	□ Observation Data
□ Other: (please specify)		

Employee Signature:	**Date:**
Evaluator Signature:	**Date:**

Fleming County Schools

District Administrator: Time In Schools 2014-15

Name: **Week Of:**

School	M	T	W	Th	F	Activity/Assistance Provided	Artifact/Evidence
EES							
FES							
HES							
WES							
SMS							
FCHS							
Daily Total							
Weekly Total							

District Strategic Goals addressed through work in schools this week:

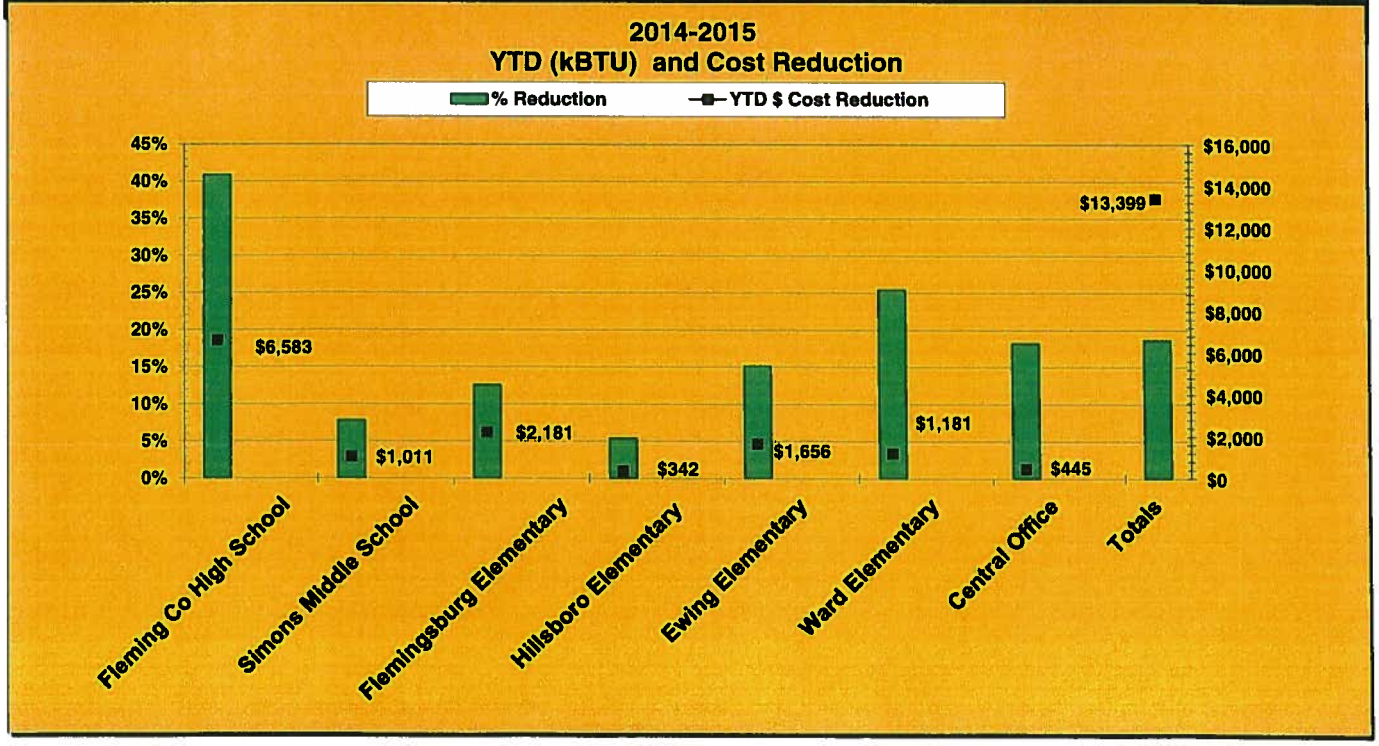
Teaching & Learning: Promote teaching that prepares students to be college/career ready who are lifelong learners and competitive in the 21st century global economy.	
Fiscal: Develop systems to ensure sound fiscal management designed to support effective teaching and learning.	
Communication: Improve 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.	
Assessment: Develop a comprehensive district-wide assessment plan that ensures and evaluates progress toward student achievement goals.	

DRAFT

FLEMING COUNTY SCHOOL DISTRICT

Energy Management Report
Total Energy (kBTU)

FACILITY	AUGUST				2014 - 2015 YTD Results			
	AVERAGE Baseline (kBTU)	2014 Actual (kBTU)	% Reduction	$ Cost Reduction	AVERAGE Baseline (kBTU)	2014-2015 Actual (kBTU)	% Reduction	YTD $ Cost Reduction
Fleming Co High School	322,857	187,059	42.06%	$3,662	597,806	353,646	40.84%	$6,583
Simons Middle School	328,344	283,023	13.80%	$1,044	574,709	530,104	7.76%	$1,011
Flemingsburg Elementary	334,644	298,586	10.78%	$1,097	568,865	497,835	12.49%	$2,181
Hillsboro Elementary	126,244	144,123	-14.16%	-$482	237,066	224,373	5.35%	$342
Ewing Elementary	230,651	211,544	8.28%	$515	406,710	345,294	15.10%	$1,656
Ward Elementary	86,791	71,376	17.76%	$470	152,428	113,681	25.42%	$1,181
Central Office	37,262	28,804	16.52%	$273	76,408	62,532	18.16%	$445
Totals	1,466,793	1,224,515	16.52%	$6,579	2,613,992	2,127,465	18.61%	$13,399



FLEMING COUNTY HIGH SCHOOL

CLASSROOM OF DISTINCTION CHECK SHEET

Effective Teaching Environment

- ☐ Standards/Learning Targets posted
- ☐ Students prepared for class
- ☐ Bell-to-bell instruction
- ☐ Formative assessments occurring
- ☐ Cooperative Learning Strategies
- ☐ Literacy Strategies
- ☐ Instruction is student centered
- ☐ Teacher is prepared for the lesson
- ☐ Rigor is evident
- ☐ Instructional time is valued

Positive Classroom Culture

- ☐ Rapport between teacher and students is apparent
- ☐ Teacher motivates and encourages
- ☐ Communication in classroom is positive
- ☐ Teacher accepts responsibility for student learning
- ☐ Classroom rules/norms are acknowledged and respected

Additional Comments:

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FLEMING COUNTY HIGH SCHOOL

CLASSROOM OF DISTINCTION CHECK SHEET

Effective Teaching Environment

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Additional Comments:

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