

Putnam County R-I

Comprehensive School Improvement Plan



Board Approved: July 2017

Description of the planning process

The Putnam County R-I District developed its first Comprehensive School Improvement Plan (CSIP) in 1996. This process was under the facilitation of Dr. Earl Finley, who recommended that we approach this task with the upcoming state required comprehensive school improvement process in mind. In 1998, 2003, 2008, 2012 and 2013, 2015 and 2017, the district formally revisited the plan to fulfill the requirements of the Comprehensive School Improvement Program as set forth by the Department of Elementary and Secondary Education. All CSIP documents were written as five-year documents. Since 2013, all CSIP plans are reviewed annually.

During the 2001-2002, the mission and vision statements were developed. In addition, the personnel of each building established a vision statement, guiding principles, and goals.

To keep this document a working tool for the district, the administration continued the CSIP revision during the 2016-17 year. A needs assessment was given to all parent and teachers in the district. Information from this needs assessment guided the committee in developing the new 2017 CSIP. In addition, we had a planning meeting with teachers, parents and the board of education.

Dr. Heath Halley, superintendent, facilitated a visioning work session with the Board of Education on March 16, 2017.

The CSIP committee met in May to determine current school improvement issues. Survey results from the needs assessment helped to guide the work of this committee along with the visioning work done by the Board of Education.

Mission

The purpose of the Putnam County R-I District is to create an environment in which learners are prepared to adapt in a changing world. Our mission is to provide a program of study which encompasses academic knowledge and skills, personal well-being, and artistic enrichment. A district-wide emphasis is placed on strengthening the character traits and problem-solving skills necessary to become lifelong learners with a strong sense of self-worth, self-respect, and self-discipline.

Mission Statement

“Creating Opportunities Through Quality Education”

Vision Statement

The following vision statement sets the standard that Putnam County School will work to achieve and maintain as an exemplary school. These standards will serve as both the blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

I. Curriculum and Instruction

An exemplary school provides a diverse and comprehensive curriculum. This curriculum includes a core that specifies the knowledge and skills all students are to attain. The school designs its curriculum and instruction to enable all students to acquire these outcomes through their student educational plans.

II. Students

The effectiveness of a school is determined on the basis of the conduct, character, and achievement of its students.

III. School Climate

An exemplary school provides an orderly yet inviting climate that is conducive to learning and protects instructional time.

IV. Personnel

An exemplary school operates on the premise that a school can only be as good as the personnel it employs. Therefore, it is committed to recruiting and retaining outstanding educators who can advance the school's vision.

V. Community Support

An exemplary school has created an effective partnership with its community. The school is committed to addressing the needs of the community and establishes effective two-way communication to keep community members informed of district policies and initiatives.

VI. Facilities

An exemplary school provides a safe and comfortable facility for staff, students, and community.

Analysis of Internal/External Factors

The success of the District is routinely evaluated in numerous ways. The APR is discussed annually at the October board meeting. The superintendent meets with staff on a regular basis to discuss way to improve our scores.

The District also uses the Mo comprehensive data system on the DESE website to evaluate performance data.

Goals:

- 1) Student Performance – Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic and career goals.**
- 2) Highly Qualified Staff – Recruit, attract, develop, and retain highly qualified staff to carry out the LEA/District mission, goals, and objectives.**
- 3) Facilities, Support, and Instructional Resources – Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.**
- 4) Parent and Community Involvement – Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.**
- 5) Governance – Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.**

The following plan was aligned to the MSIP-5 Performance Standards and Indicators.

Objective 1: Student performance on assessments required by the state meets or exceeds the state standard or demonstrates improvement in performance over time by using the APR. Our goal is for our APR district percent to be 85% for the 2016-17 school year, 90% for the 2017-18 school year and to remain above 90% every year thereafter.

Strategy 1: Improve literacy, mathematics, science, and non-core instruction and assessments.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Align and revise curriculum and instruction in all areas for grades K- 12 to align to the Missouri Learning Standards. This curriculum will be placed online.	Teachers, Principals	July 2017	June 2022	Prof. Dev., Federal Programs
Action Plan 2: Provide high-quality differentiated professional development opportunities to support all teachers.	Administration PD Committee	July 2017	June 2022	Prof. Dev.
Action Plan 3: Improve the incorporation of technology into the curriculum and instructional practices. Expand the use of tablets into grades 3-5.	Administration Teachers Tech. Coord.	July 2017	June 2022	Operating Funds
Action Plan 4: Maintain class sizes that are below or at the MSIP standards.	Superintendent School Board	July 2017	June 2022	
Action Plan 5: Advance Science, Technology, Engineering, Arts, and Math (STEAM) curriculum and opportunities for our students.	Administration Teachers	July 2017	June 2022	Operating Funds
Action Plan 6: Increase the Depth of Knowledge level on assessments.	Administration Teachers	Ongoing		Operating Funds
Action Plan 7: Continue the use of Student Learning Objective (SLO) data for evaluation of effectiveness of instruction.	Administration Teachers	Ongoing		
Action Plan 8: Develop a common theme for quality teaching practices that administrators are to use during walk-throughs and evaluations. This theme will be shared with all staff several times a year.	Administration	July 2017	June 2018	
Action Plan 9: Send several teachers to the Teachers' Academy so that all will eventually be trained in "best	Administration Teachers	July 2017	Ongoing	Prof. Development

practices” instructional strategies.				
Strategy 2: Provide additional support for students who are below grade level.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Implement a Response to Intervention model with consistent screening assessments in math and reading. For the 2017-18 year, Exact Path will be used in grades 3-5. During 2018-19 school year, it will be extended to be used in grades 3-12.	Principals	July 2017	July 2019	Operating Funds
Action Plan 2: Investigate system for after-school tutoring to improve basic skills of students.	Principal, Counselor & Teachers	July 2017	June 2022	
Action Plan 3: Review and update the literacy plan K-12 which will identify low readers and strategies used to get them to grade level.	Principals, Teachers	July 2017	June 2022	Federal Programs Operating Funds
Action Plan 4: Continue the assessment profile that will travel with every student from year to year.	Principals, Teachers	July 2017	June 2022	Operating Funds
Action Plan 5: The average attendance rate will remain above 95% over the next five year period.	Principals	July 2017	June 2022	
Strategy 3: Expand educational opportunities for all students.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Increase student participation in high school advanced coursework classes.	HS Principal & Counselor	July 2017	June 2022	
Action Plan 2: Investigate expanding vocational coursework offerings such as nursing, auto body and child development.	Board of Education Administration	July 2017	June 2022	Operating Funds
Action Plan 3: Increase attendance in summer school.	Administration	July 2017	Ongoing	
Action Plan 4: Maintain the early childhood special education classrooms.	Administration	July 2017	Ongoing	Federal Funds
Strategy 4: Increase community awareness of Putnam County school issues.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Expand the school website and encourage the use of community connection on cellular	Website coordinator,	July 2017	Ongoing	

phones, including the new apps.	technology coordinator, SIS coordinator			
Action Plan 2: Engage and involve parents and families in our community by communicating our coursework expectations for every class.	Administration Teachers	Ongoing		

Objective 2: The district demonstrates required improvement in student performance for its subgroups. MSIP-5 Standard 2.

Strategy 1: Improve academic performance of subgroups on the MAP.	Person Responsible	Start Date	Completion Date	District Funding
Action Plan 1: Provide supplemental instruction and tiered interventions in reading, communication arts and math to students who meet eligibility.	Teachers	June 2017	July 2022	Title I, Operating Fund

Objective 3: The district provides adequate post-secondary preparation for all students. MSIP-5 Standard 3.

Strategy 1: Expand career educational services.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Expand career preparation instruction into curriculum. (i.e. resumes, job shadowing)	Counselor Teachers	July 2017	June 2022	Operating Funds

Objective 4: The Putnam County Schools ensures all students regularly attend school. MSIP-5 Standard 4.

Strategy 1: Expand the current At-Risk program.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Promote exemplary attendance and discourage being tardy through additional incentives.	Principals	July 2017	Ongoing	Operating Funds
Strategy 2: Expand our Character Education program.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Expand incentives for students showing good character.	Character Education	July 2017	June 2022	Char. Educ. Com., Com.

	Committee			Resources
Action Plan 2: Investigate the opportunities to incorporate ethics into the curriculum.	Character Education Committee, Princ.	July 2017	June 2022	Operating Funds
Strategy 3: Putnam County will implement programs to engage the community with educational, extra-curricular and non-school related issues.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Coordinate and expand community service programs/projects within the schools.	Administration Staff, Vocational Coordinator	July 2017	June 2022	
Action Plan 2: Increase adult education course offerings.	Adult education coordinator	July 2017	June 2022	

Objective 5: The Putnam County Schools will ensure that all students successfully complete high school. MSIP-5 Standard 5.

Strategy 1: Expand the current At-Risk program.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Increase participation in the Parents as Teachers Program.	PAT Staff	July 2017	Ongoing	
Action Plan 2: Investigate a retention policy in the elementary that is based on standards mastered.	Administrators	June 2017	July 2022	Operating Funds
Action Plan 3: Teachers, parents, and students will develop transition plans as part of the IEP that addresses post-secondary goals and the steps needed to accomplish those goals.	Special Services Dir, Case Managers	July 2017	Ongoing	Part B Funds
Action Plan 4: Maintain and utilize the ITV classroom through active membership to increase number of students in upper level courses.	HS Principal, Counselor	July 2017	June 2022	
Action Plan 5: Find a room for ISS and look into a permanent teacher to take care of it.	HS Principal	July 2017	June 2022	Operating Funds
Action Plan 6: Modify and adjust the code of conduct so that students are disciplined consistently and	Administration	July 2017	June 2018	

effectively.				
Action Plan 7: The superintendent will meet with high school at-risk students quarterly to monitor graduation progress.	Superintendent, HS Counselor	June 2017	Ongoing	

Objective 6: The Putnam County R-I School district will maintain an environment conducive to learning and pass district safety evaluations at a rate of 100%.

Strategy 1: Continue to plan and provide for growth.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Attend community organizations to discuss school issues.	Administration	July 2017	Ongoing	
Action Plan 2: Write a series of articles to be placed on the school website and in local newspaper.	Teachers Administration	July 2017	June 2022	
Action Plan 3: Conduct a facilities audit to identify and prioritize facility upgrades.	Superintendent	July 2017	June 2022	
Action Plan 4: Ensure ADA and public access guidelines are met.	Superintendent	July 2017	June 2022	
Action Plan 5: Provide training for all new board of education members.	Superintendent	July 2017	June 2022	Operating Funds
Action Plan 6: Provide all students with well-balanced and nutritious meals that meet all state and national standards.	Food Service Director	July 2017	June 2022	Operating Funds
Action Plan 7: Update and implement district technology plan to enhance student achievement.	Tech Coord, Tech Committee	July 2017	June 2022	
Action Plan 8: Meet the requirements of all federal programs by providing supplement services to students.	Special Services Director, EL Principal	July 2017	June 2022	Federal Programs
Action Plan 9: The district will maintain clean and sanitary facilities to minimize the spread of illnesses.	Maint. Director	June 2017	July 2022	
Strategy 2: Improve facilities to foster an environment conducive to student learning and academic success.	Person Responsible	Start Date	Completion Date	Funding Source

Action Plan 1: Maintain non-paved parking lots and roadways by increasing gravel.	Board of Ed, Administration	June 2017	June 2022	Operating Funds
Action Plan 2: Assess the technology skill level of faculty/staff and provide ongoing high quality training.	Adm, Tech Coordinator, Tech. Comm.	July 2017	June 2022	Prof. Dev. Federal Programs
Action Plan 3: Seek out funding resources for the purpose of providing upgraded technology in all classrooms.	Administration, Technology Coordinator, Tech. Comm.	July 2017	June 2022	Grants & Operating Funds
Action Plan 4: Develop a fiscally responsible replacement schedule for technology in the district.	Tech. Coordinator, Principals	June 2017	July 2018	Operating Funds, Federal Programs, Grants
Action Plan 5: Remodel the elementary library to enhance creativity and excitement for books.	Superintendent	July 2017	June 2018	Operating Funds
Strategy 3: Maintain a safe environment.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Maintain phones and update services and procedures.	Administration, Phone Company	July 2017	July 2022	Operating Funds
Action Plan 2: Increase environmentally friendly practices throughout the district.	Board of Education Administration, Maint. Director	July 2017	June 2022	Grants
Action Plan 3: Implement general safety and security recommendations identified by outside consultants and safety coordinators.	Superintendent, Maint Dir, Safety Coordin	June 2017	July 2022	Operating Funds,
Action Plan 4: Deliver all state and federal required trainings to all staff members.	Administration	June 2017	July 2022	Operating Funds, Federal Programs
Action Plan 5: Continue ALICE training with students and staff and coordination with local agencies regarding school safety plans.	Safety Director, ALICE certified staff	June 2017	July 2022	Operating Funds
Action Plan 6: Maintain cameras and doors so that all are functioning properly.	Tech Coordinator	July 2017	Ongoing	Operating Funds

Objective 7: The District will offer an attractive salary and benefit package, desirable working conditions, and professional climate to hire and retain high quality staff and will have an annual turnover of 10% or less (other than retirements).

Strategy 1: Raise salaries to attract and retain qualified staff.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Develop a compensation schedule for all employees that provide a salary structure and other rewards that are competitive with outstanding schools within the area.	Board of Education, Administration, Salary Committee	July 2017	July 2022	Operating Funds, Federal Programs
Action Plan 2: Recruit qualified teachers through public relations that include but are not limited to the expansion of the website.	Administration, Teaching Staff, Website Coordinator	July 2017	July 2022	Operating Funds
Action Plan 3: Develop and implement a revised performance based teacher evaluation system.	Administration	June 2017	July 2022	Operating Funds,
Strategy 2: Provide high quality professional development opportunities for teachers.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Provide professional development for buildings in the area of PLC collaboration guidelines and structures.	Administration	June 2017	July 2022	Federal Programs, PD, Operating Funds
Action Plan 2: Develop and implement a high quality mentoring program to assist and retain our new teachers.	Administration	June 2017	July 2022	Operating Funds, Federal Programs
Strategy 3: By the end of each school year, 100% of staff will have participated in 30 hours of professional development activities focused on improving instruction and support for students at risk of failure, dropping out of school, and/or not scoring proficient or advanced on the MAP.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Staff will be divided into teams. Teams will meet to discuss instruction and improvement.	Administrators, Special Services Coord, PD Comm.	June 2017	June 2022	Operating Funds

Objective 8: The Putnam County R-I District will support student learning by maintaining financial responsibility through efficient fiscal management and accountability at a rate of 100% through an annual audit.

Strategy 1: Analyze annual report and secretary to the board report.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Utilize the results of the program and services evaluation process to monitor and make changes.	Superintendent	July 2017	June 2022	
Action Plan 2: Maintain the systematic procedures to ensure fiscal management.	Superintendent	July 2017	June 2022	
Action Plan 3: Develop a detailed plan for long-term facility improvements. Ie. HVAC, Plumbing, etc.	Superintendent	June 2017	July 2022	
Action Plan 4: Continue annual finance and planning sessions with the board of education to recommend changes to CSIP plan.	Superintendent	June 2017	July 2022	
Action Plan 5: The district will provide a balanced budget every year.	Superintendent School Board	June 2017	July 2022	
Strategy 2: Utilize results of the program and service evaluation process to monitor and make changes.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Develop annual budget to display estimated revenues and projected expenditures.	Superintendent	July 2017	June 2022	
Action Plan 2: Maintain district policies and regulations to comply with state and federal guidelines.	Superintendent	July 2017	June 2022	
Action Plan 3: Create parent/community advisory groups and committees for CSIP, Special Education, PAT, Title Programs, and Federal Programs to support the educational process.	Administration	June 2017	July 2022	Operating Funds, Federal Programs
Action Plan 4: Use senior exit interview information to evaluate programs.	Counselor, Superintendent	June 2017	July 2022	

