

**Putnam County R-I
Comprehensive School Improvement Plan
2013-2018
Revised March 19, 2014
Board Approved May, 2014**

Description of the planning process

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, and 2012 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 four CSIP documents were written as five-year documents.

During the 2001-2002 school year, 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 2013 year. A needs assessment was given to all stakeholders within the district, (i.e. students, parents, board and staff.) Information from this needs assessment guided the committee in developing the new 2013 CSIP. In addition, we had a planning meeting with teachers, parents and the board of education. The following individuals served on the local school committee:

<u>Name</u>	<u>Area Represented</u>
Joy Butler	Elementary Staff Member
Jennifer Neighbors	Elementary Staff Member
Connie Wood	Elementary Staff Member
Dee Robinson	Elementary Staff Member
LaDonna Roberts	Elementary Staff Member
Sara Ingersoll	Elementary Staff Member
Susan Grimm	Elementary Staff Member
Heather Garner	Elementary Staff Member
Stormie Corwin	Student Teacher
Mary Bartram	Special Education Teacher
Wendy Tipton	Title Teacher
Julie Halley	Title Teacher

Joyce McCormack	Preschool Teacher
Tiffani Klinginsmith	Middle School Staff Member
Michelle Valentine	Middle School Staff Member
Lisa Stobbe	High School Staff Member
Nancy Owings	High School Staff Member
Dana DeVore	High School Staff Member
Monica Casady	High School Staff Member
Matt Klingner	High School Staff Member
Brenda Hinkle	Parent
Jaci Rhoades	Parent
Kimberly Ray	Parent
Shelly Hydorn	Parent
Kristin Wood	Parent
Tawyna Fowler	Parent
Ryan Ray	Parent
Ami Hartwig	Parent
Camille Preston	Parent
Donna Altiser	Elementary Principal
Andrew Garber	Middle School Principal
Jeremy Watt	High School Principal
Barb Hodges	Special Services Director
Heath Halley	Superintendent
Jim Brummit	School Board Member
Dave Perkins	School Board Member
Lou Tade	School Board Member
Kelly Busker	School Board Member
Ced Gilworth	School Board Member
Howard Luscan	School Board Member
Brad Ream	School Board Member

Mr. Heath Halley, superintendent, facilitated a visioning work session with the Board of Education in February of 2013. The CSIP committee met in January 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 that 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. We have been distinction in performance in the school years of 2006-07, 2007-08, 2009-10 and 2010-11 and 2012-13. However, we were also advised that our district has been identified for district improvement during the 2008-09, 2010-11 and the 2011-12 school years according to the Adequate Yearly Progress (AYP) guidelines.

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 new MSIP-5 Performance Standards and Indicators.

Objective 1: Putnam County R-I students and applicable sub-groups participating in the Missouri Assessment Program (MAP) to measure academic achievement and demonstrates improvement in the performance of its students over time. MSIP-5 Standard 1.

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.	Teachers, Principals	July 2013	June 2018	Prof. Dev., Federal Programs
Action Plan 2: Provide high quality professional development opportunities to support literacy, mathematics and science.	Administration PD Committee	July 2013	June 2018	Prof. Dev. & Title I, Title IIA, Title VI-B
Action Plan 3: Provide training in using common academic and testing vocabulary so that all levels are consistent.	Administration PD Committee	July 2013	June 2018	Prof. Dev. & Title I, IIA, and VI-B
Action Plan 4: Provide training on the use of common assessments and rubric development K – 12 and incorporate into our curriculum.	Administration, Special Services Director, Princ, PD Committee	July 2013	June 2018	Professional Development, Title I, IIA, VI-B
Action Plan 5: Improve the incorporation of technology into the curriculum and instructional practices. Incorporate tablets into curriculum.	Administration Teachers Tech. Coord.	July 2013	June 2018	Operating Funds, Title IIA, Title VI-B
Action Plan 6: Support the adoption of consistent, research-based textbook series to adhere to the Missouri Learning Standards.	Administration, Teachers	July 2013	June 2018	Operating Funds
Action Plan 7: Incorporate more non-fiction text into curriculum at all grade levels.	Administration, Teachers	July 2013	June 2018	Operation Funds, Federal Programs
Action Plan 8: Investigate the viability of electronic textbooks.	Tech Coord., Principals	July 2013	June 2018	Operating Funds
Action Plan 9: Develop a common vocabulary in the elementary in terms of writing.	Teachers	July 2013	June 2018	Operating Funds, Federal Programs
Strategy 2: Provide additional support for students	Person Responsible	Start Date	Completion	Funding Source

who are below grade level.			Date	
Action Plan 1: Expand tutoring opportunities by teachers and high school students.	A+ Coordinator Teachers	June 2013	July 2018	
Action Plan 2: Expand tutoring and enrichment activities in the 21 st century learning center. (Before and after-school program.)	SOAR, Principals	June 2013	July 2018	
Action Plan 3: Continue to improve the Response-To-Intervention program.	Special Services Coordinator, Administration, Tea chers	July 2013	June 2018	Federal Programs
Action Plan 4: Provide extra learning opportunities to students who fall close to a MAP ceiling level.	Teachers, SOAR	July 2008	June 2013	
Action Plan 5: Investigate system for after-school tutoring to improve basic skills of students.	HS Principal, Counselor & Teachers	July 2014	June 2016	
Action Plan 6: Develop a literacy plan K-12 which will identify low readers and strategies used to get them to grade level.	Principals, Teachers	July 2014	June 2015	Federal Programs
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 2013	June 2018	
Action Plan 2: Increase academic/special interest extra-curricular activities.	Teachers	July 2013	June 2018	
Action Plan 3: Investigate expanding vocational coursework offerings such as nursing, auto body and child development.	Board of Education Administration	July 2013	June 2018	Operating Funds
Action Plan 4: Investigate summer enrichment offerings for all age groups.	Principals, Counselors, Adult Education Coordinator	July 2013	June 2018	Operating Funds
Action Plan 5: Expand the preschool program so that all students are eligible to attend.	Special Services Coordinator, Board of Education,	July 2013	July 2018	Grants, Operating Funds &

	Administration			Parent-paid program
Action Plan 6: All children are given equal access to high quality instructional strategies by highly qualified staff.	Board of Education, Administration	July 2013	July 2018	
Action Plan 7: Use Aimsweb to evaluate effectiveness of current instruction in classroom.	Elem Teachers	Oct. 2013	Ongoing	Title I
Action Plan 8: Increase the number of speech pathologists in the district.	Special Services Director, Elem. Principal	June 2013	August 2013	Operating Funds Completed
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 phones.	Website coordinator, technology coordinator.	July 2013	Ongoing	
Action Plan 2: Implement and continue to upgrade web-based student information systems for use by parents and staff in all school buildings.	SIS Coordinator and technology coordinator	June 2013	Ongoing	Operating Funds

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

Strategy: 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 and communication arts at the preschool and elementary levels to students who meet eligibility.	Preschool Teacher, Title 1 Teachers	June 2013	July 2018	Title I
Action Plan 2: Putnam County R-I schools will implement a supplemental computer-based instructional program.	Title I Teachers, Building Administrator	June 2013	July 2018	Federal Programs

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

Strategy 3: 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 2013	June 2018	Operating Funds
Action Plan 2: Parents and community members will receive frequent communications from the school.	Administration, Teachers	July 2013	June 2018	Operating Funds, Federal Programs

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 tardies through additional incentives and assemblies.	Principals	July 2013	Ongoing	Operating Funds
Action Plan 2: Continue the supplemental food program. (i.e. Buddy-Pack)	SBSW Elementary Counselor	July 2013	June 2018	MO Central Food Bank
Action Plan 3: Develop an attendance policy in the elementary school.	Administration Board of Education	July 2013	June 2018	
Strategy 2: Expand our Character Education program.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Continue the opportunities for character education scholarships.	Character Education Committee	July 2013	June 2018	Character Education Committee
Action Plan 2: Expand incentives for students showing good character.	Character Education Committee	July 2013	June 2018	Char. Educ. Com., Com. Resources
Action Plan 3: Investigate the opportunities to incorporate ethics into the curriculum.	Character Education Committee, Princ.	July 2014	June 2018	Operating Funds
Strategy 3: Putnam County will implement programs to engage the community with	Person Responsible	Start Date	Completion Date	Funding Source

educational, extra-curricular and non-school related issues.				
Action Plan 1: Coordinate and expand community service programs/projects within the schools.	Administration Staff	July 2013	June 2018	
Action Plan 2: Expand community use of facilities.	Board Administration	July 2013	June 2018	
Action Plan 3: Increase adult education course offerings.	Adult education coordinator	July 2013	June 2018	
Action Plan 4: Develop and administer needs assessment every five years to be given to students, parents, staff and board.	Special services coordinator, Administration	Feb. 2013	Ongoing	
Action Plan 5: The district will offer parenting classes each year.	Elementary counselor	Aug. 2013	May 2018	Federal Programs

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: Identify students in grades K-12 who are below grade level in core areas and provide additional intervention strategies to those students. Ie; MS study skills, Read Naturally, Intervention in elementary.	Counselors Special Services Coordinator Principals Teachers	July 2013	Ongoing	
Action Plan 2: Investigate and implement a violence prevention program for grades K-12.	Counselors SBSW	July 2013	June 2018	Title VI-B
Action Plan 3: Require more hours to receive credit during high school summer school.	Administration, Teachers	June 2013	July 2018	Operating Funds
Action Plan 4: Develop a separate track for summer school for students in risk of failure, has poor attendance, or is on target for retention.	Summer School Administrator, Elem Principal	June 2014	July 2018	Operating Funds
Action Plan 5: Increase participation in the Parents as Teachers Program.	PAT Staff	July 2013	June 2018	
Action Plan 6: Investigate a retention policy in the	Summer School	June 2013	July 2018	Operating Funds

elementary that is based on standards mastered.	Administrator, HS Principal			
Action Plan 7: Develop consistent policies from building to building. Ie: homework, tardies, etc.	School Board, Administration, Teachers	June 2013	July 2018	Operating Funds
Action Plan 8: Investigate potential funding sources for childcare for teen parents.	Grant Coordinator	July 2013	June 2018	Grants, Federal Programs
Action Plan 9: 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 2013	June 2018	Part B Funds
Action Plan 10: Schedule students to take required state course before graduation.	HS Principal, Counselor	July 2013	June 2018	
Action Plan 11: Maintain and utilize the ITV classroom through active membership to increase number of students in upper level courses.	HS Principal, Counselor	July 2013	June 2018	
Action Plan 12: Find a room for HS ISS and look into a permanent teacher to take care of it.	HS Principal	July 2013	June 2018	
Action Plan 13: Look into resources to help behaviorally challenged students so they can be successful in the regular classroom.	Administration	July 2014	June 2018	

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, such as Lions and Rotary.	Administration	October 2013	June 2018	
Action Plan 2: Write a series of articles to be placed on the school website and in local newspaper.	Administration, Teachers	July 2013	June 2018	
Action Plan 3: Formulate a committee of patrons to solicit input on projects needed to put in bond issue.	Superintendent	August 2013	June 2018	
Action Plan 4: Ensure ADA and public access guidelines are met.	Superintendent	July 2013	June 2018	

Action Plan 5: Provide training for all new board of education members.	Superintendent	July 2013	June 2018	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 2013	June 2018	Operating Funds
Action Plan 7: Update and implement district technology plan to enhance student achievement.	Tech Coord, Tech Committee	July 2013	June 2018	
Action Plan 8: Meet the requirements of all federal programs by providing supplement services to students.	Special Services Director, EL Principal	July 2013	June 2018	Federal Programs
Strategy2: Improve facilities to foster an environment conducive to student learning and academic success.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Investigate possibility of increasing the number of bathrooms in the elementary.	Board of Ed, Administration, Maint. Director	July 2008	June 2013	Bond Issue
Action Plan 2: Maintain remaining parking lots and roadway by increasing gravel.	Board of Ed, Administration	June 2013	June 2018	Operating Funds
Action Plan 3: Assess the technology skill level of faculty/staff and provide ongoing high quality training.	Adm, Tech Coordinator, Tech. Comm.	July 2013	June 2018	Prof. Dev. Federal Programs
Action Plan 4: Seek out funding resources for the purpose of providing upgraded technology in all classrooms.	Administration, Technology Coordinator, Tech. Comm.	July 2013	June 2018	Grants & Operating Funds
Action Plan 5: Provide bleachers at the field events in the track area.	Superintendent	April 2013	June 2018	Operating Funds
Action Plan 6: Develop a fiscally responsible replacement schedule for technology in the district.	Tech. Coordinator, Principals	June 2013	July 2018	Operating Funds, Federal Programs, Grants
Action Plan 7: Increase computer access by adding mobile laptop carts and computer lab teacher in elementary.	Tech Coord, Principals	June 2013	July 2018	Operating Funds
Action Plan 8: Investigate possible of student	Tech Coord.,	June 2013	July 2018	Operating Funds

computer use check-outs for home use.	Principals			
Action Plan 9: Investigate use of phones as academic technology tool.	Tech Coord., Principals	June 2013	July 2018	
Action Plan 10: Utilize school reach to inform parents and students of important school information.	Staff	June 2013	July 2018	Operating Funds
Action Plan 11: Have digital cameras and camcorders available for teacher check-out for classroom projects.	Tech Coord, Principals	June 2013	July 2018	Operating Funds, Federal Programs
Strategy 3: Maintain a safe environment.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Enhance violence prevention by providing a bully prevention curriculum throughout the district.	Administration, teaching staff	July 2013	June 2018	Operating Funds
Action Plan 2: Maintain phones and update services and procedures.	Administration, Phone Company	July 2013	July 2018	Operating Funds
Action Plan 3: Increase environmentally friendly practices throughout the district.	Board of Education Administration, Maint. Director	July 2013	June 2018	Grants
Action Plan 4: Implement general safety and security recommendations identified by outside consultants and safety coordinators.	Superintendent, Maint Dir, Safety Coordin	June 2013	July 2018	Operating Funds, Federal Programs
Action Plan 5: Deliver all stated and federal required trainings to all staff members.	Administration	June 2013	July 2018	Operating Funds, Federal Programs

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 provides a salary structure and other rewards that are competitive with outstanding schools within the area.	Board of Education, Administration, Salary Committee	July 2013	July 2018	Operating Funds, Federal Programs
Action Plan 2: Recruit qualified teachers through public	Administration,	July 2013	July 2018	Operating Funds

relations that include but are not limited to the expansion of the website.	Teaching Staff, Website Coordinator			
Action Plan 3: Provide compensation to align and revise curriculum and instruction in all areas for grades K- 12 to the common core.	Administration, Teaching Staff	July 2013	July 2018	Operating Funds, Federal Programs.
Action Plan 4: Continue college recruitment activities to identify highly qualified candidates	Administration	June 2013	July 2018	Operating Funds
Action Plan 5: Develop and implement a revised performance based teacher evaluation system.	Administration	June 3013	July 2018	Operating Funds, Federal Programs
Strategy 2: Provide high quality professional development opportunities for teachers.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Offer differentiated professional development opportunities for teachers based on knowledge and need.	Administration PD Committee	July 2013	June 2018	Professional Development Title I
Action Plan 2: Provide professional development for teachers who are purchasing researched, scientifically-based textbooks.	Administration PD Committee Teachers	July 2013	June 2018	Professional Development
Action Plan 3: We will continue to seek out opportunities on our campus for teachers to further their education. (i.e. master's programs)	Adult Education Coordinator	July 2013	June 2018	
Action Plan 4: Pay for the Praxis, one time, for any teacher that is asked to teach in a subject area that they are not currently certified in.	Administration	January2013	June 2018	Title IIA
Action Plan 5: Train all teachers in pyramid of interventions and common assessment. Continue training to include new teachers.	Administration PD Committee	Oct. 2013	Ongoing	Prof. Devel. Title IIA
Action Plan 6: Seek out professional development opportunities to expand the knowledge of teachers that are not highly qualified.	Administration	July 2013	June 2018	Title IIA Professional Development
Action Plan 7: Identify and purchase an on-line management system that allows different levels of access to curricula and assessments.	Administration	June 2013	July 2018	Federal Programs, Operating Funds
Action Plan 8: Provide professional development for	Administration	June 2013	July 2018	Federal Programs,

buildings in the area of PLC collaboration guidelines and structures.				PD, Operating Funds
Action Plan 9: Develop and implement a high quality mentoring program to assist and retain our new teachers.	Administration	June 2013	July 2018	Operating Funds, Federal Programs
Strategy 3: Provide childcare opportunities and facilities for faculty/staff children.	Person Responsible	Start Date	Completion Date	Funding Source
Action Plan 1: Investigate possibilities of funding, facilities, and employment of staff to provide childcare for school employees' families.	Board of Education Administration Grant Coordinator	July 2013	June 2018	Grants & Operating Funds
Strategy 4: 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 Coordinator, PD Committee	June 2013	June 2018	Federal Programs

Objective 7: 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 2013	June 2018	
Action Plan 2: Maintain the systematic procedures to ensure fiscal management.	Superintendent	July 2013	June 2018	
Action Plan 3: Develop a detailed plan for long-term facility improvements. Ie. HVAC, Plumbing, etc.	Superintendent	June 2013	July 2014	

Action Plan 4: Continue annual finance and planning sessions with the board of education to recommend changes to CSIP plan.	Superintendent	June 2013	July 2014	
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 2013	June 2018	
Action Plan 2: Maintain district policies and regulations to comply with state and federal guidelines.	Superintendent	July 2013	June 2018	
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 2013	July 2018	Operating Funds, Federal Programs
Action Plan 4: Use senior exit interview information to evaluate programs.	Counselor, Superintendent	June 2013	July 2018	

