



Steven L. Beshear
Governor

Terry Holliday, Ph.D.
Interim Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION**

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601
Phone: (502) 564-4770 • www.education.ky.gov

August 9, 2013

Dear Superintendent Pickett:

In an effort to reduce the burden on school districts, the Kentucky Department of Education (KDE) began a consolidated monitoring program during school year 2011-2012. This effort combines required monitoring visits for state and federal programs in an intentional and concise timeframe.

During the 2012-2013 school year, the KDE conducted monitoring in Russell County School District. During the monitoring process, KDE program staff, utilizing program-specific monitoring tools, conducted on-site visits for the following programs:

- *Title I, Part A*
- *Title II, Part A*
- *Individuals with Disabilities Act (IDEA)*
- *Kentucky Preschool Program*
- *Alternative Programs*
- *Career and Technical Education*

Each program has provided, at minimum, a preliminary report of findings based on the visit. This document represents the consolidation of findings that were similar in nature and therefore present an opportunity for consolidation of effort among the programs. Program monitors have noted some of the effective practices identified during the monitoring visit. In addition, team members have provided recommendations for addressing any noted concerns. These are coupled with suggestions for potential opportunities to work across programs, streamline implementation and increase success within each.

It is our pleasure to suggest that practices that have been noted as effective be submitted to the KDE Best Practices website under School Improvement. To ensure that we are able to meet our goal of providing ongoing technical assistance for all programs monitored, we encourage you to utilize the Consolidated School and District Improvement Planning tools in ASSIST to track your efforts to address any common concerns noted by the team.

Please note that the preschool program representative was unable to participate in the follow up discussions that took place to complete the consolidated report. However, we encourage your preschool coordinator to share any information, processes and goals received from the preschool program with the other monitored programs. This may provide opportunities for

collaboration that may further efforts to ensure effective, comprehensive services to students. Should you need specific information concerning the preschool program, feel free to contact the preschool consultant listed in the report.

So that we may improve our consolidated monitoring process, each school and program that has been monitored will soon have the opportunity to provide feedback. If you have questions regarding specific program monitoring requirements, please contact the individual program contacts listed in this report. If you have questions concerning the consolidated monitoring process, please contact Claude W. Christian by email at claudio.christian@education.ky.gov or by phone at (502)564-3791. Information regarding education programs within the state of Kentucky may also be found at education.ky.gov.

Thank you for your work in improving Kentucky's education programs to better provide for our children.

Sincerely,

A handwritten signature in black ink, appearing to read "Claude W. Christian", with a long, sweeping horizontal stroke extending to the right.

Claude W. Christian
Project Manager
Statewide Consolidated Monitoring

2012-13 Statewide Consolidated Monitoring Report

District:	Russell County
Date(s) of Visit:	March 26-28, 2013
Team Leads: <i>(List primary person on this visit for each program)</i>	
<i>Title I</i> Frank Crossman	<i>Preschool</i> Janis Logsdon
<i>Title II</i> Jeff Stamper	<i>Career and Technical Education</i> Karla Tipton
<i>Alternative Programs</i> Sherri Clusky	<i>IDEA</i> Veronica Sullivan

Highlight of Effective Practice

Programs Addressed <i>(Check all that apply)</i>	Title I	X	Preschool		Career and Technical Education	X
	Title II		IDEA		Alternative Programs	X
<i>Clearly describe actions and/or practices that the team deems as effective</i>						
<p>Strong Communication and Collaboration Between District, School Staff, and Community Partners</p> <p>Russell County school district has established an intentional focus on continuous program improvement by using instructional coaches throughout the district. These coaches have identified problems that have been followed up by immediate action for correction. The district uses these coaches to provide students and families with program information.</p> <p>Effective use of program funds is articulated among the staff, both at the district level and in the schools. District staff collaborates across programs and divisions to ensure services are provided to all students. Homeless students are identified and served with federal, state and community funds and services. The district has a coordinated process with community partners to provide aid and services to these identified students.</p>						

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Common Issue 1

Programs Addressed <i>(Check all that apply)</i>	Title I		Preschool		Career and Technical Education	X
	Title II	X	IDEA	X	Alternative Programs	X
Common Issue <i>(Clearly describe Issue)</i>						
<p>Sharing, Collection and Analysis of Program Data</p> <p>Student-progress monitoring was minimal or not present. Student folders (specifically those that are program-specific requirements) were set up for districtwide organization but were not being used for student improvement. Eligibility was being determined without analysis or evidence of data. Student status was incorrectly identified and led to inconsistent data. Professional growth plans were tied to state assessment data only, with very little prescriptive plan for teacher growth and improvement.</p>						
Common Solution(s)/Recommendation(s)						
<ul style="list-style-type: none"> • Document procedures on “how” staff will share, collect and analyze data throughout the district. • Use resources and tools available in each specific program, such as the Review of Records for IDEA. • Review career majors course listings to ensure that career majors in the district and high school are aligned to valid courses for Career and Technical Education. • Ensure that all active senior preparatory students are given the opportunity to take a KOSSA or industry certification where available. • Maintain a record of WorkKeys, KOSSA and industry-certification data for students accountable to district and high school, even if taken at an external location (e.g., an ATC). • At the district level, ensure that all students have complete access to the curriculum regardless of grade level or school attended. Encourage various learning experiences across the district. 						

Common Issue 2

Programs Addressed <i>(Check all that apply)</i>	Title I	X	Preschool		Career and Technical Education	
	Title II	X	IDEA	X	Alternative Programs	
Common Issue <i>(Clearly describe Issue)</i>						
<p>Parent and Family Engagement</p> <p>Russell County school district has developed processes and procedure to obtain input and information among the schools and within the community; however, the level of parent and family involvement outside of site-based decision making (SBDM) and parent-teacher organizations (PTOs) is limited. Neither the district nor the schools use parent survey findings to revise the district- or school-level</p>						

parent policies or parent-involvement activities. At the school level, required parent-involvement policies and compacts were not developed with consultation from parents or families. They also are not readily available to families outside those that are involved with the SBDM or PTO. Parent compacts are not designed to address school-specific needs. Parents have limited involvement with school or district improvement planning.

Common Solution(s)/Recommendation(s)

- The district may consider activities to help increase the number of parents participating in activities, including collaborating with regular school volunteers, local churches, businesses and community leaders to help spread the message of parent-involvement activities and resources.
- Parent survey questions should focus on allowing parents opportunities to provide feedback on school effectiveness.
- Continue the process to develop a parent advisory council with representatives from all schools to facilitate parent and family involvement across the district.
- Ensure that parent communications are sent in languages other than English to reach all households.
- The district and schools should analyze and evaluate suggestions from parent, family and/or community surveys to improve services for students and in the design of district and school programs.
- Combine parent meetings with other events that can be coordinated by PTOs. Ensure that meetings are at a time and location to accommodate parents and families for increased participation.

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Final Overview

Programs Addressed <i>(Check all that apply)</i>	Title I	X	Preschool		Career and Technical Education	X
	Title II	X	IDEA	X	Alternative Programs	X
<i>Clearly describe actions and/or practices that the team deems as effective</i>						
<p>Communication and collaboration is an effective practice in Russell County. The district has established processes for this across the community; however, the processes for communicating with parents and families are not consistent in all schools. Special Education (IDEA) also reports inconsistency in the area of communicating with families. The processes developed to communicate with the community can be replicated across the district and in all schools as they communicate, collaborate and gain information as it relates to the educational processes in the Russell County school district.</p> <p>Many of the individual program findings were in the process of self-correction. A strong and collaborative district office is providing the positive environments and interactions during this phase. Russell County should consider developing and implementing quality control methods and procedures to ensure each process is being used in each of the federal programs that identified concerns. With Russell County schools district's strengths of having intentional focus on continuous program improvement, the district will quickly move the areas of concerns to being areas of district strength.</p> <p>Please note that the preschool program representative was unable to participate in the follow up discussions that took place to complete the consolidated report. However, we encourage your preschool coordinator to share any information, processes and goals received from the preschool program with the other monitored programs. This may provide opportunities for collaboration that may further efforts to ensure effective, comprehensive services to students. Should you need specific information concerning the preschool program, feel free to contact the preschool consultant listed in the report.</p>						