



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 6, 2013

Dear Superintendent Sheffer:

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 Union 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*

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.

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 flourish extending to the right.

Claude W. Christian
Project Manager
Statewide Consolidated Monitoring

2012-13 Statewide Consolidated Monitoring Report

District:	Union County
Date(s) of Visit:	May 7-8, 2013
Team Leads: <i>(List primary person on this visit for each program)</i>	
<i>Title I</i> Judy Littleton	<i>Preschool</i> Katie Williams
<i>Title II</i> Candace Souder	<i>Career and Technical Education</i> N/A
<i>Alternative Programs</i> Sherri Clusky	<i>IDEA</i> Robin Linton

Highlight of Effective Practice

Programs Addressed <i>(Check all that apply)</i>	Title I	X	Preschool	X	Career and Technical Education	
	Title II	X	IDEA		Alternative Programs	X
<i>Clearly describe actions and/or practices that the team deems as effective</i>						
Strategies and procedures for program communication and collaboration						
<p>The district has developed strategies and procedures to ensure that individual programs communicate and collaborate. District leadership supports and provides guidance to programs designed to meet the needs of the students most at-risk. Good collaboration has been established between the school system and the private school. At times, students from the private school will travel to the public school in order to receive special services (i.e., speech-language). The program coordinators that work with the private school regularly schedules meetings to discuss student progress and school needs. The district has an established collaboration effort with the community education and community partners to ensure that students can receive dual credit courses. This includes, as reported by the community education director, a community partnership (beyond the typical community partners) that provides funding and scholarships for students to take dual credit courses.</p>						

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Common Issue

Programs Addressed <i>(Check all that apply)</i>	Title I	X	Preschool	Career and Technical Education
	Title II	X	IDEA	Alternative Programs
Common Issue <i>(Clearly describe Issue)</i>				
<p>Ensuring that all students are taught all day by a highly-qualified teacher</p> <p>The district began the school year with three teachers who were not highly qualified: a 4th-grade teacher at Morgantown Elementary School, a social studies teacher and a science teacher at Union County Middle School This was noted on the fall Local Educator Assignment Data (LEAD) report. Since then, two have passed PRAXIS and are now considered highly qualified: the 4th-grade teacher and the social studies teacher. The science teacher is still not highly qualified.</p> <p>In addition, a Functionally Mentally Disabled (FMD) teacher at Sturgis Elementary School resigned (unforeseen resignation) in early winter. The long-term substitute is certified special education, but does not have an endorsement for FMD and therefore is not highly qualified. This position is listed as vacant as of the date of this consolidated report.</p> <p>At the time of the review, the district had begun addressing this issue by developing a process for reviewing teacher applications prior to submitting them to the schools for consideration. This process was developed by the new district human resources employee and will be implemented for the 2013-14 school year. The process includes a provision that a contract to a teacher will not be issued if they are not highly qualified due to awaiting PRAXIS scores especially if there are other qualified candidates. The district also has begun recruiting candidates for the FMD position at Sturgis Elementary to fill that vacancy.</p>				
Common Solution(s)/Recommendation(s)				
<ul style="list-style-type: none"> • Use Title I and Title II funds to provide tutoring for PRAXIS and/or additional course work for endorsements. • Continue collaboration with area Colleges of Education to develop a recruitment pool for future needs. • When highly-qualified teachers are not available, consider collaborating with neighboring districts to use highly-qualified and highly-effective teachers to deliver instruction to students via online technology such as Skype. Other benefits would include watching a master teacher deliver instruction (this can also be a form of mentoring) and affording novice teachers with the opportunity to follow-up with extra questions and guidance. This would be especially valuable for 				

teachers who are the only one in the district teaching in a specific subject area.

- Use the district's website as a recruitment tool. Add links to the community so potential candidates will see the positive aspects of working in Union County.
- Update and be specific on the Kentucky Educator Placement Service (KEPS) with aspects of the district that would attract highly qualified candidates.

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Final Overview

Programs Addressed <i>(Check all that apply)</i>	Title I	X	Preschool	Career and Technical Education
	Title II	X	IDEA	Alternative Programs
<i>Clearly describe actions and/or practices that the team deems as effective</i>				
<p>In the past 12-18 months, Union County has worked to develop several processes and procedures to be more effective and efficient. This was seen by several programs during the visit. Some of these processes are at present being implemented to where data was not available at the time of the review. A system of communication among the district programs and into the school will be one of the most successful initiatives the district will implement if implemented fully.</p> <p>The district has a goal to engage more parents, families and the community in the educational process. Ideas, suggestions and other district contacts were provided during the review for consideration. The district, as part of AdvancED Adaptive System of School Improvement Support Tools (ASSIST), completed a comprehensive needs assessment. One suggestion for the district and the schools is to each complete the "Missing Piece" diagnostic and to use the data as part of the revisions to the needs assessment in the fall. Data from the most recent Teaching, Empowering, Leading and Learning Working Conditions Survey, known as TELL Kentucky, survey will provide additional information related to teacher working conditions. These data may provide ideas and suggestions for continuing these processes.</p>				