



PHELPS COUNTY R-III SCHOOL DISTRICT

ENGAGE. EDUCATE. EMPOWER.
CONTINUOUS SCHOOL IMPROVEMENT PLAN
2022-2026

PHELPS COUNTY R-III

VISION



PHELPS COUNTY R-III

MISSION

**PHELPS COUNTY R-III IS
COMMITTED TO
DEVELOPING LIFELONG
LEARNERS AND
PRODUCTIVE CITIZENS
THROUGH A PARTNERSHIP
WITH OUR TEACHERS,
PARENTS, AND
COMMUNITY**

ENGAGE. EDUCATE. EMPOWER.

INTRODUCTION



AS PART OF THE IMPLEMENTATION OF THE SIXTH CYCLE OF THE MISSOURI SCHOOL IMPROVEMENT PROGRAM (MSIP) REVIEW PROCESS, ALL DISTRICTS ARE REQUIRED BY THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE) TO DEVELOP A COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP).

THE DISTRICT'S CSIP FOCUSES ON THE OVERALL IMPROVEMENT OF ITS EDUCATIONAL PROGRAMS AND SERVICES. THE PHELPS COUNTY R-III SCHOOL DISTRICT BEGAN THIS PROCESS IN AUGUST OF 2022.

THE PURPOSE OF THE CSIP IS TO PRIORITIZE THE DISTRICT'S GOALS TO BE DEVELOPED AND IMPLEMENTED OVER THE NEXT THREE TO FIVE YEARS.

THE CSIP FOCUSES ON IMPROVEMENT OF THE DISTRICT FROM ALL PERSPECTIVES, WITH THE DESIRED OUTCOME BEING IMPROVED STUDENT ACHIEVEMENT.



CSIP PROCESS

THE SUPERINTENDENT AND BOARD OF EDUCATION DECIDED TO WORK WITH A CONSULTANT TO DEVELOP THE DISTRICT'S NEXT CSIP TO ENSURE ALL STAKEHOLDERS HAD A VOICE, TAKE A CRITICAL LOOK AT THE STRENGTHS AND CHALLENGES OF OUR DISTRICT, AND TO EFFICIENTLY AND EFFECTIVELY WORK THROUGH THE STRATEGIC-PLANNING PROCESS. A CSIP TEAM COMPOSED OF THE ADMINISTRATOR, TEACHERS, SUPPORT STAFF, AND PARENTS MET THREE TIMES TO IDENTIFY THE CORE BELIEFS OF OUR SCHOOL DISTRICT, REVIEW THE DISTRICT'S MISSION AND VISION STATEMENTS, IDENTIFY OUR PRIORITY AREAS, WRITE SMART GOALS AND DEVELOP ACTION STEPS TO MEET THESE GOALS.

PHELPS COUNTY R-III

BELIEFS



- WE BELIEVE IN HIGH EXPECTATIONS, CONSISTENCY, AND ACCOUNTABILITY
- WE BELIEVE IN GOOD STEWARDSHIP OF THE DISTRICT'S FINANCES
- WE BELIEVE THAT STUDENTS WILL THRIVE IN A SAFE AND SECURE LEARNING ENVIRONMENT
- WE BELIEVE IN EMPOWERING STAFF AND STUDENTS TO BE SUCCESSFUL, LIFELONG LEARNERS IN A DIVERSE AND GLOBAL SOCIETY
- WE BELIEVE IN DIFFERENTIATED INSTRUCTION AND DATA DRIVEN CURRICULUM WITH REAL WORLD APPLICATIONS
- WE BELIEVE IN QUALITY COMMUNICATION AND POSITIVE RELATIONSHIPS WITH STUDENTS, TEACHERS, PARENTS AND COMMUNITY



- School Safety
- Positive, Welcoming Environment
- High Staff Retention
- Effective Communication
- Parent Involvement
- Extra-curricular Activities
- Community Involvement

*Effective
Student
Learning*

- High Performance on MAP/EOC
- High Attendance
- High Student Achievement

**HELPS COUNTY R-III
PRIORITY
AREAS**

*Culture,
Climate, and
Communication*

*Administration
and
Operations*

- Faculty Planning
- Staff Support and Development
- Fiscal Responsibility
- Resource Allocation and Management

PHELPS COUNTY R-III

FUNDING SOURCES

- ALL OUTLAY FOR FACILITIES, HUMAN RESOURCES, PURCHASED SERVICES, AND MATERIALS FOR PHELPS COUNTY R-III ARE FUNDED THROUGH LOCAL, COUNTY, STATE, AND FEDERAL REVENUE STREAMS.
- THE AMOUNT OF THESE FUNDS VARY EACH FISCAL YEAR, HOWEVER OUR SCHOOL BOARD WORKS EXPEDITIOUSLY TO ENSURE THAT THE GOALS OF THE CSIP ARE MET BY UTILIZING THE FINANCIAL RESOURCES ALLOCATED FROM EACH OF THE AFOREMENTIONED FUNDS.



PHELPS COUNTY R-III

MONITORING PROGRESS AND REVISION OF THE CSIP



- **INDIVIDUALS OR TEAMS RESPONSIBLE FOR EACH ACTION STEP WILL CONTINUOUSLY MONITOR PROGRESS. THE DISTRICT'S TEACHER LEADERSHIP TEAM WILL REVIEW ANNUALLY THE PROGRESS MADE TOWARDS EACH GOAL.**
- **THE BOARD OF EDUCATION WILL RECEIVE QUARTERLY UPDATES DURING REGULARLY SCHEDULED MEETINGS. ADDITIONALLY, BOARD MEETING AGENDA ITEMS WILL BE DENOTED AS THEY RELATE TO FULFILLING SPECIFIC CSIP GOALS.**



TIMELINE

August 2022 Fired Up Consulting was selected to facilitate CSIP Development

September 2022 Student, Staff, and Stakeholder surveys developed, distributed, and results compiled

September 2022 CSIP Committee met to perform a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and review/update mission, vision, and belief statements

October 2022 CSIP Committee met to identify priority areas, write SMART goals, and develop action steps

November 2022 District administrator and leadership team review action steps

December 2022 Final CSIP document presented to Board of Education for review and approval



COMMITTEE MEMBERS

Bob Cottengim- Superintendent
Becky Mitchell- Teacher/Parent
Shelby Hood- Teacher
Cathy Blake- Teacher/Grandparent
Mackenzie Spurgin- Teacher
Kim Robison- Teacher
Christin Hicks- Teacher
Judy Gale- Teacher
Jamie Medearis- Teacher
Ginger Struemph- Counselor/Parent
Monica Hagen- Teacher
Katie Moore- Teacher/Parent
Kailie Kinder- Teacher
Melinda Rector- Teacher/Grandparent
Terri Heiby- Teacher
Megan Duckett- Support Staff/Parent
Daniel Rodriguez- Parent
Zenaida Rodriguez- Parent
George Robbins- Board Member/Parent
Richard Kemper- Board Member

Priority Area: Effective Student Learning

SMART Goal #1: 80% of students in kindergarten through second grade will score on grade level or above in math and reading on the STAR assessment annually

Action Step	Person(s) Responsible	Completion Date
ESL 1.1 Review student progress during data team and vertical team meetings to ensure progress towards mastery of Missouri Learning Standards	Teachers	Fall 2023
ESL 1.2 Increase professional development for math and reading across all grade levels	Teachers, Superintendent	Fall 2023
ESL 1.3 Research and pilot a new reading series/program	Teachers, Superintendent	Fall 2023
ESL 1.4 Implement student goal setting across all grade levels	Teachers	Fall 2023
ESL 1.5 Utilize subs as needed to ensure that teachers have adequate time to assess, collect, and review student data	Superintendent	Fall 2023
ESL 1.6 Use achievement data to group students, provide targeted math and reading intervention instruction (RTI)	Teachers	Fall 2023
ESL 1.7 Continue and increase tutoring offerings throughout the school year	Teachers, Superintendent	Fall 2022
ESL 1.8 Create reading success plans for all students reading one year below grade level	Teachers	Fall 2023

Priority Area: Effective Student Learning

SMART Goal #2: Students in grades 3rd-8th will score at or above the state average in all areas on the MAP or EOC assessment annually

Action Step	Person(s) Responsible	Completion Date
ESL 2.1 Using various student achievement data, including MAP performance and local data pieces, teachers will ensure alignment of curriculum to Missouri Learning Standards	Teachers	Fall 2022
ESL 2.2 Teachers will enhance instruction and allow students to practice state assessment-like items by utilizing district approved software programs such as, IXL and Study Island, that assist students in achieving mastery of Missouri Learning Standards.	Teachers	Fall 2022
ESL 2.3 Review student progress during data team and vertical team meetings to ensure progress towards mastery of Missouri Learning Standards	Teachers	Fall 2022
ESL 2.4 Use achievement data to group students, provide targeted math and reading intervention instruction (RTI)	Teachers	Fall 2023
ESL 2.5 Increase professional development for math and reading across all grade levels	Teachers, Superintendent	Fall 2023
ESL 2.6 Continue and increase tutoring offerings throughout the school year as needed	Teachers, Superintendent	Fall 2022
ESL 2.7 Create an assessment schedule that considers students' workload and test fatigue	Teachers	Fall 2023
ESL 2.8 Increase focus on student goal-setting, meta-cognition, peer-coaching as well as other research based practices	Teachers	Fall 2023
ESL 2.9 Increase students' access to the library and the resources it provides	Teachers, Superintendent	Fall 2023
ESL 2.10 Implement student goal setting across all grade levels: celebrate results, recognize achievement at assemblies, publish benchmarks	Teachers, Superintendent	Spring 2023
ESL 2.11 Benchmark testing K-8 will be conducted 3 times a year to measure growth and identify learning gaps in Math and ELA	Teachers	Fall 2023

Priority Area: Effective Student Learning

SMART Goal #3: Student attendance will be at or above 90% annually

Action Step	Person(s) Responsible	Completion Date
ESL 3.1 Implement attendance incentives and recognition monthly and/or quarterly <ul style="list-style-type: none">● Assembly● Awards● Drawings	PBiS Team	Fall 2023
ESL 3.2 Utilize attendance calls made from the building daily by 9:00am. Home visits made as needed	Counselor	Fall 2022
ESL 3.3 Communication with parents via multiple platforms regarding attendance expectations or concerns. (phone calls, school messenger, newsletter, dojo, open house)	Teachers, Superintendent	Fall 2022
ESL 3.4 Students with chronic attendance will receive intervention <ul style="list-style-type: none">● Utilize data to determine who is at-risk● Refer students with chronic absence to the truancy officer.● Mentor program for students at risk● Monday School	Teachers, Superintendent	Fall 2023

Priority Area: Culture, Climate, and Communication**SMART Goal #1:** As measured on an annual basis, 90% or more of students agree or strongly agree that their voices are heard at Phelps Co R-III

Action Step	Person(s) Responsible	Completion Date
CCC 1.1 Utilize a secure survey platform annually to solicit student feedback	Superintendent	Fall 2022
CCC 1.2 Add suggestion boxes on campus to solicit student feedback	Superintendent	Fall 2023
CCC 1.3 Create a student advisory committee (Student Council)	Teachers, Superintendent	Fall 2022
CCC 1.4 Implement a daily informational bulletin	Secretarial Staff, Superintendent	Spring 2023
CCC 1.5 Continue student led conferences grades 3-8	Teachers, Superintendent	Fall 2022
CCC 1.6 Offer student representatives the opportunity to attend board meetings	Superintendent	Spring 2023

Priority Area: Culture, Climate, and Communication**SMART Goal #2:** As measured on an annual basis, 90% or more of parents/stakeholders feel welcomed at school

Action Step	Person(s) Responsible	Completion Date
CCC 2.1 Utilize a secure survey platform annually to solicit stakeholder feedback	Superintendent	Fall 2022
CCC 2.2 Continue using an electronic phone call/text software to communicate with families regularly	Superintendent	Fall 2022
CCC 2.3 Communicate any student safety issues to parents in the event of an emergency	Superintendent	Fall 2022
CCC 2.4 Continue current parent drop off/pick up procedures	Teachers, Superintendent	Fall 2022
CCC 2.5 Create a community connection team for stakeholder engagement	Superintendent	Fall 2022
CCC 2.6 Host events at school for community engagement such as: Donuts with Dad, Muffins with Mom, Grandparent's Day, Veterans Day Program	Teachers, Superintendent	Fall 2022

Priority Area: Culture, Climate, and Communication

SMART Goal #3: As measured on an annual basis, 90% or more of staff feel appreciated and happy at school

Action Step	Person(s) Responsible	Completion Date
CCC 3.1 Utilize a secure survey platform annually to solicit staff feedback	Superintendent	Fall 2022
CCC 3.2 Expand committee opportunities for staff growth and involvement	Superintendent	Fall 2022
CCC 3.3 Ensure all staff are evaluated on an annual basis, including feedback	Superintendent	Fall 2022
CCC 3.4 Increase communication at the building level to ensure all staff are informed of necessary information. <ul style="list-style-type: none">• Emails• Newsletter• Flyers for staff lounge• Board minutes in lounge	Superintendent	Fall 2022
CCC 3.5 Annually evaluate the district's benefit package to ensure it is competitive with area districts	Superintendent	Spring 2023
CCC 3.6 Annually evaluate certified and classified salary schedules to ensure they are competitive with area districts	Superintendent	Spring 2023
CCC 3.7 Encourage staff to attend board meetings and include them in leadership roles in the district	Superintendent	Fall 2022
CCC 3.8 Evaluate schedule annually to ensure teachers have adequate and uninterrupted planning periods	Superintendent	Spring 2023

Priority Area: Culture, Climate, and Communication

SMART Goal #4: As measured on an annual basis, survey results will show that students who feel emotionally and socially safe at school will increase by 5% each year

Action Step	Person(s) Responsible	Completion Date
CCC 4.1 Utilize a secure survey platform annually to solicit student feedback	Superintendent	Fall 2022
CCC 4.2 Share annual survey results with faculty, students and stakeholders	Superintendent	Fall 2023
CCC 4.3 Identify resources available and what is needed to support students socially and emotionally in the county and/or surrounding areas	Teachers, Superintendent	Spring 2023
CCC 4.4 Invest in mental health training for appropriate school personnel	Superintendent	Fall 2023
CCC 4.5 Implement focused small counseling groups	Counselor	Fall 2023
CCC 4.6 Explore outside organizations to provide support for students in areas of mental health, character education, drug awareness	Teachers, Superintendent	Fall 2022

Priority Area: Culture, Climate, and Communication

SMART Goal #5: At least 90% of families/stakeholders indicate that school communication is effective as measured by the annual stakeholder survey

Action Step	Person(s) Responsible	Completion Date
CCC 5.1 Utilize a secure survey platform annually to solicit stakeholder feedback	Superintendent	Fall 2022
CCC 5.2 Reestablish the Cardinal's Nest monthly newsletter	Community Connection Team	Fall 2023
CCC 5.3 Continue to utilize class Dojo to communicate with parents as needed	Teachers	Fall 2022
CCC 5.4 Utilize our student information system's Enhanced Parent Communication feature to communicate events to parents	Superintendent	Fall 2022
CCC 5.5 Increase stakeholder participation within the school by organizing events throughout the year	Community Connection Team	Fall 2023

Priority Area: Administration and Operations

SMART Goal #1: Phelps Co R-III will maintain a 45% fund balance annually as reported by the Annual Secretary of the Board Report (ASBR)

Action Step	Person(s) Responsible	Completion Date
AO 1.1 The district will seek a Return on Investment measurement to ensure spending is in the appropriate place	Superintendent	Summer 2023
AO 1.2 The district will maintain a balanced budget annually	Superintendent, Board of Education	Spring 2023
AO 1.3 The superintendent will provide a monthly financial report to the Board of Education during the monthly meeting	Bookkeeper, Superintendent	Fall 2022
AO 1.4 The district will conduct personnel audit annually to determine that district needs are being met	Superintendent	Spring 2023

Priority Area: Administration and Operations

SMART Goal #2: On an annual basis, develop plans to increase emergency preparedness and safety on campus

Action Step	Person(s) Responsible	Completion Date
AO 2.1 The district will work with local EMS to reduce response time in the case of an emergency	Teachers, Superintendent	Spring 2023
AO 2.2 The district will complete safety drills on an annual basis (Create a schedule for drills)	Superintendent	Fall 2022
AO 2.3 The district will complete an annual safety audit of facilities	Maintenance Supervisor, Superintendent	Summer 2023
AO 2.4 The district will include safety upgrades in the district facility plan	Maintenance Supervisor, Superintendent	Fall 2023
AO 2.5 The district will conduct walkthroughs with first responders to increase familiarity of the campus in case of emergency response	Support Staff, Teachers, Superintendent	Fall 2022

Priority Area: Administration and Operations

SMART Goal #3: By 2024, a facility plan will be created and implemented to address the district's capital project needs

Action Step	Person(s) Responsible	Completion Date
AO 3.1 A committee will be created to assess current facilities and needs.	Superintendent	Fall 2023
AO 3.2 The district will begin to build a balance in fund 4 to address facility needs (with board resolution)	Bookkeeper, Superintendent	Summer 2023
AO 3.3 Cyclical maintenance needs including but not limited to floors, paint, ceiling tiles, lighting upgrades, and asphalt repairs will be organized into a maintenance cycle and budgeted for appropriately	Maintenance Supervisor, Superintendent	Fall 2023
AO 3.4 The facility plan will be reviewed at least annually for updates and revision	Maintenance Supervisor, Superintendent	Fall 2024
AO 3.5 Progress will be shared out with staff, students and stakeholders	Superintendent	Spring 2025
AO 3.6 Contractors will be engaged to conduct assessments of roofs, parking lots, septic systems, etc to ascertain current reality and needs	Maintenance Supervisor, Superintendent	Fall 2022

