

# Kingston K-14 Public Schools

## CSIP Plan

December 2022

# Mission

The Kingston K-14 School District ensures that every student will college or career ready by providing an environment that encourages everyone to keep learning, inspires pride, promotes dreaming boldly, and offers support to all students, staff, and community members.

# Vision

Kingston K-14 will be one of the top performing districts in both academics and co-curricular activities. Creating a community of learners who strive for success and work together to proudly achieve their goals while promoting school pride.

# Kingston K–14 School District Continuous School Improvement Plan

- The Kingston school board and superintendent directed a process that involved extensive stakeholder input. The school board engaged the Education Governance and Leadership Association to conduct the stakeholder input.
- All employees of the district were granted an opportunity to be interviewed and respond to a survey. The results were synthesized by members of the E.G.L. team. Questions were asked of employees regarding the direction of the district and items employees wanted to see addressed in the future of the district. Further, E.G.L. facilitated a steering committee meeting consisting of students, parents, patrons, and staff to further solicit input.
- In addition, an electronic survey was made available to external stakeholders of the district. The survey questions results have been maintained as documentation for the district.
- An electronic survey was sent to all sophomores, juniors and seniors in the school district. The students were asked questions regarding how the district could better serve the students that follow them.

# Kingston K-14 School District

## Continuous School Improvement Plan

- Members of the E.G.L. team took the results of the interviews and surveys and synthesized this information into priorities that were coupled with the information gathered from the Data Dive. The Data Dive was conducted by members of the E.G.L. team and consisted of all documents, plans and resources that are considered required and/or Best Practice.
- The Priorities were shared with the leadership team of the district. Subsequently, members of the E.G.L. team developed objectives and S.M.A.R.T. goals. The priorities, objectives and S.M.A.R.T. goals were shared with the leadership team of the district and subsequently with the school board.
- The financial impact of the Continuous School Improvement Plan adopted by the school board will only occur as plans that are created are implemented. The CSIP guides the district budget and is referenced in the budget message approved by the Board of Education. In other words, other than current expenditures of the district, this is not an immediate financial impact on the district.
- The S.M.A.R.T. Goals contained in this document consist of the Continuous School Improvement Plan adopted by the school board on December 15, 2022.

# Kingston K–14 Observed Strengths

- Community Support
- Collaborative and caring faculty
- Supportive Administration and Board of Education
- Positive learning and working environments for staff and students

# Governing Priorities

- Leadership
- **Effective Teaching and Learning**
- Collaborative Culture and Climate
- Data Based Decision Making
- Equity and Access
- **Alignment of Standards, Curriculum and Assessment**

# MSIP Standard: Leadership – Safety and Security

## CSIP Goal 1: *Enhance and improve the district safety and security plan*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p>The Superintendent or designee, direct a process to enhance the safety and security systems of the district. This plan includes all technology security.</p>	<p>The Superintendent, or designee, with the assistance of outside consultants, will enhance and improve the safety plan.</p> <p>District technology safety and security of the system will be enhanced and updated.</p>	<p>A written plan will be prepared for the school board.</p>	<p>Current personnel, with outside consultants, can conduct the analysis and make the recommendations in a written format.</p>	<p>The plan that is produced is vital in helping protect the safety and security of all individuals on the campuses of the Kingston K-14 School District and comports with Board Policy ECA-1-AP and Best Practice. <b>M.S.I.P.6. L10, A and B</b></p>	<p><b>June 2023</b> The Superintendent will present the plan to the school board.</p>

# CSIP Goal 1

- **Funding Sources:**

- Embedded in district budget message, no special budget planning expected

- **Success Indicators:**

- Initial plan is presented in June 2023.

- **Other Action Steps:**

- Using M.U.S.I.C the district will conduct a safety analysis of processes, facilities and procedures including technology / data security



# MSIP Standard: Leadership – Communication

## CSIP Goal 2: *Review and refine communication plan.*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p>The Superintendent or designee, will review and refine the communication plan.</p>	<p>The Superintendent or designee, with a team representative of the District (Board member, teacher’s organization president, teachers from each building, support staff, community members and other leaders, will create a refined communications plan.</p>	<p>A written plan will be developed and presented to the school board.</p>	<p>The Superintendent or designee, with a designated team, can create and execute a multi-faceted communication plan that reaches internal and external stakeholders.</p>	<p>Stakeholders identified communication as a need to address the needs and desires of the school community, In addition, this goal addresses <b>M.S.I.P.6 L.8. A-B.</b></p>	<p><b>May 2023</b> A detailed and multi-faceted communication plan to increase understanding and support for the District will be created and presented to the school board for approval.</p>

# CSIP Goal 2

- **Funding Sources:**

- Embedded in district budget message, no special budget planning expected

- **Success Indicators:**

- Results of continuous climate and culture surveys

- **Other Action Steps:**

- Update district website
- Internal email and face to face meeting – administration staff
- Social media presence analyzed and updated

# MSIP Standard: Leadership – Facilities Planning

CSIP Goal 3: *Create a comprehensive long-range facility plan.*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p>The Superintendent, or designee and board approved architectural firm will engage stakeholders and develop a process in order to prepare a long-range facilities plan.</p>	<p>With assistance of the approved districts architecture firm, the district will create a written plan that will address the needs of the district from 2023– 2033.</p>	<p>A written report will be finalized by the Superintendent and subsequently presented to the school board.</p>	<p>This report can be completed by accessing information that is available internally and externally, and by consulting with existing personnel. External consultants may be utilized.</p>	<p>This information will help the school district with fiscal and facilities planning. This plan will enable the Superintendent and the school board to create a long-range facilities plan. Stakeholder Input indicated a strong desire to understand the future facility plans of the school district. In addition, this goal addresses <b>M.S.I.P. 6, L.3.E.L.4. B.</b></p>	<p><b>2023</b> The Superintendent will present a Draft long-range facilities plan to the school board.</p> <p><b>December 2023</b> The school board will adopt a long-range facilities plan.</p> <p><b>2023–2033</b> Implementation of the 10-year plan</p>

# CSIP Goal 3

- **Funding Sources:**

- Regular operating budget planning, possible capital projects fund

- **Success Indicators:**

- secure architectural consultants
- develop 10-year long range plan

- **Other Action Steps:**

- School Board approval of RFP process for architectural services
- Selection of architectural consultant
- School board approves long range facility plan
- Communication to all district stakeholders

# MSIP Standard: Leadership – Operations & Resource Management

## CSIP Objective 4: *Proactively budget for major capital expenditures & develop a minimum fund balance policy*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p>The Superintendent will direct an evaluation of all major capital equipment and facilities currently in place, and major equipment and facilities needed, in order to budget for future expenditures.</p>	<p>The Superintendent will direct administrative staff to create a detailed plan to address projected needs and a timeline and financial method for addressing the identified needs. A written report will be prepared that outlines all major capital equipment and facilities, the life expectancy of the equipment and facilities, and a time and cost estimate to replace and maintain the equipment and facilities.</p>	<p>A written report will be prepared and presented to the superintendent and subsequently to the school board.</p>	<p>The administration and maintenance staff of the District, with outside consultants, can prepare this plan. If a vendor is utilized to help gather the information, there may be a budgetary impact.</p>	<p>This plan will significantly aid the District in anticipating major expenditures. Capital expenditures can become a significant drain on the budget, especially when they are not budgeted in advance. This report will become a part of the budgeting process. This goal address <b>M.S.I.P. 6, L.4. B and is a Best Practice.</b></p>	<p><b>December 2023</b> A written report will be presented to the school board.</p>

# CSIP Goal 4

- **Funding Sources:**

- Regular budget

- **Success Indicators:**

- Board passes policy based on minimum fund balance recommendation (3 months?)
- Cross referenced to 10-year long range facilities plan for capital expenditures (other than buses)

- **Other Action Steps:**

- Facilities analysis – through long range plan
- Maintenance planning – short term
- Bus fleet analysis – ongoing
- Technology plan
- Safety plan

# MSIP Standard: Leadership – Professional Learning

## CSIP Goal 5: *Develop a Professional Development Plan for the Leadership Team*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p>The Superintendent or designee will design a process to create a Professional Development Plan for the Leadership Team of the district.</p>	<p>The Superintendent or designee, will work with the administrators of the district to develop a Professional Development Plan for the leadership team that is aligned to the CSIP.</p>	<p>The Superintendent will develop a that will be presented for approval by the school board.</p>	<p>The Superintendent with the assistance of the administrators of the district, and potentially outside consultants can develop this plan for Professional Development.</p>	<p>The Leadership Team of a district is crucial in the success of the district. A Leadership Team should possess extensive experience and a honed skill set. <b>This goal aligns with MSIP 6 L9 and TL8.</b></p>	<p><b>May 2023</b> The Superintendent will share this plan with the school board.</p> <p><b>August 2023–June 2024</b> The plan will be fully implemented.</p>

# CSIP Goal 5

- **Funding Sources:**
  - Regular PD Budget
- **Success Indicators:**
  - After initial plan is presented in February & June of 2024. Updates will be shared from leadership team per the PD and CSIP process.
- **Other Action Steps:**
  - Communication from principals with faculty/staff,
  - Communication from Superintendent with leadership team school board and faculty/staff



# MSIP Standard: Leadership – Personnel

## CSIP Goal 6: *Recruit, retain and reward highly qualified personnel.*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
The Superintendent or designee will gather exit data for all departing employees in order to identify and mitigate factors that may improve employee recruitment and retention.	The Superintendent or designee and members of the leadership team, will research and design an exit process to systematically capture pertinent data in order to improve employee retention.	Data will be collected and analyzed, and an exit process established and presented in a written format to the Superintendent. The Superintendent will subsequently share this information with the school board.	District personnel and team members can research exiting processes, which can be used to design a system for the school district.. Unless a tool is purchased/created to gather this information, there will not be a budgetary impact.	A concern related to employee turnover was reported among stakeholders. Understanding the variables that contribute to employee departures will allow the District to address controllable factors to improve employee recruitment and retention. This goals addresses <b>M.S.I.P.6 L9.</b>	<p><b>2023</b> The research and the creation of an exit process will be created and presented to the Superintendent.</p> <p><b>March 2023</b> The Superintendent will present the information to the school board.</p> <p><b>2023–2026 School Year</b> Implement the process, present the data analysis and findings on a regular basis.</p>

# CSIP Goal 6

- **Funding Sources:**

- Regular

- **Success Indicators:**

- Exit data and staff turnover data shared with the school board
- Forecast retirement impact for projected staffing needs

- **Other Action Steps:**

- Establish staff compensation ranking group and goal within the ranking
- Determine budget needed to support goal

# MSIP Standard: Effective Teaching and Learning – High Quality Career Education

*CSIP Goal 7: Expand opportunities in career exploration for students at all grade levels.*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p>The Superintendent or designee, will lead the implementation of curriculum offerings and experiences that align with High Quality Career Education Standards.</p>	<p>The Superintendent or designee, will lead the implementation of providing access to career centered experiences. The district will implement broad based elementary and middle level career awareness and exploration programs.</p>	<p>A written plan will be developed, communicated, and implemented district-wide.</p>	<p>The Superintendent or designee has knowledge and access to a range of resources to study and implement framework. Consultants may be needed for training or technical assistance.</p>	<p>This was an area of focus in Stakeholder Input and addresses <b>M.S.I.P. 6, TL3 B and C.</b></p>	<p><b>Winter 2023</b> If a designee is utilized, the Superintendent will be updated regarding this work.</p> <p><b>Summer 2023</b> The Superintendent will update the school board.</p> <p><b>2023–2026</b> The implementation and evaluation of the results of MTSS will continue.</p>

# CSIP Goal 7

- **Funding Sources:**
  - Part of building budgets
  - Explore funding from grants or programs
  - RPDC free programming
- **Success Indicators:**
  - Student surveys
  - Success Ready Students measurement
  - Graduate Follow-up data
- **Other Action Steps:**

# MSIP Standard: Effective Teaching and Learning

**CSIP Goal 8:** *Student performance on State, local & national assessments will continue to improve.*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
<p><b>Student Performance on State, Local &amp; National assessments will continue to improve on multiple measures of academic success including MAP, EOC and Literacy.</b></p>	<p>The MAP performance index will meet the performance guidelines as established by the board approved assessment plan.</p> <p>The district will develop a Literacy Plan and provide LETRS training for all K-2 teachers in addition to a teacher in grades 3-5.</p> <p>ACT scores will continue to improve by meeting or exceeding the national average.</p>	<p>As per the Kingston School District-wide Instructional Effectiveness policy the percentage of graduates scoring proficient in ELA and Math will meet or exceed State requirements for adequate yearly progress.</p> <p>The District will increase the number of students who are reading at grade level by 5%.</p> <p>ACT scores will continue to improve by meeting or exceeding the national average by 1% Annually</p>	<p>Under the direction of the Superintendent the creation of this plan is attainable.</p>	<p>Student achievement remains an area of focus for the school district. This is a goal of the district and is contained in <b>M.S.I.P. 6 TL 1.</b></p> <p>Literacy Planning is a DESE initiative and central to increasing student achievement</p>	<p><b>Fall 2022</b> APR – School Board report</p> <p><b>Fall 2023</b> APR – School Board report</p> <p><b>Fall 2024</b> APR with Continuous Growth</p>

# CSIP Goal 8

- **Funding Sources:**

- Regular Budget

- **Success Indicators:**

- Local, State and National Assessments – As referenced in board approved assessment plan.

- Program Objectives:**

- \* The MAP Performance Index will meet the state performance guidelines that will be established throughout the district.
- \* The percent of graduates scoring at or above the national average on the ACT will increase by 1% annually.
- \* The percent of the district's and building students scoring proficient in Communication Arts and in Mathematics will meet or exceed the performance requirements for adequate yearly progress. All required subgroups will meet this performance expectation as well.

- **Other Action Steps:**

- Annual review and update the assessment plan as provided by the district CSIP
- Continue to pursue K-3 LETRS Training and include all teachers in fourth and fifth grade over the next two year.

# MSIP Standard: Alignment of Standards, Curriculum & Assessment

## CSIP Goal 9: *Align curriculum & assessment to the priority standards within the Missouri Learning Standards*

SMART Goal	Specific	Measurable	Attainable	Relevant	Time-Bound
Through the District Continuous Improvement (DCI) process, the district will continue to review and update the vertical alignment of curriculum and assessments in Math, ELA, Science & Social Studies	<p>The Superintendent and/or designee(s) including the District Leadership Team will actively participate and support the vertical alignment of curriculum and assessment of Math, ELA, Science &amp; Social Studies</p> <p>This goal is for the review of the plan currently in place.</p>	The written implementation plan will be regularly reviewed, updated, communicated, and implemented District-wide per DCI processes.	The Superintendent and/or designee(s) with the district leadership team will support the work through the professional development plan.	DCI protocols and MSIP6 AS1 & 2 and Board Policy IL require an assessment plan be developed and implemented as a result of broad-based involvement of staff.	<p>2023–2024 –Vertical alignment in Math and Social Studies</p> <p>2024–2025– Vertical alignment in Science and ELA</p>

# CSIP Goal 9

- **Funding Sources:**

- Regular budget

- **Success Indicators:**

- Success measured through DCI process beginning in 2024.

- **Other Action Steps:**

- Updates to curriculum alignment plan provided through DCI process and presented to the school board



# Next Steps

- Pre-planning Guide
- Response to Standards
- Understanding the Scoring Guide

## Questions / Comments

The District is encouraged to continually update this plan. No additional review or scoring will be conducted after the December submittal.

# Kingston K-14 Public Schools

## CSIP Plan

December 2022