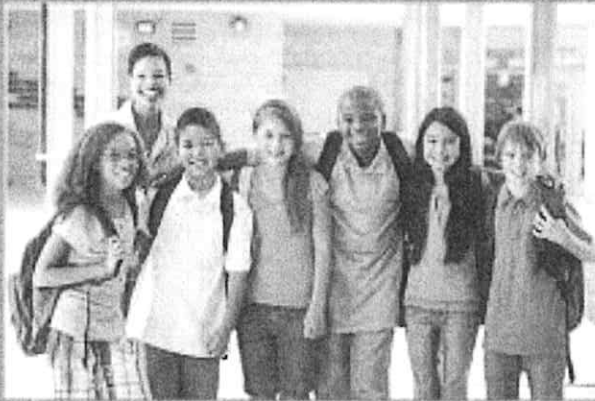




FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org



TOP-2



## Turnaround Option Plan—Step 2(TOP-2) Reassignment/Closure (RC)

DUVAL  
Lake Forest Elementary School

*Due: October 1 for Cycle 1 or January 31 for Cycle 2-4*

Form Number TOP-2, RC, incorporated in Rule 6A-1.099811, F.A.C., effective August 2018

## Turnaround Option Plan—Step 2 (TOP-2) Reassignment/Closure

### Purpose

The purpose of this document is to guide districts to develop a plan for implementation of the turnaround option Reassignment/Closure (RC). The district shall provide the Department with this plan for approval by the State Board of Education (SBE).

### Directions

Districts shall complete this Step 2 form for each school for which the district is selecting RC. This completed form must be signed by the superintendent or authorized representative and emailed to [BSI@fldoe.org](mailto:BSI@fldoe.org) no later than October 1 if this is Cycle 1 or January 31 if Cycle 2-4. The subject line of the email must include district name, school name and TOP-2(RC).

### School

In the box below, identify the name and MSID number of the school that will be supported through RC.

School Name/ MSID Number
Lake Forest Elementary School/ MSID #160741

### RC Assurances

The district must agree to ALL of the following assurances by checking the boxes below.

#### Assurance 1: Close and Reassign Students

- The district shall close the school and reassign students to higher-performing schools with a “C” or higher in the district. *A new school does not qualify since it does not have a record of performance.*
- The district shall ensure that students are not assigned to instructional personnel rated as Unsatisfactory or Needs Improvement based on both the three-year aggregated state Value-added Model (VAM) rating, if applicable, and the district evaluation system.

#### Description of how the district will address Assurance 1: Close and Reassign Students

After conducting an extensive needs assessment for Lake Forest Elementary school which included a review of the school’s historical academic performance data, student attendance and Early Warning Indicators, along with the school’s facilities 5-year utilization index, families were formally noticed of the district’s proposed plan to close Lake Forest Elementary as a K-5 Elementary school, at end of the 2018 – 2019 school year, during a series of Facilities Scenario Planning Community meetings. The Facilities Scenario Planning meetings were conducted in March and April, and proposed plans to close Lake Forest and merge the school’s current attendance zone into Northshore Elementary were further discussed during the District’s most recent Community Assessment Team Meeting held on May 20, 2019 at Northwestern Middle School.

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To further ensure compliance in this area, district and school-based staff will communicate with parents through written correspondence as well as additional follow up face-to-face meetings. Parents will be notified of their child’s reassignment and enrollment into a higher performing school (“C” or higher) in the district with transportation provided. We will continue all communication efforts to inform and engage with the school’s community of stakeholders. Representatives from the district’s School Choice Office will be available at every in-person meeting to provide individual counseling to parents and explore options available at other high performing schools in the district. Parents/Guardians who chose another high performing option for their child will have the opportunity to enroll their child into schools with available seats during the scheduled meeting. Staff from the Office of Innovation and School Improvement along with School Choice staff will be available by phone and in person to support parent/guardians who were unable to attend a meeting to make an informed choice for their child.

Upon release of state VAM data, staff from the district’s Accountability and Assessment team will coordinate with Human Resources staff to ensure schools are notified of each student reassigned based on the school closure option and the eligible teachers, at their assigned school, that students may be assigned to. To further ensure that students are not assigned to instructional personnel rated as Unsatisfactory or Needs Improvement based on both the three-year aggregated state Value-added Model (VAM) rating, students will receive a unique code in the district’s enrollment system that will alert the registrar at each school to assign students who transfer throughout the school year to eligible teachers only. The region superintendents for receiving schools will be tasked with monitoring this requirement for compliance, and the district’s assigned differentiated accountability contact will submit all necessary reporting data to FLDOE’s Bureau of School Improvement Liaison.

### **Assurance 2: Monitoring Reassigned Students**

- The district shall monitor the reassigned students and report their progress to the department for three years on a quarterly basis. Reports shall include attendance, grades and progress monitoring data aligned to Florida’s Standards, record of instructional personnel assignment and three-year aggregated state VAM rating. The district shall provide quarterly reports to the Regional Executive Director (RED).

### **Description of how the district will address Assurance 2: Monitoring Reassigned Students**

To date, all of the students who previously attended Lake Forest Elementary School during the 2018-2019 school year have been notified of the District’s proposed plan to close the school and reassign all attending students to North Shore Elementary School, a higher performing elementary school. Once board approved, all identified students’ who formerly attended Lake Forest Elementary School during the 2018-2019 school year, will be monitored quarterly for academic progress. This monitoring will be in effective for three school years, beginning in 2019-2020 school year utilizing Performance Matters, the district’s data management system.

As all district students receive baseline and midyear reading and mathematics diagnostic assessments, the district will collect and use these data along with several other district progress monitoring tools to include i-Ready, Achieve 3000, Corrective Reading, and ACALETICS assessments, to develop individual student academic support plans. Furthermore, district staff in conjunction with school based staff will quarterly

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monitor all identified students' academic progress in reading, mathematics, and science standards mastery through the district created benchmark assessments. As all of the district's schools are also required to implement a multi-tiered system of support to provide targeted remediation and/or enrichment support for identified students, this data will be used to further identify necessary supports for the former Lake Forest students at their new school sites.

The Office of Innovation and School Improvements, Region Superintendent, Executive Directors, and the school's Academic Leadership team will meet quarterly to review the data and align resources and supports identified during the data dive to ensure students identified receive appropriate differentiated support. This process will be repeated for three years using a variety of data and student work samples. To support the data reviews Duval uses Unify, Performance Matters' flagship program, to create district and teacher created assessments, track progress monitoring data, and analyze both state and district summative assessment data to drive instruction and create plans of support. Regional Leadership, School Administrators, Content Area Specialists, along with school based instructional staff have all received training in how to collect, analyze, and publish reports using Unify and its customized reporting tools. Student data will be collected within Unify and disaggregated by district, school, teacher, and student. Additionally, the district is creating an enhanced report that will collect and review data from all students who were previously within the attendance zone boundaries of Lake Forest as they progress through their new assigned school starting at the beginning of 2019 -2020 school year.

Furthermore, a comprehensive roster of all students enrolled was created to track and monitor all parent/guardian communication of each child's school assignment, opportunity scholarship and choice options, as well as selections to attend high performing alternative school sites of choice. An internal notification system is also in place to alert staff in the district's choice office of changes to student enrollment by parental request or address. If a school assignment request is received from a student, who is being monitored for continued success, to attend a school that is not identified as being higher performing, having an earned grade of "C" or higher, parental notification and signed consent must be secured prior to the enrollment placement being approved.

### **Assurance 3: Reassignment of Instructional Personnel and Administrators**

- The district shall ensure that instructional personnel rated as Unsatisfactory or Needs Improvement based on the three-year aggregated state VAM rating are not reassigned to other Differentiated Accountability (DA) schools within the district.
  
- The district shall ensure that administrators from a school closed through selection of this turnaround option are not reassigned to other DA schools within the district.



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**Description of how the district will address Assurance 3: Reassignment of Unsatisfactory Instructional Personnel and Administrators.**

As a result of the district’s decision to close Lake Forest Elementary and re-boundary the area attendance zone, to ensure that both the school’s administration and instructional staff rated as Unsatisfactory or Needs Improvement, formerly assigned to Lake Forest will not be reassigned to any other Differentiated Accountability (DA) school within the district for the upcoming school year, district human resource staff have begun a transitional staffing process to appropriately reassign the school’s faculty. Additionally, as the Superintendent has the full authority and discretion in the selection, hiring, and placement of all administrative leadership, a process was initiated, under the guidance of the Chief of Schools, to identify potential vacancies that are aligned with impacted staff’s qualifications and in reassignment to a non-DA school environment.

The district’s Assistant Superintendent of Human Resources, in collaboration with the Chief of Schools and regional leadership teams work closely with the district’s DA designated school in the identification, referral and selection of candidates for identified vacancies. To further ensure that no unsatisfactory instructional personnel are reassigned to any DA school, we have put into place a multi-tiered candidate pool process specific to administrators or instructional personnel being assigned to DA schools. All possible candidates must meet the necessary areas of assurances, to include the 3-year aggregate VAM requirements in accordance with section 1012.34, F.S. and receive clearance to screen from human resources, an intent to hire from the school’s principals, along and a final clearance from Human Resources/Staffing prior to official placement on a DA school’s staffing roster.

**Acknowledgement**

Check the box that applies to the district selection of RC.

- For Cycle 1, the district acknowledges that the plan is due to the Department by October 1.
- For Cycle 2-4, the district acknowledges that the plan is due to the Department by January 31.

<b>Name and title of person responsible for completing and submission of the TOP-2</b>
Jacqueline Kelley, Executive Director
<b>Contact information: email, phone number</b>
<a href="mailto:kelleyj@duvalschools.org">kelleyj@duvalschools.org</a> ; (904) 438-7761 (Office#)
<b>Date submitted to the Bureau of School Improvement</b>
June 17, 2019
<b>Superintendent Signature (or authorized representative)</b>
