

PDSA	Local Person on Point	Progress on PDSA (STUDY of the PDSA)	Next Steps (ACT of PDSA)
Communication	Jim Hamm Jennifer Chaplin	<ul style="list-style-type: none"> <li>Monthly Communications Team meetings have been established to address internal &amp; external communication needs, including the following members:               <ul style="list-style-type: none"> <li>PR Coordinator, DAC, SP ED Director, Elementary Principal, MS/HS Principal, Curriculum Specialist, &amp; KDE Recovery Member/State Manager</li> </ul> </li> <li>Agendas have been communicated to all team members prior to meetings and minutes emailed post meetings</li> <li>MISD Communication Plan has been reviewed by communication team</li> <li>Public Relations Officer has continued to coordinate with the media concerning student/school successes as well as merger information, including:               <ul style="list-style-type: none"> <li>The Wayne County Outlook newspaper</li> <li>WKYM/WMKZ radio stations</li> <li>District Web Page</li> <li>Parent Communications (monthly calendars, Power Points, School Facebook &amp; Twitter accounts)</li> </ul> </li> <li>Monday Message emails have been sent out on a weekly basis from High School Principal to ensure clear communication and weekly instructional focus is provided for all staff</li> <li>Principal has communicated student achievement/successes and progress to the Advisory council on a monthly basis</li> <li>PLC leads have communicated all PLC minutes/agendas to Principal and those have been shared with Leadership to ensure transparency of goals and targets</li> </ul>	<ul style="list-style-type: none"> <li>Public Relations will merge with Wayne County as of June 1, 2013.</li> <li>Facebook and Twitter accounts will be deactivated as of May 20, 2013.</li> <li>District Web page will be disabled as of June 30, 2013.</li> <li>District staff Email accounts will be disabled as of December 2013.</li> <li>Monday Message emails will cease beginning May 13, 2013 – the last Monday of School</li> <li>Merged staff shall elect new members for SBDM at their respective schools- communication process for student achievement to be determined per school</li> <li>PLC minutes and agendas for year-end work will be communicated to all stakeholders (including Wayne County Schools)</li> <li>New PLC process to be outlined throughout the merging of Monticello Independent and Wayne County Schools</li> </ul>

Transition	Jim Hamm Gail Binder	<ul style="list-style-type: none"> <li>• District-wide merger task list has been developed upon consultation with all administrators and project managers with target completion dates in order to ease the transition process</li> <li>• Weekly review of merger task list is ongoing to verify completion in a timely manner</li> <li>• Transitioning of personnel has been addressed within the merger agreement</li> <li>• As defined in the merger task list, meetings have occurred between MIS and Wayne County Schools Special Education Directors to share student demographics and develop a staffing plan that address Individualized Education Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Review and updating of merger task list will continue through June 30, 2013 to verify completion</li> <li>• MIS and Wayne County Schools will continue to collaborate to make all records available and expedite the employment contract process</li> <li>• Regular meeting with MIS staff members will continue to address questions and prepare for merger</li> <li>• Meetings with MIS and Wayne County Special Education Directors will continue and a staffing plan will be completed in a timely manner</li> <li>• Student Special Education records will be transferred to Wayne County Schools, who will be responsible for completing all ARC's prior to the beginning of the 2013-2014 school year (per merger agreement)</li> </ul>
Food Service	Jim Hamm Debbie Swope Gail Binder	<ul style="list-style-type: none"> <li>• Deficit has been addressed</li> <li>• No Charge Policy has been adopted and implemented</li> <li>• Multiple attempts have been made to collect on delinquent accounts</li> <li>• Meal planning has been focused around use of commodities</li> <li>• Grab/Go breakfast has been implemented</li> <li>• MIS Food Service Director has filed a report to request and obtain CEO Status</li> </ul>	<ul style="list-style-type: none"> <li>• Provision has been made for stored commodities to be transferred to Wayne County</li> <li>• Regular meetings between MIS and Wayne County Food Service Directors are continuing to insure a smooth transition</li> <li>• Meal planning will continue to be designed with the objective of a "zero food inventory" at year end</li> <li>• All student accounts will continue to be monitored to obtain a zero year-end balance</li> <li>• MIS and Wayne County Food Service Directors are coordinating the transferring of data within Lunchbox and Heartland</li> <li>• MIS and Wayne County Food Service Directors are coordinating the transferring of information for the Free/Reduced Lunch applications and CEO Status</li> </ul>

SBDM	Roger Keith	<ul style="list-style-type: none"> <li>• Effective council influence on student achievement training was conducted by Laura Cape</li> <li>• Advisory Council meetings utilized to provide “hands-on” instruction to parent members utilizing the mentor system</li> <li>• An action plan was created January 2013. The plan included initial steps to guide the council toward proficiency</li> <li>• Principal’s emphasis during agenda planning and conducting advisory council meetings has increased student achievement.</li> <li>• KASC documents concerning roles and responsibilities of councils were distributed and discussed with council members</li> <li>• The principal recommended two parents for membership on the council; confirmation from the office of the commissioner was received in February 2013</li> <li>• CCR data was distributed and analyzed using data analysis questions.</li> <li>• The principal provided examples of the use of data questions from the school’s quarterly report.</li> <li>• Examples of by-laws were distributed and discussed</li> <li>• Agendas and minutes are posted on the school’s website</li> </ul>	<ul style="list-style-type: none"> <li>• Continue with Monthly Advisory Council meetings through June 30, 2013 (per merger), with continued focus on transitioning, updates, and student achievement</li> </ul>
Governance	Jim Hamm Gail Binder	<ul style="list-style-type: none"> <li>• MIS has hired a board attorney and is being consulted on an ongoing basis</li> <li>• MIS Board member training is occurring</li> <li>• MIS Board policies are being amended, updated and added as needed</li> <li>• Appropriate personnel actions related to the merger are being carried out in a timely</li> </ul>	<ul style="list-style-type: none"> <li>• MIS Board Attorney will continue to be consulted as needed</li> <li>• MIS Board Attorney will be preparing deeds to transfer real property to Wayne County Schools</li> <li>• MIS will hire Bond Counsel to prepare resolutions to authorize property transactions</li> </ul>

		<p>manner</p> <ul style="list-style-type: none"> <li>• MIS Board has adopted salary, extended day and supplemental duty schedules for the current (2012-2013) year</li> <li>• MIS Board agenda format has been revised to reflect State Management status and to more accurately reflect action to be taken</li> <li>• Board agendas contain staff/student celebrations and recognitions monthly</li> </ul>	<ul style="list-style-type: none"> <li>• MIS Board member training shall be ongoing with an emphasis on finance and budget</li> <li>• MIS Board meetings will continue to recognize staff/student success</li> <li>• MIS personnel actions shall be completed by April 30, 2013</li> </ul>
Co-teaching	Sheila Tucker	<ul style="list-style-type: none"> <li>• Co-Teaching walkthroughs have occurred in first grade Math classroom, in collaboration with SEC Math Consultants</li> <li>• Walkthroughs occurred using TeachScape instrument to provide necessary feedback for collaboration and differentiated instruction</li> <li>• Communication plan between SEC Consultants and first grade classroom teacher and special education collaborator</li> <li>• After SEC observations, feedback, recommendations for improvement and next steps were given to improve co-teaching in first grade math classroom</li> <li>• Mini-Professional Development sessions occurred after observation sessions by SEC Consultants</li> <li>• SEC Consultants provided observational feedback to building administration and DOSE</li> <li>• Weekly PLC/Planning session occurred between classroom teacher and special education collaborator in order to “sync up” and plan instruction</li> </ul>	<ul style="list-style-type: none"> <li>• It is recommended classroom and special education teachers will carry forward Co-Teaching strategies to their new work assignments</li> <li>• SEC Consultant support can be requested by Wayne County Schools to follow through on Co-Teaching professional development initiatives</li> </ul>
Curriculum Maps	Johnny Chaplin Angela Ballinger	<ul style="list-style-type: none"> <li>• A walkthrough schedule was created to allow for ER Staff and building administration to</li> </ul>	<ul style="list-style-type: none"> <li>• Process will continue until May 17, 2013 (last day of school)</li> </ul>

		<p>observe classroom instruction and look for evidence of curriculum taught</p> <ul style="list-style-type: none"> <li>• Created a monitoring system of curriculum taught in classrooms, K-12</li> <li>• CIA supervisor linked curriculum tracking to walkthrough documents K-12, monitored by ER Staff and building administration</li> <li>• All ELA and Math classes K-12 have current curriculum tracking documents including KCAS and/or Quality Core Standards</li> <li>• All ELA and Math teachers follow current curriculum maps K-12</li> <li>• Curriculum Map progression is monitored by lesson plan submission and through calibrated walkthroughs</li> </ul>	<ul style="list-style-type: none"> <li>• Monticello Curriculum Documents will be shared with the Wayne County district and building administration</li> <li>• ELA and Math teachers transferring to the Wayne County Schools will use the WCS processes and procedures for tracking and documenting standards taught and assessed (per merger agreement)</li> </ul>
Finance- Budget	Jim Hamm Bill Boyd	<ul style="list-style-type: none"> <li>• A statutory directive to develop a balanced Working Budget for 2012-2013 determined that additional cash was required in order to complete the current fiscal year</li> <li>• KDE facilitated an operating loan in order to keep the district open until June 30</li> </ul>	<ul style="list-style-type: none"> <li>• Merger with Wayne County will address the ongoing operating deficit</li> <li>• The Merger Agreement addresses forgiveness of the MIS loan upon merger with Wayne County</li> </ul>
Finance- Cash Mgt.	Jim Hamm Bill Boyd	<ul style="list-style-type: none"> <li>• The checkbook has been reconciled as completely as possible, given current information</li> <li>• Monthly cash management reports are being developed, distributed to the board and press, and explained to users</li> <li>• Tax withholding deposits are being made on a timely basis, to avoid any penalties and interest</li> <li>• Monthly project budget reports are prepared, distributed and explained to board members</li> <li>• Federal cash requests are being prepared and submitted timely to expedite cash flow</li> </ul>	<ul style="list-style-type: none"> <li>• Bank reconciliations will continue until completion of the merger</li> <li>• The school activity account will be closed as of June 30, with all remaining funds transferred to Wayne County</li> <li>• The board account will be closed after clearing all outstanding checks and deposits in transit, with any remaining balance transferred to Wayne County</li> <li>• Full accounting for all grants will be completed and reported prior to transfer of records to Wayne County</li> </ul>

Finance- Payables	Jim Hamm Bill Boyd	<ul style="list-style-type: none"> <li>• Board approval is requested and obtained prior to issuance of checks, with the exception of items that constitute an interruption of services</li> <li>• Ongoing spending/hiring freeze has reduced cash outgo and has prioritized spending requests</li> <li>• Use of requisitions has established proper approval processes</li> <li>• Travel requests have been vetted to insure expenses are kept to a minimum</li> </ul>	<ul style="list-style-type: none"> <li>• MIS Board will be encouraged to carefully review Orders of Treasurer prior to approval</li> <li>• MIS board packets will continue to be provided in an adequate time for review and include listing of all bills to be paid</li> <li>• All requests for expenditures will continue to require advance approval from the Interim Finance Officer</li> <li>• Advance approval will take into consideration status of the budget</li> </ul>
Finance- Payroll	Jim Hamm Bill Boyd	<ul style="list-style-type: none"> <li>• Payroll is reflective of adopted salary schedules and pay dates</li> <li>• All withholdings are reconciled at the conclusion of the payroll process and remittances are submitted in a timely manner</li> <li>• Cash loan, as a result of State Management, has assisted in meeting payroll requirements</li> <li>• Verification of experience and tenure has been completed</li> <li>• Employment letters related to non-renewal, reduction, and demotion are being delivered to all affected employees</li> <li>• Cash flow is being carefully reviewed to insure adequate funds for double June payrolls</li> <li>• Completion of all responsibilities and extended days are being verified and transmitted to Wayne County Schools</li> </ul>	<ul style="list-style-type: none"> <li>• All payrolls for the 2012-2013 year will be completed in a timely manner</li> <li>• All payroll withholdings will be reconciled and remitted in a timely manner</li> <li>• Wayne County Schools will issue contracts based on information obtained through MIS experience and tenure verification by April 30, 2013</li> <li>• Verification of all responsibilities and extended days will be completed prior to the completion of the June 30 payroll</li> <li>• Accumulated leave days will be reconciled and transferred to Wayne County Schools, who will become the custodian of those records</li> <li>• All employees requesting retirement to the state system will be paid for their accumulated leave days in accordance with the adopted policies</li> </ul>
Finance-Reporting	Jim Hamm Bill Boyd	<ul style="list-style-type: none"> <li>• Fixed assets are being collected and inventoried</li> <li>• Personnel records are being reviewed for accuracy</li> <li>• Health records previously located in personnel files are being separated in accordance with</li> </ul>	<ul style="list-style-type: none"> <li>• Full accounting for fixed assets will be transferred to Wayne County Schools</li> <li>• Transfer of titles and maintenance records of all MIS vehicles to Wayne County Schools</li> <li>• Personnel records will be transferred to Wayne County Schools</li> </ul>

		<p>HIPPA regulations</p> <ul style="list-style-type: none"> <li>• Student records are being updated Historical records are being located</li> <li>• Complete documentation of maintenance records and status of components has been prepared and released to Wayne County Schools</li> <li>• Vehicle maintenance (including vehicle titles) are being updated</li> <li>• All finance and budget records are being purged in accordance with Department of Libraries and Archives Records Retention Schedule</li> <li>• Office of KIDS has assigned a project manager to manage all technology related processes</li> <li>• District-wide merger task list has been developed upon consultation with all administrators and project managers with target completion dates</li> <li>• Weekly review of merger task list is ongoing to verify completion in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Health records will be transferred to Wayne County Schools</li> <li>• Student records will be transferred to Wayne County Schools</li> <li>• Historical records will be transferred to Wayne County Schools and the Wayne County Historical Society; every effort will be made to preserve MIS history as dictated in the merger agreement</li> <li>• All finance and budget records will be transferred to Wayne County Schools</li> <li>• A shred-truck will be utilized at the end of June to destroy all purged documents</li> <li>• All 4<sup>th</sup> Quarter/Final Reports will be completed in a timely manner, with any remaining allocations being transferred to Wayne County Schools</li> <li>• Project Manager will assist the State Technology Committee in transitioning all technology related functions (MUNIS, Infinite Campus, etc.)</li> <li>• Review and updating of merger task list will continue through June 30, 2013 to verify completion</li> </ul>
Formative/Summative Assessments	Johnny Chaplin	<ul style="list-style-type: none"> <li>• Developed a plan of action to monitor formative assessments</li> <li>• PLC's were created K-12 to begin discussing Formative and Summative assessment data</li> <li>• PLC's were led by a content area teachers and assisted by ER Staff member to insure norms and procedures were carried out</li> <li>• Professional Development on Formative Assessment strategies was provided to all 6-12 teachers</li> <li>• High School Math Teachers identified 8 FA methods, set benchmark, monitored student data through Formative Assessment trackers,</li> </ul>	<ul style="list-style-type: none"> <li>• It is recommended that all ELA and Math teachers will carry forward Formative Assessment strategies to their new work assignments</li> <li>• It is recommended that all ELA and Math teachers will continue to analyze Formative Assessments as best practice in their new teaching assignments</li> </ul>

		<p>analyzed results to adjust instruction</p> <ul style="list-style-type: none"> <li>• High School Math Teachers continue to use Formative Assessment Tracking sheet created by ER Staff to assist with analyzing FA and looping content for greater standards retention</li> <li>• ELA Teachers focused on 3 FA Methods and monitored through guided planning and PLC discussions and assessment results</li> <li>• Elementary utilized walkthroughs to insure FA are be used in classrooms</li> <li>• PLC minutes K-12 reflected use of FA in all ELA and Math classrooms</li> <li>• Formative Assessments are happening daily in all Math classrooms and 2-3 times per week in all ELA classrooms</li> <li>• Summative Assessments are given in all ELA classrooms upon unit completion; and when Dynamic Teaching Model schedule dictates in all Math classrooms</li> <li>• MAP data is used formatively and summatively in the decision making process</li> <li>• PLC's are used to analyze Formative and Summative Assessment data twice a month</li> <li>• Data Analysis has occurred in ELA and Math district</li> <li>• Lesson Planning has been modeled and monitored for High School ELA and Math</li> <li>• ER Staff support has been given in effective grouping, formative assessments and data analysis in Reading/Writing for Intermediate grades</li> </ul>	
Individual Education Plans	Sheila Tucker	<ul style="list-style-type: none"> <li>• DOSE requested IEP Record Review in December 2012</li> <li>• SEC Director conducted an Eligibility Review in December 2012</li> <li>• DOPSE and Special Education Staff reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• MIS special education teachers will continue to collaborate through the communication system, with SEC Consultants through May 17, 2013</li> <li>• IEP revisions will continue to occur through</li> </ul>



		<p>SEC IEP Record Review Audit and Eligibility Review findings in January 2013</p> <ul style="list-style-type: none"><li>• SEC assisted MIS DOSE with creating an Action Plan for IEP Revision implementation</li><li>• Professional Development was provided by SEC Consultants on correct writing of IEP's and using the IEP Guidance Document; all special education staff received training</li><li>• Professional Development was differentiated for some special education teachers to expand their skills in IEP writing/lesson plan development</li><li>• SEC and MIS DOSE created a two way communication system that allowed for SEC Consults to monitor and provide feedback to MIS special education teachers as IEP's were revised</li><li>• Communication system included: on line contact log, email correspondence, phone conferences and face to face meetings</li><li>• A system for progress monitoring documentation was created to insure that progress monitoring of IEP Goals/Objectives occurred weekly</li><li>• Monthly Professional Development occurred in the following areas to support IEP Revisions: progressions documents, progress monitoring and how to conduct an ARC meeting</li><li>• All building principals were trained to conduct ARC meetings and are scheduled to chair meetings as needed</li><li>• Record Review Forms are being completed for all MIS special education students</li></ul>	<p>May 17, 2013</p> <ul style="list-style-type: none"><li>• ARC meetings will continue to occur through May 17, 2013</li><li>• Transition ARC meetings will continue under the supervision of Wayne County Schools until the 2013-2014 school year begins</li><li>• It is recommended that all special education teachers will carry forward IEP Development , IEP Goal s/Objectives Progress Monitoring, IEP Lesson Plan Development and other skills learned through Professional Development to their new work assignments</li></ul>
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The completed form should be submitted by May 30, 2013 to [susang.allred@education.ky.gov](mailto:susang.allred@education.ky.gov) after sharing with Monticello Independent School Board.