

MONTICELLO

DISTRICT ACTION PLAN

DATE: DECEMBER 17, 2012

COLOR CODE=**GREEN**=COMPLETED ITEM, **YELLOW**=ONGOING ITEM, **RED**=NOT COMPLETED

WE WILL KNOW WE ARE SUCCESSFUL WHEN:

1. **100% OF MONTICELLO INDEPENDENT SCHOOL BOARD OF EDUCATION MEMBERS ARE NOTIFIED OF DISTRICT FINANCIAL DEFICITS/STATUS**
2. **AN IMMEDIATE FREEZE HAS BEEN PLACED ON ALL SPENDING AND HIRING. ALL SPENDING MUST BE PRE-APPROVED BY GAIL BINDER BEFORE WRITING ANY CHECKS. ALL PRINCIPALS/DIRECTORS NOTIFIED**
3. **GAIL BINDER HAS BEEN HIRED TO ASSIST /CONSULT AND PROVIDE PROFESSIONAL DEVELOPMENT WITH THE DISTRICT FINANCE OFFICER/DISTRICT**
4. **RECOMMENDED ADJUSTMENTS BY AUDITORS ENTERED INTO MUNIS**
5. **BASED UPON FINDINGS OF ASSESSMENT REVIEW THE FINANCIAL IMPROVEMENT TEAM WILL ESTABLISH PRIORITIES TO ADDRESS: 1. CASH FLOW 2. NEEDS FOR PRIOR YEARS CLEANUP : (JUNE 10-FORWARD-BANK RECONCILIATION FY11/12 AND ACTUALS**
6. **DEVELOP A COMPLETE WORKING BUDGET FOR 2012/2013 SCHOOL YEAR THAT ADDRESSES ALL EXPENDITURES. WORKING BUDGET NEEDS TO BE REVISED TO MEET REVENUES AND EXPENDITURES BASED UPON HISTORICAL ACTUALS.**
7. **DEVELOP A PLAN OF ACTION NOW FOR FY13**
8. **DEVELOPMENT OF STAFFING FORMULA FY14**
9. **DEVELOPMENT OF DRAFT BUDGET FY14**
10. **REVIEW SECTION 6 FUNDS AND CONSIDER REVISING TO A RATE OF \$100.00/ADA STUDENT COUNT TO SEPTEMBER 15, 2012**

THE MEASURES/EVIDENCE WE WILL USE ARE:

1. **EMAIL/FACE TO FACE/CALENDAR OF APPOINTMENTS/MEETING SUMMARY**
2. **EMAIL/FACE TO FACE/SUMMARY OF MEETING**
3. **KDE CONTRACT WITH GAIL BINDER, FINANCIAL CONSULTANT**
4. **100% OF RECOMMENDED ADJUSTMENTS ENTERED INTO MUNIS**
5. **GAIL BINDER REPORT OF FINDINGS OF FACTS FROM ASSESSMENT REVIEW PRESENTED TO DISTRICT FINANCIAL IMPROVEMENT TEAM, PRIORITIES IDENTIFIED TO ADDRESS: CASH FLOW AND PRIORITY NEEDS FOR PRIOR YEARS CLEAN UP INCLUDING JUNE 10-FORWARD BANK RECONCILIATION AND HISTORICAL ACTUALS**
6. **COMPLETED WORKING BUDGET FOR 2012/2013 SCHOOL YEAR**
7. **ACTION PLAN CREATED NOW FOR FY14**
8. **STAFFING FORMULA CREATED FOR FY2014**
9. **DRAFT BUDGET CREATED FOR FY2014**
10. **REVIEW/REPORT OF SECTION 6 MONIES, FINDINGS AND RECOMMENDATIONS**

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STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED/ EVIDENCE
1. 100 % OF BOARD MEMBERS SHALL BE NOTIFIED OF THE PENDING URGENCY AND DETAILS OF THE FINANCIAL ISSUES OF MONTICELLO INDEPENDENT SCHOOL DISTRICT	G. ABBOTT, SUPERINTENDENT	NOVEMBER 1, 2012	ONE TO ONE/TELEPHONE/FACE TO FACE/CALENDAR APPOINTMENTS
2. SUPERINTENDENT ABBOTT WILL NOTIFY ALL PRINCIPALS/DIRECTORS THAT EFFECTIVE IMMEDIATELY A FREEZE IS ON ALL HIRING/SPENDING	G. ABBOTT, SUPERINTENDENT	NOVEMBER 1, 2012	EMAIL/FACE TO FACE/SUMMARY
3. GAIL BINDER HAS BEEN HIRED AS AN INDEPENDENT CONSULTANT FOR MONTICELLO INDEPENDENT SCHOOL DISTRICT CONTRACTED BY KDE	KAY KENNEDY, KDE G. ABBOTT, SUPERINTENDENT	NOVEMBER 1, 2012	TELEPHONE/EMAIL CONFERENCE CALL/CONTRACT

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4. AUDIT FINANCIAL ADJUSTMENTS ENTERED INTO MUNIS	JASON D. HANCOCK FINANCE OFFICER	Nov 2, 2012	MUNIS Report
5. BASED UPON FINDINGS OF ASSESSMENT REVIEW, ESTABLISHED PRIORITIES FOR: 1) CASH FLOW, 2) NEEDS ASSESSMENT FOR PRIOR YEARS CLEANUP. ✓ BY NOVEMBER 8, 2012 GAIL BINDER WILL PRESENT AN ASSESSMENT REPORT AND FINDINGS: USING BUT NOT LIMITED TO THE FOLLOWING: A. RECENT BANK RECORDS/STATEMENTS B. DRAFT AUDIT FINDINGS C. ADJUSTMENTS FROM AUDIT D. ACCOUNTS PAYABLE REVIEW	GAIL BINDER, INDEPENDENT CONSULTANT	NOVEMBER 8, 2012	ASSESSMENT RESULTS/FINDINGS REPORT, DISTRICT FINANCIAL IMPROVEMENT TEAM MINUTES
6. 30 MINUTE INTERVAL MEETINGS WILL BE SET UP WITH PRINCIPALS (ELEM, MIDDLE/HIGH), FOOD SERVICE, FACILITIES DIRECTOR, FRYSC, ATHLETIC DIRECTOR, DIRECTOR OF SPECIAL EDUCATION, PRESCHOOL DIRECTOR, TRANSPORTATION DIRECTOR	G. ABBOT, SUPERINTENDENT	NOVEMBER 7, 2012	CALENDAR APPOINTMENTS/G. BINDER INTERVIEW SCHEDULE
7. DEVELOP PROCESS FOR FOOD SERVICE DAILY DEPOSITS AND ACCOUNT CODE BREAKDOWNS DELIVERED TO FINANCE OFFICE	G. ABBOTT, SUPT.	NOVEMBER 8, 2012 (COB)	MEETING DOCUMENTS, MINUTES
8. DETERMINE STATUS OF PAYMENTS FOR EMPLOYEE DEDUCTIONS	JASON HANCOCK	NOVEMBER 8, 2012 (COB)	INVOICES MARKED PAID

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9. DAILY POSTING OF CASH RECEIPTS	JASON HANCOCK	NOVEMBER 14, 2012	PRINT SCREEN IN MUNIS & HIGHLIGHT
10. HOLD A SERIES OF MEETINGS WITH STAKEHOLDERS TO REPORT THE SERIOUSNESS OF THE FINANCIAL SITUATION (SCHOOL BOARD, ADMINISTRATION AND DEPARTMENT HEADS)	G. ABBOTT, SUPT.	NOVEMBER 14, 2012	AGENDAS, MEETING MINUTES
11. GRANT MUNIS READ-ONLY ACCESS TO APPROPRIATE STAFF	JASON HANCOCK	NOVEMBER 15, 2012	MUNIS REPORT
12. POST ALL GRANT BUDGETS IN MUNIS	JASON HANCOCK, BILL BOYD	NOVEMBER 16, 2012	MUNIS RECORDS
13. PLACE ADVERTISEMENT IN LOCAL PAPER TO PUBLICIZE TAX HEARING AND SCHEDULE BOARD TAX HEARING	JASON HANCOCK, GARY ABBOTT	NOVEMBER 16, 2012	NEWSPAPER AD, BOARD MINUTES
14. CONTACT KSBA TO PRESENT AT DECEMBER 17 BOARD MEETING ON SUPERINTENDENT SELECTION PROCESS	G. ABBOTT, SUPT.	NOVEMBER 28, 2012	BOARD MINUTES
15. CREATE A ROUGH DRAFT FOR PERSONNEL CUTS OF CLASSIFIED STAFF USING MUNIS CODE CLASSIFICATIONS.	G. ABBOTT, SUPT., GAIL BINDER, JIM HAMM	NOVEMBER 30, 2012	MEETING MINUTES

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16. CREATE SUB-COMMITTEE OF MI SCHOOL BOARD TO FILL THE INTERIM SUPERINTENDENT POSITION	G., ABBOTT, SUPT., J. LAIR, BOARD CHAIR	NOVEMBER 30, 2012	MEETING MINUTES
17. NOTIFY EFFECTED CLASSIFIED STAFF OF TERMINATION OF CONTRACT OR REDUCTION OF HOURS DUE TO ENROLLMENT AND REDUCTIONS IN FUNDING.	G. ABBOTT, SUPT.	NOVEMBER 30, 2012	COPIES OF REDUCTION AND TERMINATION LETTERS, PAYROLL RECORDS
18. GRANT MUNIS PERMISSIONS TO NEW INTERIM FINANCE OFFICER, BILL BOYD	G. BINDER	DECEMBER 4, 2012	MUNIS REPORT
19. GET CLARIFICATION FROM KDE ON REQUIREMENTS OF TIME BETWEEN BOARD READINGS TO AMEND DISTRICT POLICIES.	G. ABBOTT, SUPT.	DECEMBER 7, 2012	PHONE NOTES OR E-MAIL RECORDS
20. ADD AGENDA ITEM ON BOARD AGENDA TO AMEND POLICY 03.222, HOLIDAYS AND VACATION FOR CLASSIFIED STAFF.	G. ABBOTT, SUPT.	DECEMBER 7, 2012	BOARD AGENDA
21. REVIEW AUP AND SEND A REMINDER TO ALL STAFF.	G. ABBOTT, SUPT.	DECEMBER 7, 2012	COPY OF E-MAIL
22. DEVELOP APPROPRIATE POLICIES AND PROCEDURES FOR THE USE OF DISTRICT VEHICLES.	G. ABBOTT, SUPT.	DECEMBER 7, 2012	DISTRICT POLICIES AND PROCEDURES
23. PREPARE PRESENTATION AND AGENDA ITEMS FOR TAX HEARING. AND GET CLARIFICATION FROM KDE ON REQUIREMENTS OF TIME BETWEEN BOARD READINGS TO AMEND DISTRICT POLICIES.	B. BOYD, G. ABBOTT, SUPT.	DECEMBER 11, 2012	BOARD MEETING AGENDA, POWERPOINT
24. COMPLETE PROCESS FOR DEPOSITORY SIGNATURES AND ACQUIRE NEW SECURITY TOKEN FOR TRANSMITTING FINANCIAL RECORDS SECURELY.	B. BOYD, G. BINDER	DECEMBER 11, 2012	BANK RECORDS, LETTERS

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25. SECURE ACCESS FOR INTERIM FINANCE OFFICER TO NECESSARY SECURE PLATFORMS IN ORDER TO FULFILL JOB REQUIREMENTS (FEDERAL EFTTPS, KY REVENUE CABINET, ON-LINE BANKING, AMERICAN EXPRESS ACCOUNT, HEALTH INSURANCE, KHRIS, START, OPEHI)	G. BINDER, B. BOYD	DECEMBER 17, 2012	INSTITUTIONAL RECORDS
26. SCHEDULE A MEETING WITH BOARD CHAIR TO DISCUSS THE IMPLICATIONS OF THE FINANCIAL CRISIS AND STATE MANAGEMENT.	G. ABBOTT, SUPT.	DECEMBER 17, 2012	MEETING NOTES
27. TRAIN BRENDA BURTON, ADMIN. SEC. TO SUPT., AS BACK UP FOR PAYROLL	JASON HANCOCK B. BOYD, GAIL BINDER	DECEMBER 21, 2012	PAYROLL RECORDS
28. DEVELOP A COMPLETE WORKING BUDGET FOR 2012/2013 SCHOOL YEAR THAT ADDRESSES <u>ALL</u> EXPENDITURES -SEE MINUTES	JASON HANCOCK BILL BOYD /GAIL BINDER	DECEMBER 31, 2012	WORKING BUDGET FOR 2012/2013
29. SET UP PAYROLL CORRECTLY TO ENSURE FUNDS ARE CHARGED TO THE APPROPRIATE ACCOUNT (FROM AUDIT REPORT)	BILL BOYD	DECEMBER 31, 2012	MUNIS REPORTS
30. DEVELOP AN ACTION PLAN TO IMPLEMENT CHANGES AS RECOMMENDED BY THE CRE FOR FOOD SERVICES.	G. ABBOTT, SUPT., GAIL BINDER	JANUARY 1, 2013	PAYROLL RECORDS, BOARD MINUTES
31. DEVELOPMENT OF STAFFING FORMULA FY14	JASON HANCOCK BILL BOYD/GAIL BINDER	JANUARY 7, 2013	STAFFING FORMULA FY14- DOCUMENT
32. DEVELOPMENT OF DRAFT BUDGET FY14	G. ABBOT, SUPT., J. HANCOCK-B. BOYD, G. BINDER	JANUARY 7, 2013	DRAFT BUDGET FY14-DOCUMENT
33. REVIEW SECTION 6 FUNDS FOR CONSIDERATION OF REVISING TO A RATE OF \$100.00/ADA STUDENT COUNT TO SEPTEMBER 15, 2012	FINANCE OFFICER, GAIL BINDER	JANUARY 7, 2013	REVIEW/REPORT BY BINDER

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34. ENSURE STAFF VENDING ACCOUNT IS SET UP PROPERLY AND NOT TIED TO STUDENT ACTIVITY FUNDS	BILL BOYD	JANUARY 30, 2013	MUNIS RECORDS
35. REVIEW PROCESS, PROCEDURES AND APPROVAL PROCESS FOR ALL TRIPS INCLUDING ATHLETICS.	G. BINDER, B. BOYD	FEBRUARY 15, 2013	MEETING MINUTES, PROCEDURES
<u>IF WE ARE NOT SUCCESSFUL, WE WILL:</u> USE AND MODEL QUALITY TOOLS AND PROCESSES FOR REVIEW AND IMPROVEMENT: PLUS/DELTA/ISSUE BIN, PLAN-DO-STUDY-ACT (PDSA), PREPARE-INQUIRE-ACT (PIA)			

*CREATED NOVEMBER 1, 2012**CTS: REVISED NOVEMBER 8, 2012**JH: REVISED NOVEMBER 14, 2012**JH, REVISED NOVEMBER 28, 2012**JH, REVISED DECEMBER 4, 2012**JH, REVISED DECEMBER 12, 2012**JH, REVISED DECEMBER 17, 2012**JH