New Board Member Orientation

December 20, 2018

Jefferson County Public Schools
Administrative Offices

VanHoose Education Center
P.O. Box 34020
Louisville, Kentucky 40232-4020
(502) 485-3011

December 17, 2018

NOTICE

To All Members of the Board of Education of Jefferson County, Kentucky:

The Chair of the Board of Education is calling a special meeting of the Board of Education to be held on Thursday, **December 20, 2018**, at VanHoose Education Center, Superintendent's Conference Room, 3332 Newburg Road, Louisville, Kentucky.

The purpose of this meeting is as follows:

2 p.m. New Board Member Orientation, Session II

I. Continuous Improvement
- Comprehensive District Improvement Plan
- KDE Audit and Final Corrective Action Plan (CAP)

II. JCPS Budget
- Overview of Budget Development Process
- Budget Timeline
- Revenue Sources
- Current Budget
- Monthly Financial Reports
- Budget/Program Review Cycle
- A Look Ahead – Priorities and Cuts

III. *Vision 2020 in Action* & Three Pillars

IV. Strategic Action Priorities

V. Conclusion: Reflection, Discussion, Wrap-up

Any and all matters incidental to and supplementary of the foregoing may also be taken up, considered and acted upon at the meeting.

Diane Porter

Diane Porter, Chair
Board of Education of Jefferson County, Kentucky

Martin A. Pollio, Ed.D., Secretary
Board of Education of Jefferson County, Kentucky

SESSION #2 *Thursday, 12/20/2018 2:00 pm to 5:00 pm* **3 HOURS**

Continuous Improvement **Amy Dennes & Dena Dossett** **45 minutes**

- Comprehensive District Improvement Plan
  Binder Materials
  - 2018-19 CDIP Overview (12-2018)
  - 2018-19 CDIP (12-2018)

- KDE Audit and Final Corrective Action Plan (CAP)
  Binder Materials
  - JCPS Final CAP Board Presentation (12-2018)
  - JCPS Final Corrective Action Plan (12-2018)

JCPS Budget **Cordelia Hardin** **45 minutes**

- Overview of Budget Development Process
- Budget Timeline
- Revenue Sources
- Current Budget
- Monthly Financial Reports
- Budget/Program Review Cycle
- A Look Ahead – Priorities and Cuts
  Binder Materials
  - Presentation from Cordelia Hardin, Chief Financial Officer

Break **15 minutes**

Vision 2020 in Action & Three Pillars **Marty Pollio** **15 minutes**

- Vision 2020/Vision 2020 in Action
  Binder Materials
  - Vision 2020 (12-2015)
  - Vision 2020 in Action (06-2018; reformatted 12-2018)
  - Vision 2020 in Action Key Metrics (10-2018)

- 3 Pillars:
  - Backpack of Success Skills
    Binder Materials
    - Board Presentation (05-2018)
    - The New Normal Document (10-2018) – chasing with Felicia/Kristin

  - Racial Equity

Binder Materials

- Racial Equity Policy
- Racial Equity Work Session Presentation (11-2018)

- Culture & Climate

Binder Materials

- Student Support & Behavior Intervention Handbook
- MTSS Handbook
- MTSS Toolkit Presentation

Strategic Action Priorities **Carmen Coleman & Devon Horton** **30 minutes**

- *Six Essential Systems for a Strong Learning Climate*

Materials

- Six Essential Systems one-pager
-

- *Map Assessments & Accelerated Learning to Close Achievement Gaps*

Materials

- The New Normal Document (10-2018)

- *Academies of Louisville*

Materials

- Recent Presentation (11-2018)
- Academies of Louisville document (10-2018)

- *Alternative School Redesign*

Materials

- Board Presentation (11-2018)

- *Student Assignment and Magnet School Redesign*

Materials

- Board Presentation (11-2018)
- Choices Handbooks (10-2018)

- *School Safety*

Materials

- *Board Presentation (11-2018)*

Conclusion: Reflection, Discussion, Wrap-up **Marty Pollio & Diane Porter** **30 minutes**

Jefferson County Board of Education
New Board Member Orientation Binder
Table of Contents

Tab 1 Agenda –New Board Member Orientation

Tab 2 District Leadership/Organization of District

Binder Materials

- High Level Organizational Chart for each Division

Tab 3 Roles and Responsibilities of Board Members

Binder Materials

- Powerpoint Presentation from Kevin Brown, General Counsel

Tab 4 Continuous Improvement

- Comprehensive District Improvement Plan

Binder Materials

- 2018-19 CDIP Overview (12-2018)
- 2018-19 CDIP (12-2018)

- KDE Audit and Final Corrective Action Plan (CAP)

Binder Materials

- JCPS Final CAP Board Presentation (12-2018)
- JCPS Final Corrective Action Plan (12-2018)

Tab 5 JCPS Budget

- Overview of Budget Development Process
- Budget Timeline
- Revenue Sources
- Current Budget
- Monthly Financial Reports
- Budget/Program Review Cycle
- A Look Ahead – Priorities and Cuts

Binder Materials

- Presentation from Cordelia Hardin, Chief Financial Officer

Tab 6 Vision 2020 in Action & Three Pillars

- Vision 2020/Vision 2020 in Action

Binder Materials

- Vision 2020 (12-2015)
- Vision 2020 in Action (06-2018; reformatted 12-2018)
- Vision 2020 in Action Key Metrics (10-2018)

Continuous Improvement

Vision

All JCPS students graduate prepared, empowered, and inspired to reach their full potential and contribute as thoughtful responsible citizens of our diverse, shared world

CDIP Overview 2018-2019

Mission

To challenge and engage each learner to growth through effective teaching and meaningful experiences with caring, supportive environments

Learning: Student Learning, Growth and Development

Goals/Outcomes include (not limited to):

- ⇧ Success skills-prepared and resilient learner, effective communicator, productive collaborator, globally and culturally competent citizen, emerging innovator
- ⇧ Proficiency, Gap, Growth
- ⇧ Transition Readiness
- ⇧ Graduation

Key Actions

- Backpack of Success Skills
- Transition readiness continuum
- Authentic assessment system
- Personalized and engaging learning environment
- Community partnerships

Culture and Climate: Increasing Capacity and Improving Culture

Goals/Outcomes include (not limited to):

- ⇧ Positive, safe school culture and climate
- ⇧ Teacher retention, satisfaction
- ⇧ Integration of teaching, assessment, and deeper learning opportunities
- ⇧ Student engagement, sense of belonging, attendance
- ⇩ Suspensions

Key Actions

- Meaningful relationships
- Professional deeper learning
- Transformed instructional core
- Family engagement
- High performing teams

Organizational Coherence: Improving Infrastructure and Integrating Systems

Goals/Outcomes include (not limited to):

- ⇧ School performance (AIS status)
- ⇧ Coherent core processes and practices (e.g., CAP actions)
- ⇧ Equitable access in systems for different student groups
- ⇩ Disproportionality gaps across behavior and academic data
- ⇧ Parent/family satisfaction

Key Actions

- Coherent systems and processes
- Racial equity policy
- School redesign and innovation
- Improved school supports
- Modernized facilities plan
- School choice plan
- Louisville Promise

EXCELLENCE WITH EQUITY

2018-2019 JCPS Comprehensive District Improvement Plan: Goals and Objectives

Type	Goal	Objective	Methodology
Proficiency	1. Proficiency: By the end of the 2022-2023 school year, Jefferson County Public Schools will reach their goals for percentage of students Proficient/Distinguished in combined Reading/Math from 43.1% in 17-18 to 55.1% in 2023.	1.1 Proficiency: By the end of the 2018-2019 school year, Jefferson County Public Schools will increase the average %Proficient/Distinguished in combined Reading/Math to 45.5%.	Cut the distance to 100% proficiency in half by 2030 based on 2017-2018 baseline data
Gap	2. Gap: By the end of the 2022-2023 school year, JCPS will reach their goals for percentage Proficient/Distinguished in combined Reading/Math for the all the groups of students we serve (40.8% African American, 51.1% Hispanic, 74.6% Asian, 32.5% LEP, 46.3% FRL, 65.5% White, and 32.5% ECE).	2.1. Gap: By the end of the 2018-2019 , JCPS will reach their goals for percentage Proficient/Distinguished in combined Reading/Math for the all the groups of students we serve (28.4% African American, 40.7% Hispanic, 69.4% Asian, 18.5% LEP, 35.1% FRL, 58.3% White, and 18.5% ECE)	Cut the distance to 100% proficiency in half by 2030 based on 2017-2018 baseline data
Growth	3. Growth: By the end of the 2022-2023 school year, our district will increase the percentage of students meeting their expected growth 60% in Reading and Math as measured by MAP (baseline in 2017-2018 was 43% met growth in Reading and Math)	3.1 By the end of the 2018-2019 school year, 50% of students will meet their expected Fall to Spring growth in Reading and Math as measured by MAP.	Local Measure
Transition Readiness	4. Transition Readiness: By the end of the 2022-2023 school year, JCPS will increase the percentage of students that are college and career ready to 61%.	4.1 Transition Readiness: By the end of the 2018-2019 school year, JCPS will increase the percentage of students that are college and career ready to 52%.	Cut the distance to 100% CCR in half by 2030 based on 2017-2018 baseline data
Graduation	5. Graduation: By the end of the 2022-2023 school year, JCPS will increase the graduation rate to 90%	5.1 Graduation: By the end of 2018-2019, JCPS will increase the graduation rate to 85%.	Local Context
Culture and Climate	6. Culture and Climate: By the end of the 2022-2023 school year, JCPS will increase the average percent satisfaction with their school/department across all role groups to 90%.	6.1 By end of the 2018-2019 school year, JCPS will increase the average percent satisfaction with their own school/department, across all role groups, to 85%	Local Measure
Separate Academic Indicator	7. Separate Academic Indicator: By the end of the 2022-2023 school year, Jefferson County Public Schools will reach increase their Separate Academic Index from 57.9 to 68.0	7.1 By end of the 2018-2019 school year, Jefferson County Public Schools will reach increase their Separate Academic Index from 57.9 to 60.0	Cut the distance to 100 in half by 2030 based on 2017-2018 baseline data

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Proficiency, Gap, Growth, Transition Readiness, Separate Academic Indicator (KCWP 2, 5, 6)	1.1.1. Adopt a broader definition of deeper learning, 1.1.2 Personalize learning, 1.1.3 Provide equitable access, 3.3.2 Harness innovation, 3.3.3 Optimize technology usage	1	**Backpack of Skills:** Identify, implement and support Backpack of Skills: (1) What do students need to be able to do? (2) What experiences will get them there? (3) How will they demonstrate skills?	Improved literacy and numeracy skills Increased college and career readiness rates Increased graduation rate Improved NAEP	% of students with evidence of success skills in their digital portfolio % of classrooms implementing and meeting high-quality deeper learning principles % of students meeting literacy and numeracy benchmarks as measured by MAP	$ 1,156,486.00	08/01/2018	12/31/2019	Coleman, Horton, Belcher
Transition Readiness (KCWP 1, 2, 5)	1.1.2 Personalize learning,1.1.6 Strengthen early childhood, 1.1.7 Eliminate achievement, learning, and opportunity gaps	2	**Transition Readiness Continuum:** Define and monitor transition readiness of critical skills needed at key points in student development; provide various supports for students not transition ready, including extended learning time.	Decreased 9th grade dropout rates Increased transition ready Increased graduation rate Increased college and career readiness rates Increased college-going rate	% of 5th, 8th, and 12th grade students meeting defense/capstone requirements % of students on track to graduate % kindergarten ready (Brigance) % of students participating in extended learning % meeting growth on MAP in literacy and numeracy	$ 14,721,734	08/01/2018	12/31/2019	Coleman, Rogers, Smith
Proficiency, Gap, Growth (KCWPs 2, 3 and 4)	1.1.4 Reduce, revise, and refine assessments, 2.1.2 Cultivate growth mindset	3	**Authentic Assessment System:** Meaningfully assess student learning and provide feedback throughout the school year to adjust instruction and interventions to meet the needs of each student.	Increased student-led conferences presenting goals, work, and assessment outcomes. Increased quality of work in student digital portfolios Increased transition ready	% of educators trained in assessment literacy % of educators adjusting instruction based on formative assessment data % student engagement on CSS % of schools implementing multiple demonstrations of learning	$ 1,260,000	08/01/2018	12/31/2019	Coleman, Smith

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Transition Readiness, Graduation (KCWP 1)	1.1.2 Personalize learning, 1.1.5 Improve student literacy	4	**Personalized and Engaging Learning Environments:** Provide students with quality and engaging educational programs, relevant career-focused experiences, and comprehensive support services by personalizing learning environments, transforming the alternative schools and expanding and monitoring the Academies of Louisville model.	Decreased dropout and retention Increased college and career readiness rates Increased graduation rate Decreased suspension and behavioral referrals	% student sense of belonging and engagement on CSS # of suspensions and behavior referrals Absenteeism/ attendance rates % of students enrolled in Advanced coursework	$ 3,223,500	08/01/2018	12/31/2019	Coleman, Rogers, Deferrari
Transition Readiness, Graduation (KCWP 5)	1.1.2 Personalize learning, 1.1.3 Provide equitable access	5	**Community Partnerships:** Leverage community partners to provide equitable personalized learning experiences and targeted support for students	Decreased dropout and retention Increased college and career readiness rates Increased graduation rate	# of Academies of Louisville business partnership reports % of students participating in work-based experiences % of students with dual credit	$ 3,223,500	08/01/2018	12/31/2019	Coleman, Rogers

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Gap, Growth (KCWP 5, 6)	2.1.2 Cultivate growth mindset, 2.1.3 Improve culture and climate, 1.1.2 Personalize learning, 1.1.7 Eliminate achievement, learning, and opportunity gaps	6	**Meaningful Relationships:** Advocate practices that improve engagement, belonging, and empowerment for students, staff, and families.	Improved teacher and staff retention Decreased disproportionality in suspensions	% sense of belonging, engagement, and voice across stakeholder groups from the CSS % positive ratings on teacher and school leadership items from the TELL survey	$ 5,476,758	07/01/2018	12/31/2019	Coleman, Deferrari, Adams

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Proficiency, Gap, Growth, Separate Academic Indicator (KCWP 5, 6)	2.1.1. Personalize deeper learning, 2.2.2 Build capacity of PLCs	7	**Professional Deeper Learning (Teacher Backpack):** Develop a professional learning system that provides common understanding of deeper learning and deeper learners constructs with clear exemplars to improve shared understanding districtwide.	Increased number of teachers with microcredentials in personalizing instruction Increased quality exhibitions and defenses across schools	% of educators with professional learning experiences in deeper learning % of students with evidence of success skills in their digital portfolio	$ 1,310,000	07/01/2018	12/31/2019	Coleman, Smith
Proficiency, Gap, Growth, Separate Academic Indicator (KCWP 5, 6)	2.1.1. Personalize deeper learning, 2.2.2 Build capacity of PLCs	8	**Transformed Instructional Core:** Implement an aligned instructional core (i.e., standards, curriculum, instruction, and assessment frameworks, and grading practices) and professional development system to create deeper learning experiences for all students.	Improved literacy and numeracy skills and growth Increased transition readiness Increased quality of work in student digital portfolios	% of educators trained in deeper learning strategies % educators implementing deeper learning experiences measured by observations Passing rates in gateway courses (e.g., English I, Algebra I) measured through grades	$ 1,028,514	07/30/2018	12/31/2019	Coleman, Smith

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Gap, Growth	3.2.1 Engage with families, 3.2.2 improve and standardize external systems	9	**Family Engagement**: Improve outreach so families can have more access points to engage in their students' educational experiences.	Increased student attendance Reduced chronic absenteeism Increased transition readiness	% parental login to digital portfolio platform and parent portal % parent satisfaction, sense of belonging, and engagement from the CSS	$ 780,000	09/01/2018	12/31/2019	Coleman, Marshall, Deferrari
Proficiency, Gap, Growth (KCWP 6)	2.1.3 Improve culture and climate, 2.2.1 Define high-performing teams	10	**High Performing Teams**: Provide learning opportunities for educators to learn together, plan, and reflect upon and improve professional practice.	Increased teacher retention Increased minority educator staffing	% positive ratings on teacher and school leadership items from the TELL survey % educator sense of belonging and satisfaction from the CSS	$ 5,212,040	07/30/2018	12/31/2019	Adams, Horton

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Proficiency, Culture and Climate (KCWP 1, 2, 5)	1.1.6 Strengthen early childhood, 1.1.7 Eliminate achievement, learning, and opportunity gaps, 3.2.3 Improve and standardize internal systems	11	**Coherent Systems and Processes:** Implement common performance management practices, processes, and routines focused on (1) reviewing current data related to strategic goals, (2) defining actions that will improve data to meet goals, (3) conducting systematic reviews of district corrective action plans, and (4) supporting schools in their development of systems to support a healthy learning environment	Improved district star ratings on state accountability Reduced number of CSI/TSI schools Removal of corrective action status. Renewed accreditation status	Regular cycle of review of strategies/targets and gap to goal analysis at Cabinet meeting, school leadership team meeting, and Board meeting as demonstrated by agenda/minutes. % central office satisfaction ratings	$ 3,621,734	08/01/2018	12/31/2019	Dossett, Horton
Proficiency, Gap, Growth, Culture and Climate (KCWP 5, 6)	1.1.7 Eliminate achievement, learning, and opportunity gaps, 3.1.3 Improve human resources infrastructure	12	**Racial Equity Policy:** Implement JCPS Racial Equity Policy and monitor plans districtwide.	Reduced disproportionality in behavior referrals, suspensions, and ECE placements Reduced achievement gaps through increased proficiency and growth in literacy and numeracy among students of color	% of central office departments and schools implementing at least one strategy for achieving and maintaining racial educational equity, aligned with the system-wide plan as evidenced by the Equity Scorecard metrics Increased enrichment opportunities for students of color	$ 548,000	05/01/2018	12/31/2019	Marshall, Horton, Coleman, Hardin, Belcher, Raisor, Dossett, Murphy, Adams, Dennes, Brown

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Gap, Growth (KCWP 1, 2, 5)	1.1.3 Provide equitable access,, 1.1.7 Eliminate achievement, learning, and opportunity gaps, 3.3.2 Harness innovation	13	**School Redesign and Innovation:** Support turnaround efforts to implement evidence-based and innovative systems of support	Improved school star ratings on state accountability Reduced CSI/TSI schools	% funding for CSI/TSI schools	$ 3,615,819	08/01/2018	12/31/2019	Horton, Meyer, Hartstern, Leffert, Weston, Dillard, Baete
Gap, Growth (KCWP 4, 5)	3.1.4 Ensure responsible stewardship of resources, 3.2.2 Improve and standardize external systems, 3.2.3 Improve and standardize internal systems, 3.2.4 Listen and respond to stakeholders, 3.3.1 Create a technology roadmap	14	**Improved School Supports:** Equitably align resource allocation with strategic priorities for physical, instructional, and human resource infrastructure in ways that meet student learning needs.	Improved teacher and staff retention Improved literacy and numeracy skills	% instructional and non-instructional school staffing % NBCT in the classroom % of schools in High Growth category in literacy and numeracy (MAP) % of schools in High Achievement category in literacy and numeracy (MAP)	$ 5,496,803	08/01/2018	12/31/2019	Horton, Raisor, Adams, Coleman, Hardin

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Culture and Climate	1.1.7 Eliminate achievement, learning, and opportunity gaps, 3.1.1 Improve physical infrastructure, 3.1.2 Improve instructional infrastructure (KCWP 2, 5, 6)	15	**Modernized Facilities Plan:** Develop a facilities planning process to address the most critical three-year consumer and renovation needs.	Improved facility conditions index for quintile 4 schools Increased early childhood centers Increased new buildings	% spending on critical maintenance needs	$ 77,114,659	08/01/2018	12/31/2019	Raisor
Culture and Climate (KCWP 5)	3.3.2 Harness innovation, 3.4.1 Improve communications, 3.4.2 Improve processes, 3.4.3 Provide customer-service training, 3.4.4. Empower families, 3.4.5 Reduce student mobility	16	**School Choice Plan**: Clarify, restructure, and expand choice programs to better meet student and family needs.	Accepted charter applications with high rubric scores. Positive performance metrics for charter schools Improved JCPS market share Improved quality of magnets	% satisfaction with schools Approved systems for application, evaluation, and monitoring of charters, alternative programs, and magnet programs.	$ 796,000	07/01/2018	12/31/2019	Horton, Blausey

KDE Goal & Key Core Work Processes	Strategy (Vision 2020)	#	Action	Measure of Success (Long Term Outcomes)	Progress Monitoring (Process/ Short-term Metrics)	Funding (Key 18-19 investments)	Start Date	End Date	Persons Responsible
Transition Readiness, Graduation (KCWP 5, 6)	1.1.2 Personalize learning, 1.1.7 Eliminate achievement, learning, and opportunity gaps, 2.1.2 Cultivate growth mindset, 3.2.1 Engage with families, 3.4.4 Empower families	17	**Louisville Promise:** Engage in a community-wide development of a system infrastructure to support each student in post-secondary success	Improved college and career readiness rates Improved graduation rates Increased transition readiness	Louisville Promise data analytics reports	$ 300,000	07/01/2018	12/31/2019	Dossett, Lowe

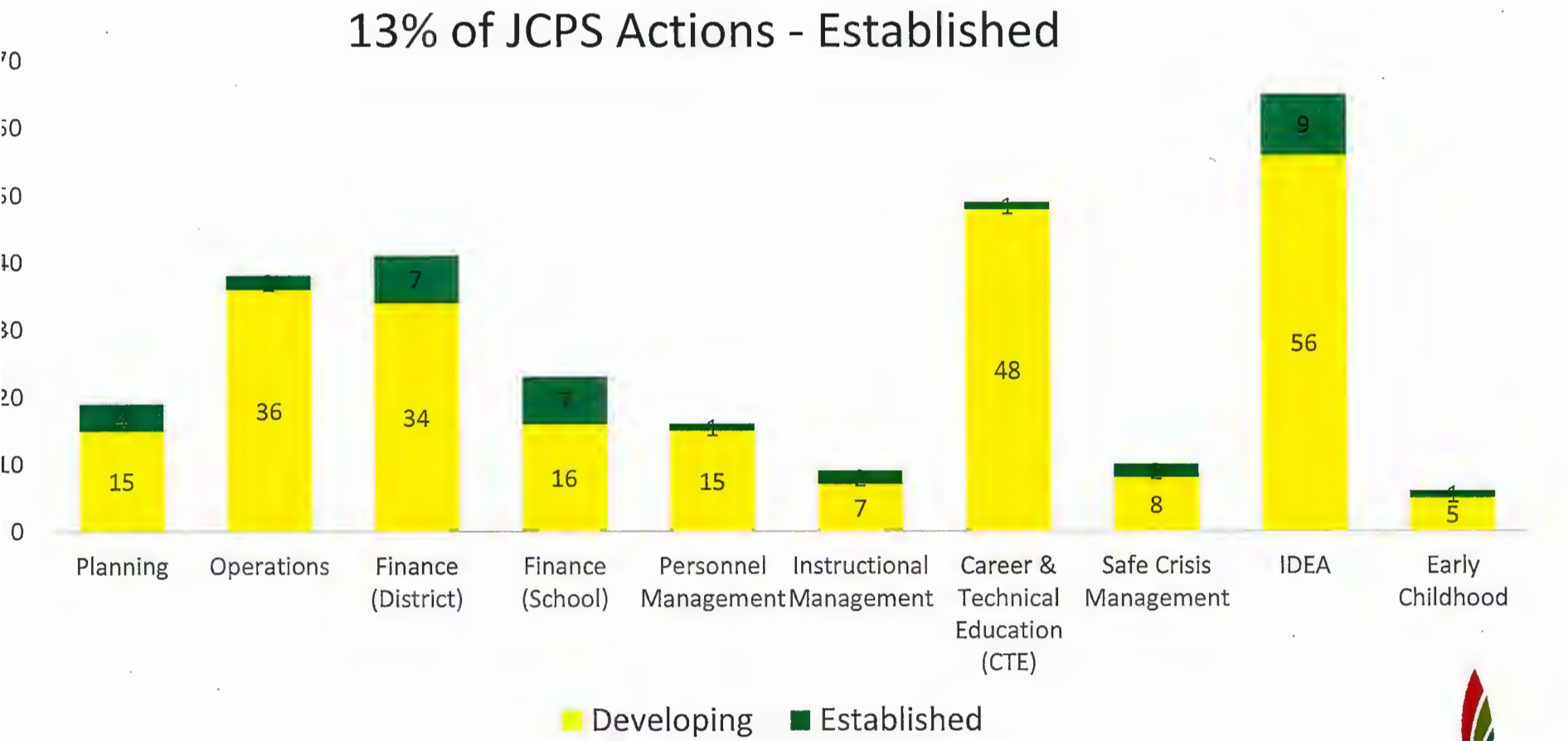
JCPS Final Corrective Action Plan

Kentucky Board of Education Meeting
December 5, 2018

Corrective Action Plan Areas

- Planning
- Operations
- Finance (District)
- Finance (School)
- Personnel Management
- Instructional Management
- Career & Technical Education (CTE)
- IDEA
- Safe Crisis Management (SCM)
- Early Childhood

December 2018 – Status Update

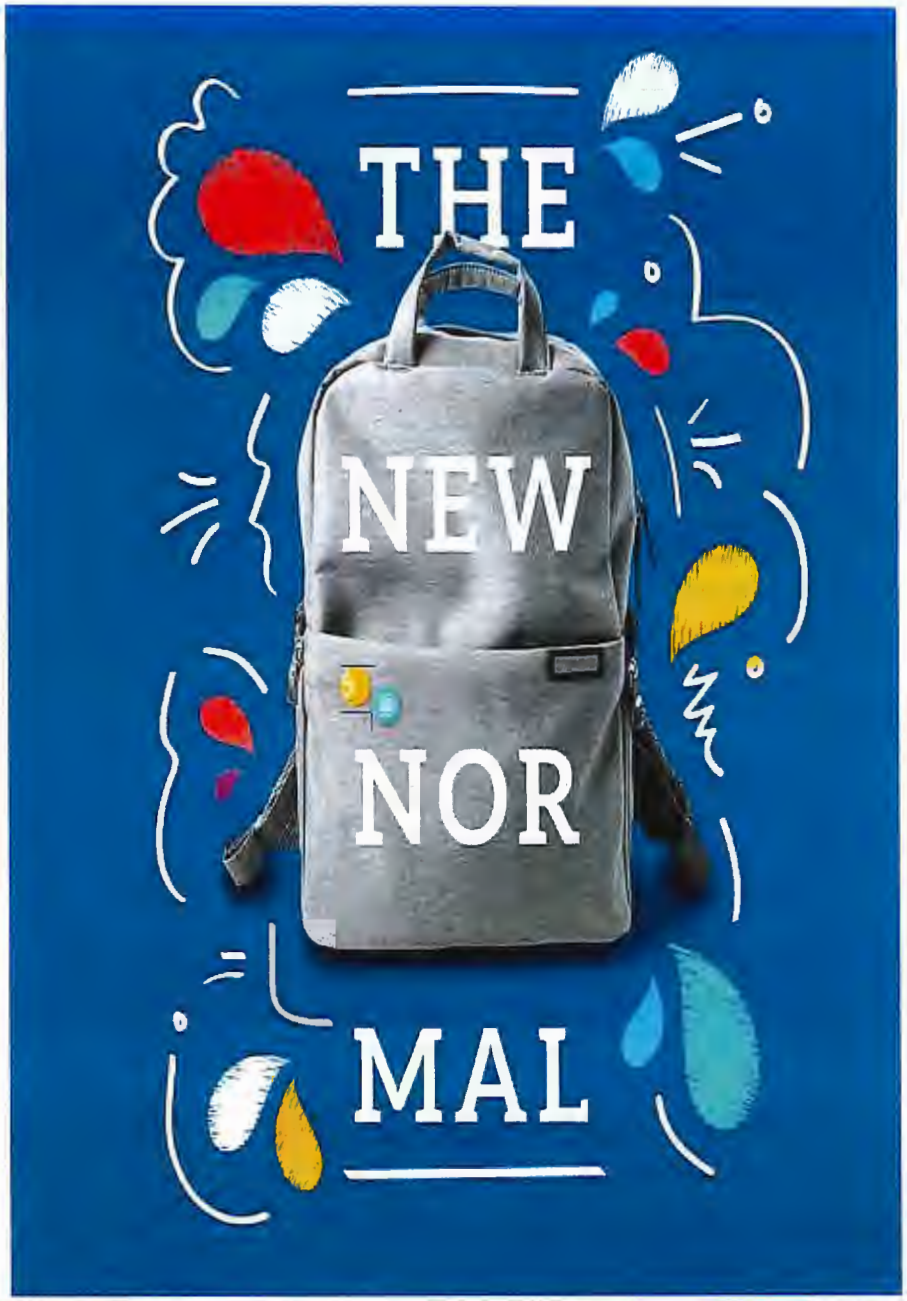


Instructional Management - Areas for Improvement

- Improve Communication
- Create Monitoring System
- Increase Accountability

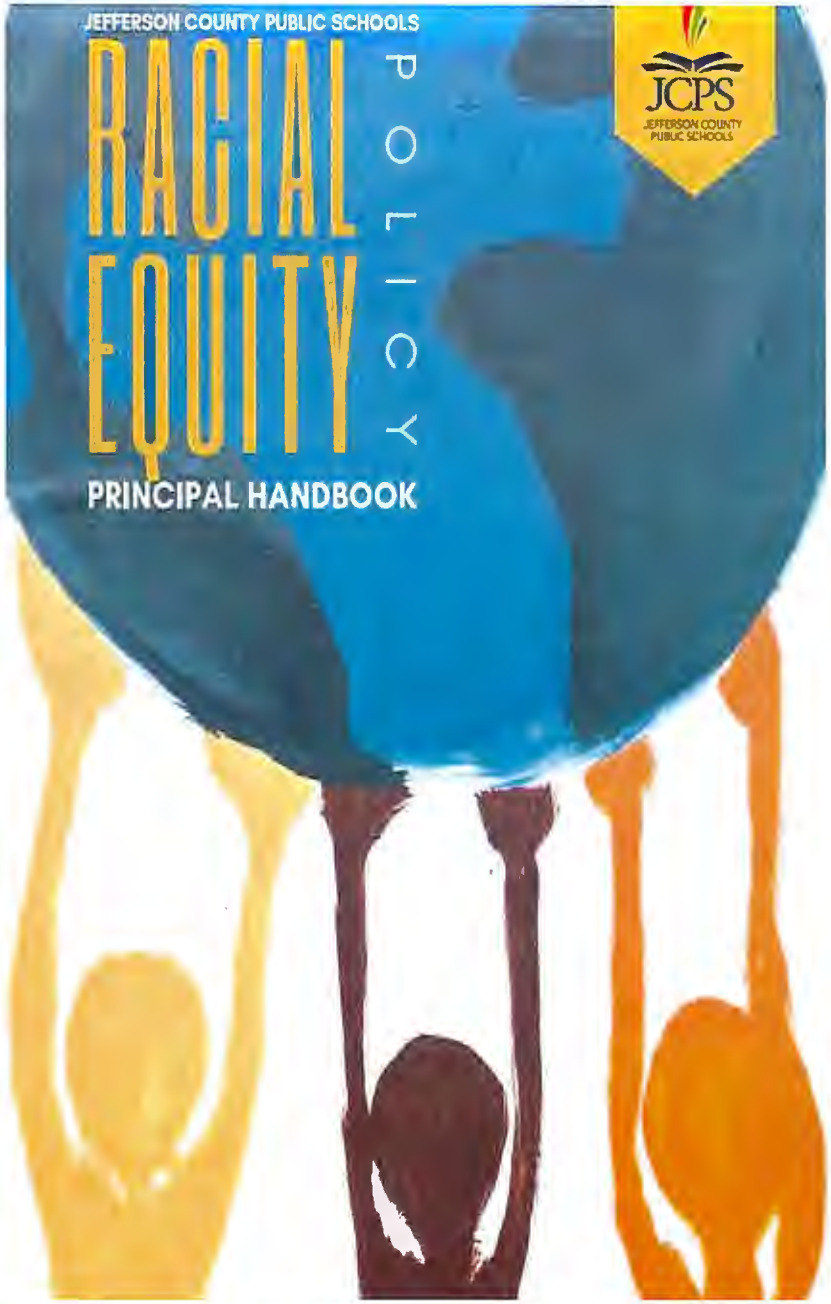
Backpack of Success Skills

- Over 60,000 students have loaded evidence of success skills into their backpacks
- All 5th, 8th, 12th grade students will defend their growth and readiness before a panel
- Check out student's story



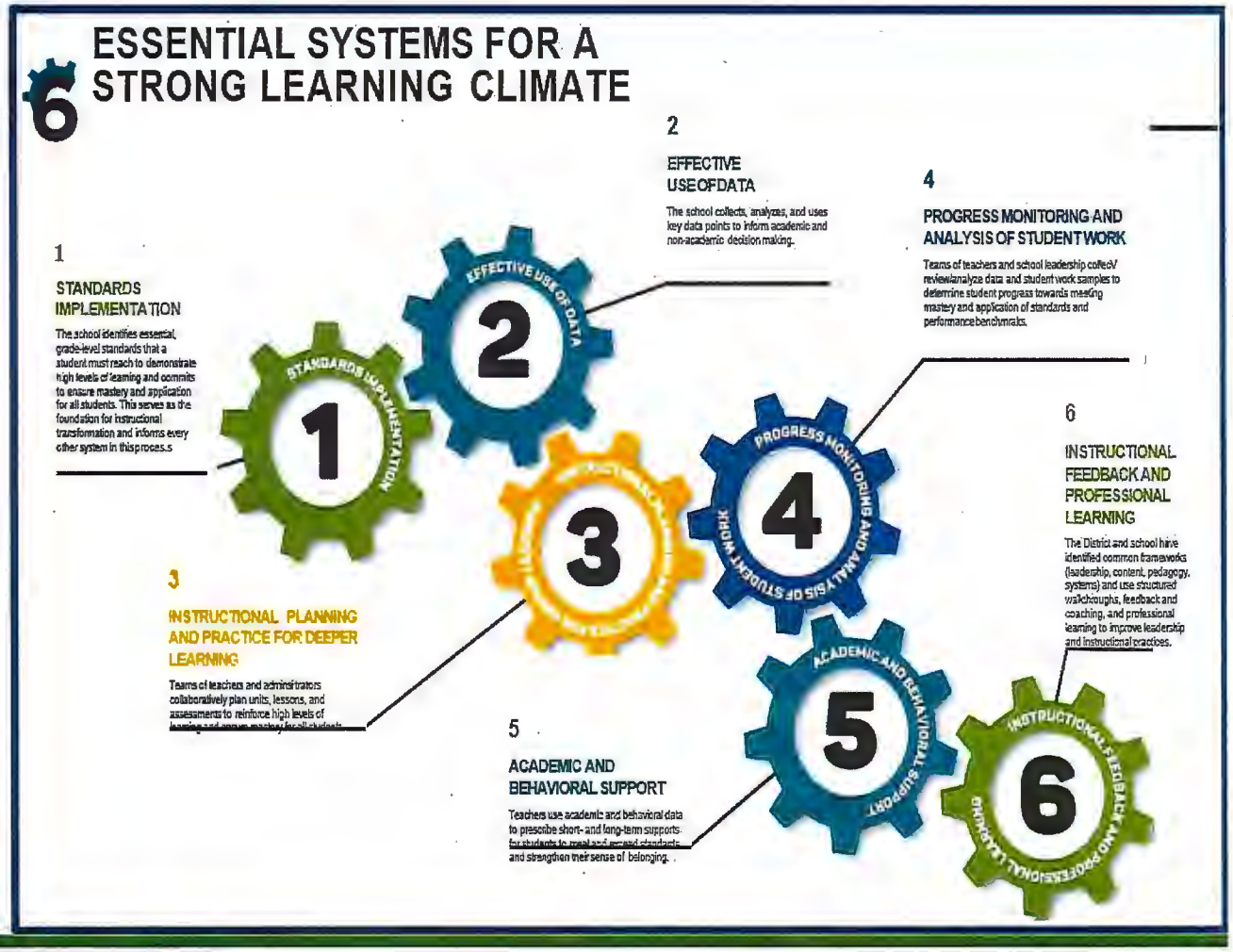
Racial Equity Policy

- Every school and the district has developed a racial equity plan
- Over 5,000 staff participated in Equity Institutes in October and November



Transform Instructional Core

- Each Assistant Superintendent has a team to support schools in academics and behavior
- Schools and Assistant Superintendents complete weekly reflections
- Data reviews held monthly on key performance indicators



Instructional Management - Summary of Evidence

- **Improve Communication**
  - District-wide focus on three pillars
  - Weekly wrap-up and emails, role group meetings, social media
- **Create Monitoring System**
  - Weekly reflections
  - Support team logs
- **Increase Accountability**
  - Monthly data reviews
  - Collaborative calibration visits
  - Monthly calendar of CAP actions

Career Technical Education (CTE) - Areas for Improvement

- Improve data accuracy
- Strengthen pathways
- Build capacity in school staff
- Communicate value and benefits of CTE
- Explore opportunities to integrate core academics with CTE

THE ACADEMIES OF LOUISVILLE

WHO'S INVOLVED?

14

JCPS HIGH SCHOOLS

Academy @ Shawnee
Atherton
Ballard
Doss
Fairdale
Iroquois
Jeffersontown
Marion C. Moore School
Pleasure Ridge Park (PRP)
Seneca
Southern
Valley
Waggener
Western

85

LOUISVILLE BUSINESSES

INAUGURAL BUSINESS PARTNERS AS OF JANUARY 30TH, 2018:
Building Industry Association of Greater Louisville
Class Act Federal Credit Union
Ford Motor Company
GE Appliances, a Haier Company
Kentucky Kingdom & Hurricane Bay
Lantech
Masonic Homes of Kentucky
New West Agency
Norton Healthcare
Oxmoor Auto Group
Paradise Tomato Kitchens
Trilogy Health Services
UAW
UPS
+ Many More and Counting!

17,600

JCPS STUDENTS

THE ACADEMIES OF LOUISVILLE

Strong Business & Industry Support & Guidance

One Career Academy Coach Per School

Principal

Freshman Academy
Dedicated Principal and Counselor

Pathway Examples (Will vary per individual school)

Dedicated Principal and Counselor	Dedicated Principal and Counselor	Dedicated Principal and Counselor
Academy 1	**Academy 2**	**Academy 3**
Business Management	EKG Technology/Technician	Architectural Technology
Finance	Dental Assisting	Machinist Operator
Information Support and Services	Pre-Nursing	Mechanical Designer
	Veterinary Assistant	Skilled Trades Welding TRACK

Electives: Vocal Music/Choir, Instrumental Music/Band, Visual Art, Theatre/Drama, World Languages

JCPS

Transition Readiness- CTE

- Building opportunities for students with business partners - GEA2Day and UPS
- Nearly 6,000 students attended JA Inspire to explore careers at 100 interactive stations and speak with more than 400 mentors

CTE – Summary of Evidence

- **Improve data accuracy**
  - Weekly audits of TEDS data
  - System to track each student's progress (i.e., name and need)
- **Strengthen pathways**
  - Master schedule training and individual support
  - Accurate pathways and course codes
  - More dual-credit opportunities
- **Build capacity in school staff**
  - Training for counselors, academy coaches, SBDM councils, and school administrators
  - KDE training

JCPS

CTE – Summary of Evidence

- **Communicate value and benefits of CTE**
  - Mission/vision video
  - Advisory committee report card to improve effectiveness
  - Labor market information and high school feedback reports aligned to pathways
- **Explore opportunities to integrate core academics with CTE**
  - "Interdisciplinary teams" training
  - Exploration of integration of core academic and CTE professional learning communities
  - Expansion of Academies of Louisville

CHANGE
BETTER OUTCOMES

JCPS Final CAP Planning

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	Planning	**A. KRS 160.290 outlines the general roles and responsibilities of Board Members. However, interviews revealed there is involvement of Board Members in day-to-day management and operations of the district. A board protocol for ensuring proper training and alignment of responsibilities and roles of members must be enacted and monitored for improvement of board effectiveness.**								
2	Planning	A1. Partner with KSBA to design and implement training on the general roles and responsibilities of board members	Dennes	10/01/18	10/01/20	Annually	Reached out to KSBA; they are meeting 10/12 to determine how they an best support JCPS Phone conference with KSBA 10.17.18--notes attached.	Shared KSBA conference information with new board members		
3	Planning	A2. Explore consultant services to support improvement efforts and development of board protocols (e.g. AdvancED, Alsbury, etc.)	Dennes	10/01/18	10/01/20	Annually	Phone conference with KSBA 10.17.18--notes attached.	Status is unchanged.		
4	Planning	A3. Develop and implement process to on-board new board members that includes information on roles and responsibilities of board members	Dennes	10/01/18	10/01/20	Annually	Planning Protocol A3 attached. Phone conference with KSBA 10.17.18--notes attached. Developed first draft for on-boarding new board members	Chief of Staff and Director of Strategy met with Board Chair to plan new member orientation; sent emails to schedule orientation; compiling materials; agenda attached Email explaining KSBA options for new board members attached as well.		
5	Planning	**B. Examine and improve the alignment of central office work and personnel to achieve district goals and strategies. Alignment must include accountability for execution at all levels (e.g., Superintendent, Cabinet Members, Assistant Superintendents, middle level management, school administrators, teachers).**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
6	**Planning**	B1. Review the 2017-18 central office reorganization for effectiveness and make revisions as necessary	Dennes	10/01/18	10/01/20	Annually	Chief of Special Education org chart and Chief Academic Officer org charts changed at September 25 Board meeting COO, CAO, HR, Internal Audit org charts amended at October 15 Board meeting (attached).	Readvertised Chief of ECE position; advertising Auditing Department Investigator		
7	**Planning**	B2. Add internal auditor position and Chief of Exceptional Childhood Education position as per the settlement agreement between KDE and JCPS	Dennes	10/01/18	10/01/20	Single Action	The Chief of Special Education position was approved by the Board of Education at the September 25, 2018 Board meeting (documents attached). The Internal Auditor job description was amended at the October 15 Board of Education meeting (documents attached).	Chief of ECE was re-advertised in November.		
8	**Planning**	B3. Review data metrics and actions from Vision 2020, CDIP at school, Assistant Superintendent and Cabinet levels to ensure execution of district actions and accountability at all levels (e.g., school weekly reflections, monthly reality checks, cabinet data reviews, etc.)	Horton, Coleman, Dossett	10/01/18	10/01/20	Monthly	Cabinet reviews of learning and climate KPIs (9/21 and 10/12); October reality checks/data reviews with Assistant Superintendents attached; board quarterly report on Vision 2020 actions and key metrics scheduled for Oct 30 (ppt attached)	Preparations are underway for November 30 Reality Checks. In addition, assistant superintendents are holding reality checks with schools (see attached). In addition, level assistant superintendents provide weekly updates for their schools based on the 3 Pillars and 6 Systems. Cabinet review of KPIs for organizational coherence (11/2) attached; scheduled 2nd round of learning and climate reviews		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
9	Planning	B4. Develop and implement a system that includes accountability measures to ensure that middle level management is connected to and supportive of the school's work (e.g, field hour logs) and needs	Coleman	10/01/18	10/01/20	Monthly	Planning Protocol B4 attached. The following link (https://docs.google.com/spreadsheets/d/1M-DVYi4mVgDe3HaFUkhfmww_JPjazlCGZYFB1HyFHjM/edit?usp=sharing) is for the Organizing for Impact tool and is used as one accountability measure for capturing staff support in schools.	The following link (https://docs.google.com/spreadsheets/d/1M-DVYi4mVgDe3HaFUkhfmww_JPjazlCGZYFB1HyFHjM/edit?usp=sharing) is for the Organizing for Impact tool and is used as one accountability measure for capturing staff support in schools. All Academic departments are capturing the work of their staffs weekly to ensure schools are receiving the support needed. See spreadsheets from Culture and Climate and ECE attached.		
10	Planning	B5. Develop and implement a system to ensure that schools are receiving the supports they need and are implementing the three pillars with fidelity	Horton	10/01/18	10/01/20	Monthly	Planning Protocol B5 attached Weekly reports are reviewed by Assistant Superintendents to ensure schools are receiving supports.	Each Asst. Superintendent works with a team dedicated to supporting implementation of the three pillars. The team is comprised of staff from the Teaching and Learning, MTSS, DEP, Digital Backpack, and Deeper Learning departments. Attached is an overview of the support system.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
11	**Planning**	**C. While Vision 2020 (3.2.1, 3.2.2, 3.2.3, 3.2.4) focuses on communication with external partners including parents and business community, communicating the daily actions of the work of departments and work groups within the organization must flow from strategic (current state) to the operational level (desired state), ultimately all the way to the seat of a student. Create a formalized plan that focuses on two-way communication including horizontal and vertical internal communication which is harmonized across all processes and work groups to support organization-wide goals. As part of this formalized internal communication plan, there should be accountability for execution of this plan at all levels (e.g., superintendent, cabinet members, assistant superintendents, middle level management, school administrators, teachers).**								
12	**Planning**	C1. Develop and implement a protocol for leadership team meetings at all levels (Cabinet, middle level management and school administrators)	Dennes	10/01/18	10/01/20	Monthly	Planning Protocol C1 attached. Agendas from each cabinet member's staff meeting are attached. Each reflects the correct template.	Agendas from each cabinet member and Assistant Superintendent's staff meeting attached.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
13	Planning	C2. Develop and implement an action plan that focuses school work on key strategies of Vision 2020 (e.g. Backpack of Success Skills, Racial Equity Policy, Culture & Climate) .	Horton	10/01/18	10/01/20	Monthly	Planning Protocol C2 attached Several strategies are in place to support the key strategies of Vision 2020 including: CCV visits, weekly reflections by Principals, weekly reflections by Assistant Superintendents, creation of school level Racial Equity plans; individualized feedback to each school on racial equity plans; individualized support and accountability from the Office of Climate and Culture; Principal, AP and Counselor meetings aligned with intentional PD to focus on the key strategies.	Support has been provided to follow up with CCV visits through the offices of Teaching and Learning, Transition Readiness, Academic Support and Culture/Climate. Level assistant superintendents will continue to monitor each school's progress by focusing on their Recommended Actions outlined in the CCV template. Additionally, work around Racial Equity continues to be at the forefront.There is cohesive work around aligning the PD for Principals, Assistant Principals, counselors and GCCs to strengthen efforts around the big pillars.		
14	Planning	C3. Develop, implement and monitor a system for schools to reflect on their progress in implementing the three pillars and provide support based on those reflections	Horton	10/01/18	10/01/20	Monthly	Planning Protocol C3 attached Schools turn in a weekly reflection sheet to their Assistant Superintendent. This tools allows leaders and their teams to take time each week to think through their progress around the three pillars. Assistant Superintendents also reflect weekly and note their own work around the pillars as well and these are turned in to the Chief of Schools	Each Asst. Superintendent works with a team dedicated to supporting implementation of the three pillars. The team is comprised of staff from the Teaching and Learning, MTSS, DEP, Digital Backpack, and Deeper Learning departments (overview attached). Attached is an overview of the support system. Weekly reflections from schools attached.		
15	Planning	**D. Implement a systematic monitoring process to develop new and review existing policies while ensuring policies are effective at the board of education, district and school level. As part of this formalized process, there should be accountability for execution of this plan at all levels (e.g., Superintendent, Cabinet Members, Area Assistant Superintendents, middle level management, school administrators, teachers).**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
16	**Planning**	D1. Partner with KSBA to align and standardize policies and procedures	Dennes	10/01/18	10/01/20	Annually	Working on finalizing contract with KSBA to align and standardize procedures--approval at October 30 Board meeting.	Contract passed at Oct. 30 Board meeting.		
17	**Planning**	D2. Implement the Board Policy Committee that will regularly review new policies and establish a cycle for reviewing existing policies to determine effectiveness	Dennes	10/01/18	10/01/20	Semi-annually	Board Policy Committee is getting ready to set the cycle. At the October 30 Board of Education meeting, the Board has a discussion item about their calendar for next year. Once this calendar is set, the Committee will set their own calendar.	Board Policy Committee met November 5 and reviewed attached policies		
18	**Planning**	D3. Develop and implement a system for communicating policy changes to all stakeholders	Dennes	10/01/18	10/01/20	Annually	Planning Protocol D3 attached A policy meeting is scheduled in November. The policies that move forward from this meeting will be addressed according to the protocol (Draft agenda attached).	Polices reviewed at 11/5/18 meeting will go to Board at end of month for first reading and when passed will be shared with stakeholders. (Note: multiple stakeholders have already had input: early childhood on Head Start policies; JCTA and JCASA on dating policies; DEP on Racial Equity policy)		
19	**Planning**	**E. While the CDIP contains the required Kentucky Board of Education (KBE) goals, the expansive nature of the plan inhibits full implementation of actionable steps to guide the day-to-day work. Create 30/60/90 day plans for each department to ensure the CDIP is being fully implemented.**								
20	**Planning**	E1. Develop and implement a protocol to ensure that the district goals established in the CDIP are aligned to the work at the school level (e.g., reality checks, collaborative calibration visits, data reviews, etc.)	Horton, Coleman	10/01/18	10/01/20	Monthly	Planning Protocol E1 attached The data being reviewed during monthly reality check meetings aligns with CDIP goals.	Reality Checks will be held with level assistant superintendents again on November 30, 2018. Data points monitored align to the CDIP. In addition, level assistant supts are holding reality check meetings with each school focusing on the same data points before the end of the calendar year.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
21	**Planning**	E2. Develop and implement an action plan that focuses school work on key strategies and pillars of Vision 2020 (e.g. Backpack of Success Skills, Racial Equity Policy, Culture & Climate)	Horton	10/01/18	10/01/20	Monthly	Planning Protocol E2 attached Several strategies are in place to support the key strategies of Vision 2020 including: CCV visits, weekly reflections by Principals, weekly reflections by Assistant Superintendents, creation of school level Racial Equity plans; individualized feedback to each school on racial equity plans; individualized support and accountability from the Office of Climate and Culture; Principal, AP and Counselor meetings aligned with intentional PD to focus on the key strategies.	Each Zone Leader will host a reality check with each of their respective schools. They will review vital data that aligns to the three pillars and 6 systems.		
22	**Planning**	E3. Develop, implement and monitor a system for schools to regularly reflect on their progress in implementing the three pillars and provide support based on those reflections	Horton	10/01/18	10/01/20	Monthly	Planning Protocol E3 attached Schools turn in a weekly reflection sheet to their Assistant Superintendent. This tools allows leaders and their teams to take time each week to think through their progress around the three pillars. Assistant Superintendents also reflect weekly and note their own work around the pillars as well and these are turned in to the Chief of Schools	Attached are examples of November's school level weekly reflections and level reports. School leadership teams meet weekly to complete the weekly reflections. They send them to their Zone Assistant Superintendent and they respond with feedback and questions.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
23	**Planning**	**F. The guiding principles of the JCPS Student Assignment Plan are choice, quality, diversity, predictability, stability and equity; however, based on interviews choice and diversity are championed above the other principles. Create a task force made up of shareholders (e.g., community members, parents, local officials, teachers, administrators, students) who are representative of the district demographics and geography to review the Student Assignment Plan to ensure opportunity, equity and access to all students.**								
24	**Planning**	F1. Create and implement a task force made up of shareholders to review the student assignment plan	Horton	10/01/18	10/01/20	Monthly	The Student Assignment Review Committee meets monthly. Attached is the link to the Committees page on the website (scroll all the way down to get to the Student Assignment Review Committee).	The Task Force presented to the Board of Education at the November 13 Board meeting.		
25	**Planning**	F2. Use the work of the task force to make recommendations to the board regarding modifications to the plan for the 2020-2021 school year	Horton	10/01/18	10/01/20	Single Action	The Committee is working toward a recommendation--see link attached for details of the work.	The Task Force presented to the Board of Education at the November 13 Board meeting. Four community listening sessions were held in November to gather stakeholder feedback about what possible revisions are needed to the plan. A survey will be administered Nov 26-Dec 21 to students, parents, and community members.		

JCPS Final CAP Operations

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	**Operational Support**	**A. Provide KDE any change proposed by JCPS to a board policy or administrative procedure regarding facility maintenance and replacement**								
2	**Operational Support**	A1. Establish and implement a process to ensure that all board policy and procedures regarding facility maintenance and replacement are sent to the Commissioner for review	Dennes	10/01/18	10/01/20	Monthly	Operations Protocol A1 attached. A Protocol has been developed to send policies and procedures to KDE for review. At least bi-weekly phone calls between Chief of Staff, Chief ARSI, and Associate Commissioner are occurring to talk through plans. Monthly meetings have also been scheduled. The log for the month of October is attached to document meetings with KDE to approve policies and procedures.	The log for the month of November is attached to document meetings with KDE to approve policies and procedures.		
3	**Operational Support**	**B. It is recommended that the district analyze bus routes (including double runs) for the most efficient and effective solution to the transportation challenges within JCPS.**								
4	**Operational Support**	B1. Develop, implement, and monitor a system that measures actual ridership versus projections to analyze bus routes and make changes where feasible	Frantz	10/01/18	10/01/20	Semi-annually	Operational Support Protocol B1 attached Defined Protocol, assigned specific owners, and uploaded Protocol document	Managers, Compounds, and Geographical Information Specialist working to pull student count to finalize 18-19 ridership metrics. Compounds #'s due in routing system Friday, 11/09/18.		

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
Operational Support	B2. Establish and implement a transportation leadership review process for prioritization of route changes	Frantz	10/01/18	10/01/20	Quarterly	Operational Support Protocol B2 attached Defined Protocol, assigned specific owners, and uploaded Protocol document	Conducted compound site visits. Documents attached. - Created Transportation Web App, allowing another tool for effective route mgmt. User guide attached - Trained web app at staff meeting, Geographical Information Specialist conducting individual compound training sessions.		
Operational Support	**C. It is recommended that the district consider the addition of bus monitors for the routes that have students with greater than average ride times.**								
Operational Support	C1. Develop, implement, and monitor process to determine which routes need additional bus monitors	Frantz	10/01/18	10/01/20	Monthly	Operation Protocol C1 attached. Defined Protocol, assigned specific owners, and uploaded Protocol document At July 24, 2018 Board meeting twenty additional bus monitor positions were added to organizational chart (evidence attached).	Reviewed, analyzed, and approved additional monitors where/as needed. Transportation meeting notes attached. Conducted Transportation Job Fair 11/14, included 6 monitor applicants. Recruiting strategy attached.		
Operational Support	**D. It is recommended that the transportation department provide more in-depth pupil management and de-escalation training over the course of the school year, rather than a one-time training in the summer. Additional strategies and techniques to utilize on the bus will lead to a decrease in disruptive behaviors and ensure the safety of all riders.**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
9	**Operational Support**	D1. Explore the possibility of adding contract days to increase the professional development opportunities for drivers on de-escalation strategies	Brown	10/01/18	10/01/20	Annually	When General Counsel is on board, will update on possibilities and discuss next steps	Chief of Staff and General Counsel met to bring him up to speed on this Action item. Further conversations will be held and will include finance. Reviewing contract to inform decisions.		
10	**Operational Support**	D2. Identify and implement strategies to train drivers in pupil management and de-escalation training during the current work year	Frantz	10/01/18	10/01/20	Monthly	Discussed best practice was to develop a monthly pupil management and other topic newsletter to consistently share accurate information. Newsletter will be distributed to all bus personnel each month, beginning in November. (Ken Stites and Kim Koontz)	Created and distributed Nov monthly transportation newsletter (attached)		
11	**Operational Support**	**E. It is recommended that the compound coordinators should have more input concerning driver routes so that the best choice can be assigned to each route.**								
12	**Operational Support**	E1. Research peer districts to determine best practices regarding assigning routes to drivers	Frantz	10/01/18	04/01/19	Single Action	Formulate questions and survey (attached) emailed to peer districts on 10/11/18 (R Frantz)	Formalized peer district responses, attached.		
13	**Operational Support**	E2. Explore with the Teamsters Union the process to effectively assign routes	Brown	10/01/18	10/01/20	Annually	When General Counsel is on board, Chief of Staff will update on possibilities and discuss next steps	Chief of Staff and General Counsel met to bring him up to speed on this Action item. Further conversations will be held and will include finance. Reviewing contract to inform decisions.		
14	**Operational Support**	**F. It is recommended the district review the discipline policy to tailor the bus behavior issues to appropriate consequences. Application of the policy should be consistent district wide for all drivers, parents, and students to have the same expectations.**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
15	**Operational Support**	F1. Develop, implement, and monitor a system to review student behavior and support handbook to determine if bus behavior issues have appropriate consequences	DeFerrari	10/01/18	10/01/20	Annually	Operational Support Protocol F1 attached	Status is unchanged		
16	**Operational Support**	F2. Review resolutions of behavior events on bus to ensure that handbook is being implemented with fidelity across all schools	DeFerrari	10/01/18	10/01/20	Monthly	Our first collaborative meeting with transportation has occurred. We have determined specific data points to review and plan for accessing data. A protocol has been created to assist in data review. Handbook revision process is to begin in November.	Using the protocol document, bus suspension data was reviewed. Top 10 referrals by bus, bus referral events, resolution types and students suspended from the bus were identified. Transportation will monitor bus referral documentation and C & C will continue to explore efficient/ accurate data pulls by creating a proper IC AdHoc Filter.		
17	**Operational Support**	F3. Share findings from review with Assistant Superintendent and Principals to improve consistency and hold Principals accountable for implementing recommended changes	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
18	**Operational Support**	F4. Establish and implement a process to gather and share stakeholder feedback regarding the implementation of the discipline policy for bus behavior	Frantz	10/01/18	10/01/20	Annually	Operation Protocol F4 attached. Defined Protocol, assigned specific owners, and uploaded Protocol document	Annual item. Will develop questionnaire to receive pertinent feedback (Coordinator of Bus Driver Training and Transportation Program Manager) Winter 2019		
19	**Operational Support**	**G. It is recommended that the district develop a process that shares pertinent student behavior information (issues and triggers) with drivers to promote consistency in behavior solutions as well as to ensure the safety of all students being transported.**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
20	**Operational Support**	G1. Develop, implement, and monitor a system to provide information to drivers on targeted strategies to prevent and de-escalate behavior events based on individual student needs	DeFerrari	10/01/18	10/01/20	Monthly	Operational Support Protocol G1 attached Sample is attached.	Communication with school administrators will occur in December, regarding updating "One Pagers"		
21	**Operational Support**	G2. Create and communicate topics for drivers to be shared at the compound level to support driver learning	Frantz	10/01/18	10/01/20	Monthly	Discussed best practice was to develop a monthly pupil management and other topic newsletter to consistently share accurate information. Newsletter will be distributed to all bus personnel each month, beginning in November. (Ken Stites and Kim Koontz)	Created and distributed Nov monthly transportation newsletter (attached)		
22	**Operational Support**	G3. Share results of monitoring process with Transportation administration and reflect in evaluations of drivers	Frantz	10/01/18	10/01/20	Monthly	Operation form G3 attached. Will meet with Culture and Climate team to review bus referral data, create Bus Incident and Fidelity Tracking (Ken Stites) - Compounds will use data as a tool in evaluating drivers.	Attached is Transportation review with Culture and Climate team.		
23	**Operational Support**	**H. It is recommended that JCPS review the policy of allowing children whose behavior issues have escalated to be put on buses.**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
24	**Operational Support**	H1. Develop, implement, and monitor a behavior intervention plan for students whose behaviors on the bus have escalated	DeFerrari	10/01/18	10/01/20	Monthly	Operational Support Protocol H1 attached A process was developed to review data of students who behaviors continue to escalate on buses. The results of the review will be communicated with schools and bus drivers and a review of the interventions and accommodations will occur to ensure they are appropriate for the target behavior.	Using the protocol document, bus suspension data was reviewed. Top 10 referrals by bus, bus referral events, resolution types and students suspended from the bus were identified. Transportation will monitor bus referral documentation and C & C will continue to explore efficient/ accurate data pulls by creating a proper IC AdHoc Filter.		
25	**Operational Support**	H2. Provide support to schools and transportation staff as they develop and implement behavior intervention plans for students	DeFerrari	10/01/18	10/01/20	Monthly	FBA/BIP training was provided for school administrators in August. FBA/BIP Training for new school administrators will take place in January. "One Pagers" were developed to inform staff as appropriate of students IEP and BIP and how to implement strategies and accommodations. "One Pagers" will be updated and created when appropriate.	FBA/BIP Training scheduled for December for newly hired administrators.		
26	**Operational Support**	**I. It is recommended that JCPS review their bus monitor allocation to determine the number of staff required to ensure student safety.**								
27	**Operational Support**	I.1 Develop, implement, and monitor process to determine which routes need additional bus monitors	Frantz	10/01/18	10/01/20	Monthly	Operation Protocol I1 attached. Defined Protocol, assigned specific owners, and uploaded Protocol document	Reviewed, analyzed, and approved additional monitors where/as needed. Transportation meeting notes attached. Conducted Transportation Job Fair 11/14, included 6 monitor applicants. Recruiting strategy attached.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
28	**Operational Support**	**J. It is recommended that the district clarify and communicate to school administrators the proper procedure for documenting 'bus' suspension versus 'school' suspension.**								
29	**Operational Support**	J1. Develop, implement, and monitor a system to document bus (versus school) suspensions in Infinite Campus.	DeFerrari	10/01/18	10/01/20	Monthly	Operational Support Protocol J1 attached. Developed Bus Incident and Fidelity Tracking form (attached).	Using the protocol document, bus suspension data was reviewed. Top 10 referrals by bus, bus referral events, resolution types and students suspended from the bus were identified. Transportation will monitor bus referral documentation and C & C will continue to explore efficient/ accurate data pulls by creating a proper IC AdHoc Filter. Schools administrators were trained on the bus referral form during the summer handbook trainings.		
30	**Operational Support**	J2. Develop, implement, and monitor audit protocol to ensure proper documentation of suspensions related to transportation	Renn	10/01/18	10/01/20	Annually	Operational Support Protocol J2 attached Internal audit will develop procedures to review the controls around transportation suspensions. IA will add this to their audit universe and their FY 19 audit plan and report on the results at the end of the review.	Status is unchanged		
31	**Operational Support**	J3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
32	**Operational Support**	**K. It is recommended that periodic observations at the school should be done by JCPS transportation staff to review the loading and unloading procedures that impact student safety.**								
33	**Operational Support**	K1. Develop and implement a schedule to conduct formal documented observations of loading and unloading procedures at schools	Frantz, Self	10/01/18	10/01/20	Monthly	Assigned transportation staff member: Kim Koontz, Coordinator Driver Training. In DRAFT for now.	•Created instruction email, sent 10/30/18 (attached) •Finalized Observation form (attached) •Observations to begin next week,11/7/18 - •Attached random sample of completed forms		
34	**Operational Support**	K2. Create and implement feedback loop to share observed information and action plans with school personnel and assistant superintendents	Frantz, Self	10/01/18	10/01/20	Monthly	Created JCPS school site loading and unloading observation form. Attachment uploaded. In DRAFT for now.	•Created instruction email, sent 10/30/18 (attached) •Finalized Observation form (attached) •Observations to begin next week,11/7/18 •Transportation forwarded Lassiter observation, actions needed, to Asst Supt, Safety and Principal 110818, (attached)		
35	**Operational Support**	K3. Share results of monitoring process of school level loading and unloading procedures with Principals and Assistant Superintendents and reflected in evaluations	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
36	**Operational Support**	**L. It is recommended that maintenance or construction projects that impact parking or traffic patterns at the school are communicated to Central Office transportation staff in a timely manner for appropriate action.**								
37	**Operational Support**	L1. Develop, implement, and monitor a process to ensure that central office transportation is included in Operations planning meetings that impact traffic patterns at schools	Raisor	10/01/18	10/01/20	Monthly	Operational Support Protocol L1 attached. Completed the protocol for this Protocol and attached the said protocol.	Weekly Operations staff meetings now include a time to discuss such situations. Minutes reflect this.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
38	**Operational Support**	L2. Conduct onsite plan reviews with transportation, safety & environmental and security to ensure organizational coherence	Raisor	10/01/18	10/01/20	Quarterly	During initial meetings, scheduled on-site visits will be established and reflected in the meeting notes.	Onsite reviews have begun. Minutes reflect this.		
39	**Operational Support**	L3. Document and communicate necessary changes to transportation patterns, if any, with schools and key stakeholders	Frantz	10/01/18	10/01/20	Monthly	Transportation receives updates from KY Transportation Cabinet District 5. These updates will be forwarded regularly to determine impact to assigned areas. Example attached. Additionally, L3 attached, this type of info will be shared with schools and compounds when traffic pattern changes are suggested.	•Breeders Cup Nov 2018 traffic plan attached. •NWS update for 11/1/18, possible traffic issues, attached		
40	**Operational Support**	**M. It is recommended that a business continuity plan for transportation management be developed in the event the C. B. Young, Jr. Service Center facility becomes unusable. Likewise, a business continuity plan is needed for each bus compound and its fleet should that location become unusable.**								
41	**Operational Support**	M1. Research other large districts and large corporations for best practices regarding business continuity plans	Dennes	10/01/18	01/01/19	Single Action	Reached out to peer districts, information attached	Will use info collected in Nov. 20 meeting with Operations. Agenda attached.		
42	**Operational Support**	M2. Write a formal business continuity plan for the district for critical operations (e.g., finance, operations, personnel management, nutrition services)	Dennes	01/01/19	03/01/19	Single Action	Attached are possible parking options for buses Draft template selected (attached)	Meeting Nov. 20 to begin work. Agenda attached.		
43	**Operational Support**	M3. Establish and implement a review process for the business continuity plan	Dennes	03/01/19	10/01/20	Annually	Operations Protocol M3 attached	Review will begin both during and after the writing process has begun. First meeting set Nov. 20.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
44	**Operational Support**	**N. It is recommended that the district implement a process to ensure the proper segregation of duties when it comes to custodial care of the kitchen and the lunchroom that will consistently support the use of indirect cost. Reorganization of both custodial and food service staff to the Central Office and removing the supervisory capacity of the building principal regarding those positions may eliminate any confusion about job responsibilities.**								
45	**Operational Support**	N1. Develop, implement, and monitor a system to ensure proper segregation of duties when it comes to custodial care of the kitchen and lunchroom	Bauscher	10/01/18	10/01/20	Monthly	Operational Support Protocol N1 attached Attachments detail instructions and monitoring responsibilities.	Have established a method to provide review results to Assistant Superintendents and Director of Housekeeping when findings related to "separation of duties" are identified.		
46	**Operational Support**	N2. Establish and implement a feedback loop to determine if staff understand job responsibilities	Bauscher	10/01/18	10/01/20	Annually	Staff is working on establishing the feedback loop to use in summer training	Status is unchanged.		
47	**Operational Support**	N3. Share results of monitoring system of proper segregation of duties with Assistant Superintendents and reflect results in evaluations	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up using RACI protocol	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
48	**Operational Support**	**O. It is recommended that the district address the corrective action plan required due to the USDA audit in March 2017 as a high priority for the district**								

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
49	**Operational Support**	O1. Develop, implement, and monitor a system to address the corrective action plan from USDA 2017 audit	Bauscher	10/01/18	10/01/20	Monthly	Operational Support Protocol O1 attached I am currently completing collection of all the documents that detail our responses to the USDA 2017 audit. All required corrective action was taken and approved by KDE to close the audit. Monitoring is ongoing.	Established method of advising Assistant Superintendents of significant findings during required compliance reviews.		
50	**Operational Support**	O2. Share results of monitoring system for implementing corrective action plan strategies with Assistant Superintendents and reflect results in evaluations	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
51	**Operational Support**	P. It is recommended that the district develop a business continuity plan in the event the Central Kitchen facility becomes unusable.								
52	**Operational Support**	P1. Research other large districts and large corporations for best practices regarding business continuity plans	Dennes	10/01/18	01/01/19	Single Action	Reached out to peer districts--information attached	Will use info collected in Nov. 20 meeting with Operations. Agenda attached.		
53	**Operational Support**	P2. Write a formal business continuity plan for the district for critical operations (e.g., finance, operations, personnel management, nutrition services)	Dennes	01/01/19	03/01/19	Single Action	Have preliminary selected a template	Meeting Nov. 20 to begin work. Agenda attached.		
54	**Operational Support**	P3. Establish and implement a review process for the business continuity plan	Dennes	03/01/19	10/01/20	Annually	Operations Protocol P3 attached	Review will begin both during and after the writing process has begun. First meeting set Nov. 20.		

JCPS Final CAP Finance

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	**Financial**	**A. KDE recommends that the board members consider any and all additional revenue sources (e.g., nickel equivalent tax, utility tax) to address critical facility needs.**								
2	**Financial**	A1. Facilitate an organization session for board members using KSBA training on revenue sources	Dennes	10/01/18	10/01/20	Annually	JCPS has spoken to KSBA to begin the Protocol of planning for support. KSBA is meeting Friday 10/12/18 to think through JCPS supports. JCPS will be in contact shortly thereafter. Phone conference with KSBA--notes attached.	Status is unchanged.		
3	**Financial**	A2. Train board members on revenue sources	Hardin	10/01/18	10/01/20	Annually	Attached is example of board presentation from August 14, 2018 worksession	Status is unchanged.		
4	**Financial**	A3. On-board new board member during orientation on revenue sources	Hardin	10/01/18	10/01/20	Annually	Beginning work on on-boarding for new members. Attached example of training materials presented to new board members last year which will help plan for this year.	Chief of Staff and Director of Strategy met with Board Chair to plan new member orientation; sent emails to schedule orientation; compiling materials; agenda attached Email with KSBA options for new board member training also attached.		
5	**Financial**	A4. Organize ways in which board members can explore funding opportunities from peer districts and national organizations	Dennes	10/01/18	10/01/20	Annually	JCPS plans to look at both other KY districts and national peers to explore other practices.	Status is unchanged.		
6	**Financial**	A5. Conduct work sessions providing overview to determine if additional revenue sources need to be explored	Hardin	10/01/18	10/01/20	Annually	Work session dates will be determined after board has approved 2019 meeting dates	Status is unchanged.		
7	**Financial**	A6. Report board member training hours	Dennes	10/01/18	10/01/20	Semi-annually	KSBA hours earned up to 10/2018 attached.	KSBA hours earned up to 11/6/2018 attached.		

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
8	Financial	A7. Host public meetings on a variety of finance topics (e.g., Finance Advisory Committee, Local Planning Committee, Community Forums)	Dennes	10/01/18	10/01/20	Semi-annually	In the month of October the following meetings were held: Finance, Audit and Risk Management Advisory, Committee (ARMAC), Local Facilities Planning Committee, materials attached, including presentation to Finance Advisory Committee in 2017	Finance and ARMAC met this month to go over Comprehensive Annual Financial Report. Community forum around student assignment held.		
9	Financial	**B. KDE recommends board member training regarding the use of restricted district funds for the acquisition and holding of vacant real property.**								
10	Financial	B1. Facilitate an organization session for board members using KSBA training on use of restricted district funds	Dennes	10/01/18	10/01/20	Annually	JCPS has spoken to KSBA to begin the Protocol of planning for support. KSBA is meeting Friday 10/12/18 to think through JCPS supports. JCPS will be in contact shortly thereafter. JCPS had conversation with KSBA 10-17-18 notes attached	Status is unchanged.		
11	Financial	B2. On-board new board member during orientation on use of restricted district funds	Hardin	10/01/18	10/01/20	Annually	Work Session dates will be determined after board has approved 2019 meeting dates	Chief of Staff and Director of Strategy met with Board Chair to plan new member orientation; sent emails to schedule orientation; compiling materials; agenda attached Email explaining KSBA options for new board member training also attached.		
12	Financial	B3. Report board member training hours	Dennes	10/01/18	10/01/20	Semi-annually	KSBA hours earned up to 10/2018 attached.	KSBA hours earned up to 11/6/2018 attached.		
13	Financial	B4 Conduct work sessions providing overview on use of restricted district funds	Hardin	10/01/18	10/01/20	Annually	Work Session dates will be determined after board has approved 2019 meeting dates	New board member orientation will include multiple finance topics.Agenda attached.		

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
14	**Financial**	**C.As required by board Policy 04.3111, KDE recommends that the board receives and approves a listing of invoices on the "Orders of the Treasurer Report" at monthly Board meetings.**								
15	**Financial**	C1. Develop and implement a process to ensure that the "Orders of the Treasurer Report" on every regular board agenda	Hardin	10/01/18	10/01/20	Monthly	Finance Protocol C1 attached. Report is complete and will be submitted to the Board monthly	Included in Nov 13th board meeting–sample attached.		
16	**Financial**	**D.KDE recommends that the district develop a process that ensures all Principals allow the SBDM council members to assist with setting the budget priorities and ensure that all council members receive the monthly financial reports for all school funds.**								
17	**Financial**	D1. Develop written procedures for SBDM Handbook	Stenton	10/01/18	10/01/20	Annually	Various resources/articles in the August and Fall 2018 edition of SBDM Connections provide guidance in this area.	Included link to KY SBDM Coordinators Handbook, to be used as reference for all SBDM members		
18	**Financial**	D2. Develop and implement training for SBDM members on setting budget priorities and review of monthly financials	Stenton	10/01/18	10/01/20	Annually	At the September 27 SBDM training, Dr. Marshall reminded members that they must review financial documents at each regularly scheduled meeting. The agenda for this training is attached.	Updated SDBM council Budget training document		
19	**Financial**	D3. Monitor SBDM agendas and minutes for review of financials	Stenton	10/01/18	10/01/20	Monthly	Beginning September, 2018, all minutes are being reviewed to ensure that councils are reviewing financial documents at each regularly scheduled meeting. Principals are notified via email if this information is missing from their council minutes. An example of the emails sent is attached.	Sample Budget Policy link is attached for reference. Policy includes reference to monthly financial report reviews. Principals will be reminded during training sessions of this requirement		

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
20	Financial	D4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
21	Financial	**E. KDE recommends that the board review and approve long-term cell tower rental contracts, to avoid the contracts lapsing and rentals continuing without Board approval and appropriate corporation signatures.**								
22	Financial	E1. Develop a system to monitor cell tower rental contracts	Hardin	10/01/18	10/01/20	Monthly	Finance Protocol E1 attached Spreadsheet has been developed and will be updated and monitored monthly	Contracts are being monitoring monthly. Spreadsheet attached.		
23	Financial	E2. Monitor contracts to avoid contract lapsing and rentals continuing without Board approval	Hardin	10/01/18	10/01/20	Monthly	Contracts are being monitoring monthly	Contracts are being monitoring monthly		
24	Financial	**F.KDE recommends that the Payroll Department create a process to confirm that the amount on the bank file as transmitted to and received by the bank matches the total of the payroll at the district end.**								
25	Financial	F1. Develop, implement, and monitor the two-level approval process to submit the payroll to the bank	Hardin	10/01/18	10/01/20	Monthly	Finance Protocol F1 attached Copy of the Process attached	Bank confirmation with MUNIS document from November 16 attached.		
26	Financial	F2. Develop, implement, and monitor a system to receive the bank email that confirms distribution of the funds	Hardin	10/01/18	10/01/20	Monthly	Finance Protocol F2 attached Two Sample Bank emails attached one from December 30, 2016 and a recent one from October 19, 2018, Documents showing various confirmations of bank and distribution of funds	Bank payroll deposit from November 16 attached.		

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
27	**Financial**	F3. Confirm the direct deposit amount withdrawn from the bank account matches the payroll posting to the general ledger	Hardin	10/01/18	10/01/20	Monthly	Overview of complete Protocol is attached to F1; Two Sample Bank emails attached one from December 30, 2016 and a recent one from October 19, 2018	Bank payroll deposit from November 16 attached.		
28	**Financial**	**G. Based upon the review of the expenditures within federal grants, KDE recommends the district perform a more in-depth review of the district's grants to ensure more equitable allocations to schools.**								
29	**Financial**	G1. Review and refine the grant allocation process to ensure equitable allocations to schools	Hardin	10/01/18	10/01/20	Annually	Finance Protocol G1 attached	Status unchanged		
30	**Financial**	G2. Develop and implement communication plan to share allocation process with schools	Hardin	10/01/18	10/01/20	Annually	Finance Protocol G2 attached	Working with fiscal coordinators to develop communication for schools to understand formulas and requirements of specific allocated grants		
31	**Financial**	**H. According to fiscal management staff, many schools do not fully expend their state grant awards; therefore, the funds revert to district-wide control. KDE recommends that the district establish a process to provide more thorough training and periodic reminders to Principals regarding their remaining available funds from all sources.**					attached example of training modules available on-line for schools to know how to look at account codes and balances of grants			
32	**Financial**	H1. Analyze state grant awards to identify schools who need additional support in monitoring their expenditures	Hardin	10/01/18	10/01/20	Annually	Finance Protocol H1 attached Grants & Awards monthly grant reconciliation guidelines attached	Status unchanged		
33	**Financial**	H2. Establish and implement a process for more thorough training on state grant awards and timelines	Hardin	10/01/18	10/01/20	Annually	Finance Protocol H2 attached Grants & Awards training PowerPoint for grant directors attached	Status unchanged		

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
34	Financial	H3. Develop, implement, monitor, and communicate state grant balances to schools and Assistant Superintendents	Hardin	10/01/18	10/01/20	Monthly	Finance Protocol H3 attached provided example of updated grant closing notice	Provided procedures to be followed by staff regarding communication of grant balances		
35	Financial	H4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
36	Financial	**I. KDE recommends that the CAE investigate the presence of grant funds in school activity accounts.**								
37	Financial	I1. Develop, implement, and monitor a process to investigate the presence of grant funds in school activity accounts	Renn	10/01/18	10/01/20	Monthly	Finance Protocol I1 attached Internal audit will include specific procedures related to school activity grant funds into the school audits performed in the Spring each year.	Met with grant manager to gain an understanding of their process. See meeting invitation as evidence.		
38	Financial	I2. Report findings to CFO, Assistant Superintendents, Principals, and bookkeepers	Renn	10/01/18	10/01/20	Monthly	Audit results from external auditors have just been provided. A sample one is attached. Next step is to create a database to track.	Example of process implemented in notifying CFO & Asst Supts of findings is attached		
39	Financial	I3. Provide individual support/training for schools as needed based on findings	Hardin	10/01/18	10/01/20	Monthly	on-site trainings are provided by accounting staff. example of schools visited is attached through travel reimbursement documentation	Updated training documents for school activity accounts		
40	Financial	I4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
41	Financial	**J. KDE recommends that the district separates the pupil attendance and Redbook training functions from the internal auditing function, utilizing different individuals to maintain proper segregation of duties.**								

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
42	**Financial**	J1. Explore and implement process to separate attendance and Redbook training from internal audit functions	Hardin	10/01/18	01/01/19	Single Action	Redbook training is provided by Accounting staff hired specifically for training Redbook and MUNIS	Completed		
43	**Financial**	J2. Develop, implement and monitor process to ensure school staff (including Principals) are trained on Redbook and attendance responsibilities	Hardin	10/01/18	10/01/20	Annually	Finance Protocol J2 attached	Status unchanged		
44	**Financial**	J3. Provide individual support and training for schools based on audit findings	Hardin	10/01/18	10/01/20	Monthly	On-site trainings are provided by accounting staff. example of schools visited is attached through travel reimbursement documentation	Year end audit findings are being reviewed and training adjusted to meet specific needs at specific schools as well as overall needs in areas identified to be an issue among several schools Additional training documents attached for reference and will be used during training sessions with school staff		
45	**Financial**	J4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
46	**Financial**	J5. Develop a quality control process to ensure job descriptions incorporate the training and compliance requirements	Adams	10/01/18	10/01/20	Annually	Finance Protocol J5 attached	Status is unchanged		
47	**Financial**	**K. KDE recommends a process be established to review all outstanding checks past six months from the month of issue and addressed as appropriate.**								
48	**Financial**	K1. Develop, implement, and monitor a due diligence process for uncashed stale dated checks	Hardin	10/01/18	10/01/20	Monthly	Finance Protocol K1 attached September outstanding check list attached	CFO provided updated outstanding check list as of October reconciliation		

	Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
49	Financial	K2. Share results of monitoring process with the CFO and reflect in evaluation of the Director of Accounting	Hardin	10/01/18	10/01/20	Monthly	CFO and Director of Accounting met to discuss outstanding checks .	List reviewed, only two remain of concern issued in 2017. Vendor will be contacted and check will be reissued.		
50	Financial	**L. A business continuity plan for Financial Management should be developed in the event the VanHoose building becomes unusable.**								
51	Financial	L1. Research other large districts and large corporations for best practices regarding business continuity plans	Dennes	10/01/18	01/01/19	Single Action	Reached out to peer districts--info attached	Will use info collected in Nov. 20 meeting with Operations. Agenda attached.		
52	Financial	L2. Write a formal business continuity plan for the district for critical operations (e.g., finance, operations, nutrition services, personnel management)	Dennes	01/01/19	03/01/19	Single Action	Draft template selected	Technology and Finance are working directly with Tyler Technologies to address the continuity plan for MUNIS operations and Time & Attendance ensuring payroll and financial processes can continue in the event of a disaster. Met with COO to work on COOP---Agenda and minutes attached.		
53	Financial	L3. Establish and implement a review process for the business continuity plan.	Dennes	03/01/19	10/01/20	Annually	Finance Protocol L3 is attached.	Review will begin both during and after the writing process has begun. First meeting set Nov. 20.		

JCPS Final CAP Finance School

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	**Financial - School**	**A. As evidenced by information gathered during school level interviews, communication is lacking from Central Office to school level personnel. Most Principals expressed the disadvantages of having Area Assistant Superintendents with 25 schools under each one. Communication is an area of much needed improvement. Transparency is a vital key to success and this is not observed in the JCPS network.**								
2	**Financial - School**	A1. Develop, implement, and monitor a communication protocol including responsibility matrix and frequency in regards to each financial-school CAP action	Horton	10/01/18	10/01/20	Monthly	Financial School Protocol A1 attached Adding the financial actions to the weekly report---working to incorporate	Weekly Reflections from schools now include a question around finance. Samples attached.		
3	**Financial - School**	**B. It is recommended that all schools utilize one bank account for school activity funds. If a school changes banks, any outstanding checks should be voided, written off in the EPES system, and reissued under the new account if the recipient is known. Accounts that aren't being utilized, should not remain open for extended amounts of time.**								
4	**Financial - School**	B1. Develop, implement, and monitor strict timelines and procedures for closing bank accounts	Hardin, Renn	10/01/18	10/01/20	Monthly	Financial School Protocol B1 attached Internal audit will include specific procedures in its school level audit program to evaluate adherence to the timelines and procedures. School level audits typically occur in the Spring.	Reviewed findings from Strothman & Co (external auditor) for findings related to bank accounts. See evidence.		

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
5	Financial - School	B2. Develop, implement, and monitor a process to void outstanding checks issued in the old bank account	Hardin, Renn	10/01/18	10/01/20	Monthly	Financial School Protocol B2 attached, Link to Redbook attached, see pages 63 through 65 for specific procedures related to Bank Statement Reconciliation, see page 5 item 5, "Each school shall have one interest earning checking account at a board approved bank..." Accounting trainer will include during her Redbook training emphasis of only one bank account can be open at a time, the only exception allowed by JCPS is allowing time for the outstanding checks in the old account to clear based on protocols established and attached. Internal audit will include specific procedures in its school level audit program to evaluate adherence to the timelines and procedures for void checks in old bank accounts. School level audits typically occur in the Spring.	Reviewed findings from Strothman & Co (external auditor) for findings related to outstanding checks. See evidence.		
6	Financial - School	B3. Train and communicate to all bookkeepers, school secretaries, and Principals the requirement for a single bank account	Hardin	10/01/18	10/01/20	Annually	This is covered in the Redbook training by Accounting staff	Status is unchanged.		
7	Financial - School	B4. Share results of monitoring process of school level bank account closing procedures with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
8	**Financial - School**	**C. To maintain accurate records of expenditures and authorization of expenditures, KDE recommends credit cards be safeguarded and kept under lock and key to protect against unauthorized use as outlined in Redbook procedures. A sign-in/sign-out sheet should also be maintained.**								
9	**Financial - School**	C1. Review, implement, and monitor a process to ensure appropriate protocols for credit card management	Hardin	10/01/18	10/01/20	Monthly	Financial School Protocol C1 attached Link to Redbook attached, see page 15 and 16 for requirements related to appropriate protocols for credit cards Board Policy 04.31 attached	Reviewed end of year audit results concerning credit card issues. See results attached.		
10	**Financial - School**	C2. Review, implement, and monitor audit protocols to ensure Redbook rules regarding credit card management are implemented with fidelity	Renn	10/01/18	10/01/20	Monthly	Financial School Protocol C2 attached Internal audit will include specific procedures in its school level audit program to evaluate adherence to the procedures over credit card management. School level audits typically occur in the Spring. In addition, audit will develop a credit card specific audit to be performed every four years (one was performed this past Spring) to perform more detailing testing of the Protocol. Audit results from 2018 are just completed. A sample is attached.	Based on review of the Management Letter Comments reported by Strothman and Co (external auditors), Identified the listing of schools that had credit card findings.		
11	**Financial - School**	C3. Provide individual support and training on credit card management for schools based on audit findings	Hardin	10/01/18	10/01/20	Monthly	Training on credit card management was included in summer training.	Reviewed end of year audit results concerning credit card issues. See results attached.		

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
12	Financial - School	C4. Share results of monitoring process of school level credit card system with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
13	Financial - School	**D. It is recommended that the district provide training to school level personnel for schools that receive funding through grants, so that someone at the school-level will have an in-depth understanding of the financial handling of grants and able to provide supporting documentation relating to the grant upon request during an external audit. The documentation surrounding grants may be maintained and controlled at the Central Office level; however, a basic understanding of the processes involved for the grant funded employees should exist at the school level. At least one member of the school personnel should be able to explain the procedures and policies that are in place to ensure grants are being properly allocated and accounted for per the constituents.**					Grants & Awards website link has been attached as reference. training and helpful instructions are provided on the website			
14	Financial - School	D1. Develop, implement, and monitor a process to regularly update financial services website to ensure grant procedures and guidelines are clearly stated	Hardin	10/01/18	10/01/20	Quarterly	Financial School Protocol D1 attached	Status unchanged		
15	Financial - School	D2. Develop, implement, and monitor a grant management system at the school level	Hardin	10/01/18	10/01/20	Monthly	Financial School Protocol D2 attached Working with Supervisor Grants and Awards to establish system.	October Monthly reconciliation attached		
16	Financial - School	D3. Develop, implement, and monitor a training process on the proper controls for grant funding for school team (e.g., bookkeepers, secretaries, principal/designee)	Hardin	10/01/18	10/01/20	Annually	Financial School Protocol D3 attached	Status unchanged		

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
17	**Financial - School**	D4. Share results of monitoring process of school level grant management system with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
18	**Financial - School**	**E. It is recommended that the assistant Principals and teachers receive annual training on Redbook activities that govern school activities as it is not merely enough to educate bookkeepers in this area.** **For example, because multiple receipt forms begin in the classroom, it is important that teachers receive adequate training on multiple receipt procedures. Providing others with knowledge in this area will also help matters in the event a school bookkeeper should take leave unexpectedly, or during a replacement period if one leaves their place of employment.**								
19	**Financial - School**	E1. Develop, implement, and monitor an on-line training module on Redbook procedures for teachers and Assistant Principals	Hardin	10/01/18	10/01/20	Monthly	Financial School Protocol E1 attached All Redbook procedures are available on-line. To enhance the training we will be developing a video training for Redbook	Sponsor and Principal training documentation attached. First draft of multiple receipt form training session has been created and sent to production. This step may take some time since it will compete with other JCPS training priorities.		
20	**Financial - School**	E2. Share results of monitoring process of Redbook compliance with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
21	**Financial - School**	**F. Dates should not be crossed out in ink on a purchase request form since this leaves room for questioning the validity of the documents being examined.**								
22	**Financial - School**	F1. Review, implement, and monitor a process to ensure proper management of school level purchase requests (e.g., dates should not be crossed out in ink)	Hardin	10/01/18	10/01/20	Monthly	Financial School Protocol F1 attached Working with Director of Purchasing to establish system	During training sessions this has been emphasized to school bookkeepers the importance of official documents to not be altered.		

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes.	KBE Dec 2018 Status	KBE Feb 2019 Status
23	Financial - School	F2. Develop and implement audit protocols for school level purchase requests	Renn	10/01/18	10/01/20	Quarterly	Financial School Protocol F2 attached Internal audit will include specific procedures in its school level audit program to evaluate adherence to the timelines and procedures over school level purchasing requests. School level audits typically occur in the Spring.	Status unchanged		
24	Financial - School	F3. Provide individual support and training on school level purchase requests for schools based on findings	Hardin	10/01/18	10/01/20	Monthly	Accounting Finance Support Technician provides individual bookkeeper training as requested or when needed based on findings	Provided on-site training for selected schools. See attached travel voucher as evidence.		
25	Financial - School	F4. Share results of monitoring process of school level purchase requests with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
26	Financial - School	**G. It is recommended that all audit findings, including those at the school level, be rectified annually, so that the issues are not repeated in consecutive years.**								
27	Financial - School	G1. Develop, implement, and monitor to ensure that all school level audit findings are addressed	Renn	10/01/18	10/01/20	Annually	Financial School Protocol G1 attached A follow up database will be created to track corrective action plans. Quarterly status reports will be provided to management and semi annual reporting will be provided to the Board.	Status unchanged		
28	Financial - School	G2. Share results of monitoring responses to school level audit findings with Assistant Superintendents and reflected in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

	Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
29	**Financial - School**	**H. It is recommended that school level findings in the independent external audit be reported to the board by individual school and not just in summary form.**								
30	**Financial - School**	H1. Develop, implement, and monitor a process to manage school level audit findings	Renn	10/01/18	10/01/20	Quarterly	Financial School Protocol H1 attached A follow up database will be created to track corrective action plans. Quarterly status reports will be provided to management and semi annual reporting will be provided to the Board.	Summary and plan for improvement attached.		
31	**Financial - School**	H2. Report school level audit findings by school to the Jefferson County Board of Education	Hardin	10/01/18	10/01/20	Annually	After year end audit is complete the external audit document will be provided to board members for all school findings documented by the external auditors	Superintendent provided to the board on Sunday, November 25th.		

JCPS Final CAP Personnel Management

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	Personnel Management	**A. It is recommended that the Superintendent develop and implement a process to ensure that all Central Office employees are evaluated based on the duties described in their job descriptions.**								
2	Personnel Management	A1. Develop, implement, and monitor a process to ensure that job descriptions for central office employees are up to date, accurate, and accessible	Adams	10/01/18	10/01/20	Quarterly	Personnel Management Protocol A1 attached Protocol plan has been developed. Interviews for person responsible are scheduled before the end of October. Once the person is hired, he/she will be trained on how to update job descriptions and compare with those that have been approved by the Board. Required training will also be reviewed by this person (Financial J5).	The person responsible for updating the job descriptions and organization chart online has been named, will start on November 26 and will be trained that week.		
3	Personnel Management	A2. Develop and implement a process to ensure all Central Office employees are evaluated based on job description meeting the appropriate timelines	Adams	10/01/18	10/01/20	Annually	Personnel Management Protocol A2 attached All Chiefs were presented with their evaluation requirements within the first 30 days of hiring. All Chiefs completed a Professional Growth Plan by the respective due dates. They received training about the evaluation system.	All levels are preparing for midyear conferences (scheduled in December and January) and working to ensure consistency with the district's goals and 2020 Action Plan. Cabinet folders have been compiled including job description review and PGP (which is aligned with District goals)		

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
Personnel Management	A3. Monitor the process and hold supervisors accountable for implementing the process as reflected in their evaluation	Adams	10/01/18	10/01/20	Annually	All Chiefs were presented with their evaluation requirements within the first 30 days of hiring aligned with JCPS evaluation Protocoles including a review of the job description, evaluation forms and Code of Ethics. All Chiefs completed a Professional Growth Plan by the respective due dates. This Protocol was replicated in departments.	All levels are preparing for midyear conferences (scheduled in December and January) and working to ensure consistency with the district's goals and 2020 Action Plan. Cabinet folders have been compiled including job description review and PGP (which is aligned with District goals)		
Personnel Management	**B. It is recommend that the Superintendent ensure that Supervisors (e.g., Cabinet members, Area Assistant Superintendents) are accurately evaluating their employees based on the duties described in their job descriptions**								
Personnel Management	B1. Develop, implement, and monitor a process to ensure that job descriptions for school level employees are up to date, accurate, and accessible	Adams	10/01/18	10/01/20	Quarterly	Personnel Management Protocol B1 attached Protocol plan has been developed. Interviews for person responsible are scheduled before the end of October. Once the person is hired, he/she will be trained on how to update job descriptions and compare with those that have been approved by the Board. Required training will also be reviewed by this person (Financial J5).	The person responsible for updating the job descriptions and organization chart online has been named, will start on November 26 and will be trained that week.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
7	**Personnel Management**	B2. Develop and implement a process to ensure all employees are evaluated based on job description meeting the appropriate timelines	Adams	10/01/18	10/01/20	Annually	Personnel Management Protocol B2 attached All Chiefs were presented with their evaluation requirements within the first 30 days of hiring. All Chiefs completed a Professional Growth Plan by the respective due dates.	All levels are preparing for midyear conferences (scheduled in December and January) and working to ensure consistency with the district's goals and 2020 Action Plan. Cabinet folders have been compiled including job description review and PGP (which is aligned with District goals)		
8	**Personnel Management**	B3. Monitor the process and hold supervisors responsible for implementing the process as reflected in their evaluation	Horton	10/01/18	10/01/20	Annually	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
9	**Personnel Management**	**C. It is recommended the HR department develop feedback mechanisms within its operating systems that will provide constructive data and information for continuous process improvement.**								
10	**Personnel Management**	C1. Develop, implement and monitor a process for continuous improvement regarding HR functions (e.g., exit surveys, e-mail survey response, peer district reviews)	Adams	10/01/18	10/01/20	Monthly	Personnel Management Protocol C1 attached Email tag survey has been developed. Once a professional account is established on SurveyMonkey (late October) the link will be placed in the signature section of all HR employees email (https://www.surveymonkey.com/r/VDYLTDM). Exit survey is being developed with a target of release during the month of November.	Customer Service, Staff Culture Survey and Staff Suggestions for Improvement Survey have all been developed and deployed to staff. Directions were given to staff to place the Customer Service link in their email signature along with directions for doing so.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
11	**Personnel Management**	C2. Explore ways to improve two-way communication between HR and applicants	Adams	10/01/18	10/01/20	Monthly	Staff has ensured that the Frontline Applicant Tracking system used by JPCS has this capability. Once implemented, it will notify applicants of position types for which they have requested notification.Attached is the agenda in which this was discussed (Agenda Item: KDE Audit Review).	A "sandbox" with JCPS data is currently being setup to test and review all functionality of the system prior to implementation.		
12	**Personnel Management**	**D. It is recommended that employee files be routinely audited for complete information.**								
13	**Personnel Management**	D1. Develop, implement, and monitor process for routinely auditing employee files to ensure information is complete and up-to date	Brown	10/01/18	10/01/20	Monthly	Personnel Management Protocol D1 attached The August, September, and October results of the Records Audit are also attached.	Tracking system is being moved to Google Docs so that the HR Administrative Assistant can access it. This will allow HR Administrative Assistant to review folders with missing documents, locate/acquire them, submit them to Employee Relations to complete the file. November audit results attached.		
14	**Personnel Management**	D2. Monitor the process and hold supervisors/employees responsible for implementing the process as reflected in their evaluation	Brown	10/01/18	10/01/20	Annually	Chief of Staff met with Employee Relations to review progress on system;	Chief of HR requested that the tracking system be moved to Google Docs for sharing and review.		
15	**Personnel Management**	**E.The HR department has no business continuity plan in the event the VanHoose building is no longer available due to a disaster.**								
16	**Personnel Management**	E1. Research other large districts and large corporations for best practices regarding business continuity plans	Dennes	10/01/18	01/01/19	Single Action	Reached out to peer districts --samples attached	Will use info collected in Nov. 20 meeting with Operations. Agenda attached.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
17	Personnel Management	E2. Write a formal business continuity plan for the district for critical operations (e.g., finance, operations, personnel management, nutrition services)	Dennes	01/01/19	03/01/19	Single Action	Draft template selected	Meeting Nov. 20 to begin work. Agenda attached.		
18	Personnel Management	E3. Establish and implement a review process for the business continuity plan.	Dennes	03/01/19	10/01/20	Annually	Personnel Manangement Protocol E3 attached.	Review will begin both during and after the writing process has begun. First meeting set Nov. 20.		
19	Personnel Management	**F. It is recommended that Central Office should provide opportunities for employees out in schools to participate in special events they hold in the main office.**								
20	Personnel Management	F1. Identify special events of interest to employees	Adams	10/01/18	10/01/20	Quarterly	A Google Form has been developed and is being reviewed on which events conducted by Central Office are submitted and reviewed.	Status is unchanged.		
21	Personnel Management	F2. Schedule events to ensure that additional opportunities are provided outside the traditional work day and at accessible location(s) for employees to participate	Adams	10/01/18	10/01/20	Monthly	A Google Form has been developed and is being reviewed on which events conducted by Central Office are submitted and reviewed (https://goo.gl/forms/C8Xb0evYakaYzmZ92).	Cabinet notified of form to be used to review events and asked to distribute to staff who are responsible for scheduling events. https://goo.gl/forms/p9dZMyWXVolDpFfI2		
22	Personnel Management	F3. Develop and implement a communication plan to enhance employee participation	Adams	10/01/18	10/01/20	Monthly	Personnel Management Protocol F3 attached A Google Form has been developed and is being reviewed on which events conducted by Central Office are submitted and reviewed (https://goo.gl/forms/C8Xb0evYakaYzmZ92).	Discussed in cabinet and form distributed to cabinet members		

JCPS Final CAP Instruction Management

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	**Instruction Management**	A. While Vision 2020 (3.2.1, 3.2.2, 3.2.3, 3.2.4) focuses on communication with external partners including parents and business community, communicating the daily actions of the work of departments and work groups within the organization must flow from strategic (current state) to the operation level (desired state), ultimately all the way to the seat of a student. Create a formalized plan that focuses on two-way communication including horizontal and vertical internal communication which is harmonized across all processes and work groups to support organization-wide goals. As part of this formalized internal communication plan, there should be accountability for execution of this plan at all levels (e.g., superintendent, cabinet members, assistant superintendents, middle level management, school administrators, teachers).								
2	**Instruction Management**	A1. Develop and implement a protocol for leadership team meetings at all levels (Cabinet, middle level management and school administrators)	Dennes	10/01/18	10/01/20	Monthly	Instructional Management Protocol A1 attached. Attached is a sample agenda from each chief for the month of October.	Attached are sample agendas from Chiefs and Assistant Superintendents.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
3	**Instruction Management**	A2. Develop and implement an action plan that focuses school work on key strategies of Vision 2020 (e.g. Backpack of Success Skills, Racial Equity Policy, Culture & Climate)	Horton Coleman	10/01/18	10/01/20	Monthly	Instruction Management Protocol A2 attached Several strategies are in place to support the key strategies of Vision 2020 including: CCV visits, weekly reflections by Principals, weekly reflections by Assistant Superintendents, creation of school level Racial Equity plans; individualized feedback to each school on racial equity plans; individualized support and accountability from the Office of Climate and Culture; Principal, AP and Counselor meetings aligned with intentional PD to focus on the key strategies.	Support has been provided to follow up with CCV visits through the offices of Teaching and Learning, Transition Readiness, Academic Support and Culture/Climate. Level assistant superintendents will continue to monitor each school's progress by focusing on their Recommended Actions outlined in the CCV template. Additionally, work around Racial Equity continues to be at the forefront.There is cohesive work around aligning the PD for Principals, Assistant Principals, counselors and GCCs to strengthen efforts around the big pillars.		
4	**Instruction Management**	A3. Develop, implement and monitor a system for schools to regularly reflect on their progress in implementing the three pillars and provide support based on those reflections	Horton	10/01/18	10/01/20	Monthly	Instruction Management Protocol A3 attached Schools turn in a weekly reflection sheet to their Assistant Superintendent. This tools allows leaders and their teams to take time each week to think through their progress around the three pillars. Assistant Superintendents also reflect weekly and note their own work around the pillars as well and these are turned in to the Chief of Schools	Attached are examples of November's school level weekly reflections and level reports. School leadership teams meet weekly to complete the weekly reflections. They send them to their Zone Assistant Superintendent and they respond with feedback and questions.		

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
Instruction Management	B. While valid processes and protocols have been created around curriculum, instruction and assessment, they have not been consistently implemented with fidelity system-wide to ensure sustainability and repeatability that would result in continuous improvement. Along with inconsistent implementation, also lacking is a consistent process for measuring the effectiveness of policies/procedures to create change in policy and practice. Create a system with actionable, time-bound steps and person(s) responsible (e.g., 30/60/90 day plans) to monitor implementation of processes and measure their effectiveness at all levels.								

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
Instruction Management	B1. Develop, implement, and monitor a district-wide protocol to ensure curriculum, instruction and assessment frameworks are implemented with fidelity	Coleman, Horton	10/01/18	10/01/20	Monthly	Instructional Management Protocol B1 attached. Level Assistant Superintendents provide a report weekly including an overview of the six systems. CCV visit findings have been analyzed for trends and will be reviewed in Instructional Cabinet meeting on October 8, 2018.	An initial meeting has taken place with an advisory council for System 6 (November 09). Instructional Cabinet participants engaged in discussions regarding grade level work and cultivating learning environments that foster student choice and relevancy (November 11). In addition, assistant superintendents continue to provide weekly updates for their schools focused on the 3 Pillars and 6 Systems. Finally, Instructional Leads, Instructional Coaches and Resource Teachers in the Teaching and Learning Department provide weekly evidence of their work with schools. This includes providing documentation to show which schools have been trained on the frameworks. The following link (https://docs.google.com/spreadsheets/d/1M-DVYi4mVgDe3HaFUkhfmww_JPjazICGZYFB1HyFHjM/edit?usp=sharing) is for the Organizing for Impact tool and is used as one accountability measure for capturing staff support in schools from the Teaching and Learning Department. Additional monitoring tools are included as attachments.		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
7	**Instruction Management**	B2. Review data metrics and actions from Vision 2020/CDIP regularly at school, Assistant Superintendent and Cabinet levels to ensure execution of district actions and accountability at all levels (e.g., school weekly reflections, monthly reality checks, cabinet data reviews, etc.)	Horton, Coleman, Dossett	10/01/18	10/01/20	Monthly	Cabinet reviews of learning and climate KPIs (9/21 and 10/12); October reality checks/data reviews with Assistant Superintendents attached; board quarterly report on Vision 2020 actions and key metrics scheduled for Oct 30 (ppt attached)	All Assistant Superintendents are preparing for the upcoming reality check meeting for November 30. In addition, level assistant superintendents are holding Reality Check meetings with each school.		
8	**Instruction Management**	B3. Develop and implement a protocol to use data analysis findings to inform changes to policies, procedures, and practices	Dossett	10/01/18	10/01/20	Monthly	Instructional Management Protocol B3 attached Cabinet review of KPIs for climate (9/21) and learning (10/12) attached	Cabinet review of KPIs for organizational coherence (11/2) attached; scheduled 2nd round of learning and climate reviews		
9	**Instruction Management**	C.As part of this system, there should be accountability for execution of this plan, as well as professional learning provided as needed, at all levels (e.g., superintendent, cabinet members, Area Assistant Superintendents, middle level management, school administrators, teachers) to ensure effectiveness.								
10	**Instruction Management**	C1. Develop and implement a monitoring process to ensure execution of Vision 2020/CDIP	Dossett	10/01/18	10/01/20	Monthly	Instructional Management Protocol C1 attached Cabinet review of KPIs for climate (9/21) and learning (10/12) attached; Vision 2020 in Action shared with ARMAC committee on 9/26/18; Board quarterly review of Vision 2020 Key Actions and Metrics (Oct 30 ppt attached)	Cabinet review of KPIs for organizational coherence (11/2) attached; scheduled 2nd round of learning and climate reviews Monthly Reality Checks with Asst. Superintendents on Climate and Learning KPIs scheduled for Nov 30th		

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
11	Instruction Management	C2. Provide support for the effective implementation of Vision 2020/CDIP based on the results of the monitoring process	Coleman, Horton	10/01/18	10/01/20	Monthly	Protocol for data review (Reality Checks) has been finalized. First round of Reality Checks held during the week of 10/22/18. Areas and/or schools of concern will be identified and supports will be determined and provided as needed.	Level assistant superintendents continue to collaborate with the offices of Teaching and Learning, Transition Readiness, Academic Support and Culture/Climate to provide the intentional support that is needed to effectively implement Vision 2020/CDIP. The following link (https://docs.google.com/spreadsheets/d/1M-DVYi4mVgDe3HaFUkhfmww_JPjazlCGZYFB1HyFHjM/edit?usp=sharing) is for the Organizing for Impact tool and is used as one accountability measure for capturing staff support in schools		
12	Instruction Management	C3. Ensure that the evaluation system is aligned with the district's goals and action plan	Coleman, Horton, Adams	10/01/18	10/01/20	Monthly	All levels (Principals, Assistant Superintendents, and Chiefs) are considering how to effectively use evaluations to impact the organization. Assistant Superintendents made clear connections in beginning of year trainings for principals (sample attached).	All levels are preparing for midyear conferences (scheduled in December and January) and working to ensure consistency with the district's goals and 2020 Action Plan. Cabinet folders have been compiled including job description review and PGP (which is aligned with District goals)		

JCPS Final CTE CAP

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	CTE	**A. Provide KDE any change proposed by JCPS to a board policy or administrative procedure regarding career and technical education**								
2	CTE	A1. Establish and implement a process to ensure that all board policy and procedures regarding career and technical education are sent to the Commissioner for review	Dennes	10/01/18	10/01/20	Monthly	CTE Protocol A1 is attached A Protocol has been developed to send policies and procedures to KDE for review. At least bi-weekly phone calls between Chief of Staff, Chief ARSI, and Associate Commissioner are occurring to talk through plans. Monthly meetings have also been scheduled. The log for the month of October is attached to document meetings with KDE to approve policies and procedures.	The log for the month of November is attached to document meetings with KDE to approve policies and procedures. Email discussions regarding Board considerations attached		
3	CTE	A2. Establish and implement a process for reviewing procedures and practices based on KDE monitoring visits and technical assistance	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol A2 is attached Developing a yearly procedures and improvement road-map organized in a monthly timeline to ensure all updated procedures, practices from monitoring visits and technical visits are addressed.	Working on an updated yearly timeline - see attached - version 2 with an implementation and impact check attached. Merging Perkins, TEDs, TR Data Monitoring, Mission/Vision of CTE		
4	CTE	**B. Inaccuracies in federal and state data reporting indicates noncompliance with Perkins, KRS 157.069, and College and Career Readiness Accountability, pursuant to KRS 158.6453. Areas of specific concern include discrepancies apparent in the TEDS data, student transcripts and schedules, student credit, and attendance data.**								

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
CTE	B1. Develop, implement and monitor a system to ensure compliance with data reporting requirements with Perkins, KRS157.069 and Transition Readiness Accountability pursuant to KRS 158.6455	Rogers	10/01/18	10/01/20	Quarterly	CTE Protocol B1 is attached Formalizing a system of procedures, which includes monitoring checks and feedback for continuous improvement and procedures will be evidenced in the CTE Guidance Handbook.	Executing the monitoring plan, checking TEDS data for accuracy, coaching schools for continuous improvement, checking log-in reports		
CTE	B2. Review organizational structure and job responsibilities at central office to best support needs of schools	Rogers	10/01/18	10/01/20	Annually	April of 2018 CTE organizational chart was changed when the Director of CTE position was made into an Assistant Superintendent and other positions were added to department. Assistant Superintendent is reviewing job duties and responsibilities and working to maximize support through re-organization of staff duties. Work will be monitored through evaluations, growth plans, and school surveys to determine area of needs.	Currently auditing duties of the support staff and aligning to support CTE programming.		
CTE	B3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Quarterly	Will follow up when results are shared	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
CTE	**C Inaccuracies in documentation of career pathways indicate pathways were incomplete, invalid, and inaccurate or were not followed, which indicates noncompliance with Perkins, KRS 157.069, and Accountability pursuant to KRS 158.6453. Documentation reviewed include master schedules, student transcripts and student schedules.**								

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
CTE ***Pathways & Master Schedule, Advisory Mtgs***	C1. Develop, implement, and monitor a protocol for pathway modifications based on industry data and advisory meetings to be reviewed by CTE Department before going to KDE	Rogers	10/01/18	10/01/20	Annually	CTE Protocol C1 is attached All career pathway closures, additions and modifications require the attached form to be reviewed for approval by the Assistant Superintendent of Transition Readiness, must be supported by regional data and supported by the Advisory Committee.	A new pathway modification form has been created to request advisory minutes from advisory meetings to support the pathway request. Worked in collaboration with Kiley Whitaker from KDE.		
CTE **Pathways & Master Schedule**	C2. Develop, implement, and monitor a process to ensure that pathways and master schedules submitted to the CTE department so that the district can check if courses are aligned in pathways and meet the four course sequence	Rogers	10/01/18	10/01/20	Annually	CTE Protocol C2 is attached A file was requested from IT Department that contains all active high school courses codes, course names, teacher and enrollment. The file is reviewed and compared to the CPT forms and the KDE program of study. All discrepancies are reported and resolved by instructional leads and school teams to ensure all courses offered align to the pathway requirements.	Monitoring: Master Scheduling lead met with each Instructional Lead to review each CPT looking at the current master schedule to ensure alignment making notes where there were discrepancies.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
11	**CTE** **Pathways & Course Codes**	C3. Develop, implement, and monitor a process to ensure correct course codes are used at the school level (including CTE courses, work based learning opportunities, etc.)	Rogers	10/01/18	10/01/20	Annually	CTE Protocol C3 is attached A file was requested from IT Department that contains all active high school courses coded for CTE and includes course numbers, course names, teacher names and student enrollments. The file is reviewed and compared to the CPT forms and the KDE program of study. Work based codes are defined and listed in the CTE Handbook and the Work Based Learning Handbook to improve usage. CTE office trains counselors annually and reviews all course codes, particularly work based learning codes. All discrepancies are reported and resolved by instructional leads and school teams to ensure all courses offered align to the pathway requirements.	Reviewing course codes, submitted course codes not covered by state codes for board approval. Transition Readiness Office created a Career and Technical Manual for WBL opportunities. The WBL agreement, medical consent, evaluations from students and employer, and log of contacts forms were added to the manual. All work-based learning opportunities are entered electronically which in the CTE database system will allow us to monitor each student by school. Currently auditing all WBL codes and training staff to enter all WBL information.		
12	**CTE**	C4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Annually	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
13	**CTE**	**D. School level CTE staff are not identified and/or identified staff do not have the knowledge and/or authority to implement the CTE program with fidelity, creating a system that provokes noncompliance with Perkins, KRS 157.069, and Accountability pursuant to KRS 158.6453, in the ways described immediately above. Evidence includes school and district level interviews as well as TEDS reports.**								

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
14	CTE	D1. Develop, implement, and monitor a system to ensure two staff members per high school are identified, trained, and involved in the TEDS data review process	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol D1 is attached CTE Teams are established by Principals through a communication from HS Assistant Superintendent. OTR arranges KDE-led TEDS Training in September. Communications on training, data requirements and deadlines are shared.	Monthly Log In Reports Weekly 10 Calibrations check for admin log-ins and accurate data entries Communication with Principal, HSAS, if needed.		
15	CTE	D2. Develop, implement, and monitor a system to ensure staff are adequately knowledgeable with the CTE program to demonstrate compliance with data reporting requirements with Perkins, KRS157.069 and Transition Readiness Accountability pursuant to KRS 157.069 and KRS 158.6455	Rogers	10/01/18	10/01/20	Quarterly	CTE Protocol D2 is attached Formalizing a system of procedures, which includes monitoring checks and feedback for continuous improvement and procedures will be evidenced in the CTE Guidance Handbook.	Monthly Log In Reports Weekly 10 Calibrations check for admin log-ins and accurate data entries Communication with Principal, HSAS, if needed. District Office Monitoring Audit Results attached. https://drive.google.com/drive/folders/1JQoKeUk2f2BBuci6_HvUXh2x5KipuSf-?usp=sharing		
16	CTE	D3. Develop, implement, and monitor a protocol for pathway modifications to be reviewed by CTE Department before going to KDE	Rogers	10/01/18	10/01/20	Semi-annually	CTE Protocol D3 is attached All career pathway closures, additions and modifications require the attached form to be reviewed for approval by the Assistant Superintendent of Transition Readiness must be supported by regional data and supported by the Advisory Committee.	A new pathway modification form has been created to request advisory minutes from advisory meeting to support the pathway request. Worked in collaboration with Kiley Whitaker from KDE.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
17	CTE	D4. Develop, implement,and monitor a process to ensure correct course codes are used at the school level (including CTE courses, work based learning opportunities, etc.)	Rogers	10/01/18	10/01/20	Semi-annually	CTE Protocol D4 is attached A file was requested from IT Department that contains all active high school courses coded for CTE and includes course numbers, course names, teacher names and student enrollments. The file is reviewed and compared to the CPT forms and the KDE program of study. Work based codes are defined and listed in the CTE Handbook and the Work Based Learning Handbook to improve usage. CTE office trains counselors annually and reviews all course codes, particularly work based learning codes. All discrepancies are reported and resolved by instructional leads and school teams to ensure all courses offered align to the pathway requirements.	Course Code Checks and Monitoring: Master Scheduling lead met with each Instructional Lead to review each CPT looking at the current master schedule to ensure alignment.		
18	CTE	D5. Develop, implement, and monitor a process to ensure effective implementation of advisory councils	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol D5 is attached A best practice Advisory Committee Handbook has been developed and available to all stakeholders. Continuous monitoring occurs to ensure sign-in sheets, minutes, labor data, parents and students are in attendance. Feedback is provided to school stakeholders to continually improve committee protocols.	Developed an advisory council report card with improvement notices. OTR will review all advisory council minutes, agendas, etc and provide a report card and notice for improvement areas. Report Card attached.		
19	CTE	D6. Develop, implement, and monitor a check and balance system between approval and purchasing	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol D6 is attached Check and balance system is currently in place. Reviewing documented Protocol for potential improvements.	Check and balance system is currently in place. Reviewing documented Protocol for potential improvements.		

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
CTE	D7. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
CTE	**E.The District CCR Coordinator should create a process that ensures that the benefits and the value of CTE are clearly communicated to all school leadership and become part of the district's culture.**								
CTE	E1. Develop, implement, and monitor a process that ensures the benefits and value of CTE are clearly communicated to all school leadership and become part of the district's culture	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol E1 is attached Office of Transition Readiness led by an Assistant Superintendent with a voice at instructional cabinet OTR created a mission vision video and communicated through website and email Superintendent and Board of Education fully support the Career Academy model with full funding and support of the Academies of Louisville initiative Superintendent attends Kentuckiana Works, Greater Louisville Inc, SCALA Meetings, Mayor's Council, Louisville Promise, and is the member of the AOL guiding team all in support of CTE education and transition readiness OTR Assistant Superintendent promotes CTE education at Showcase of Schools, JA Inspire, Counselor Meetings, CTE Teacher Meetings, CCV district walk-throughs	School level teams attended National Career Academies Coalition to gain knowledge and understanding of the value of CTE career academies. All CTE teachers received notice for the monthly KY works career data electronic newsletter GEA2Day press conference held to promote manufacturing pathway, WBL opportunities, and the GE challenge for other companies to provide authentic project based learning		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
23	CTE	E2. Establish a feedback loop to determine perceptions of school leadership around the value of CTE	Rogers	10/01/18	10/01/20	Annually	OTR will set up a meeting with Data Management Office to discuss options for surveys	Working on a survey monkey for training evaluations and program evaluations to gather perceptions of school leadership around the value of CTE.		
24	CTE	**F. The District CCR Coordinator should collaborate with school leadership to ensure that all school staff understand the opportunities that CTE programs provide for all students. This message should also be shared regularly with students and parents.**								
25	CTE	F1. Develop, implement, and monitor a process for all school staff that clearly communicates the opportunities CTE programs provide for all students	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol F1 is attached Setting up meeting with SBDM Specialist to determine a plan.	Met with Shawna Stenton, SBDM Coordinator, on November 14 to discuss a process that clearly communicates the opportunities CTE programs provide for all students. Discussed training packet for principals, utilize CPT form.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
26	CTE	F2. Develop, implement, and monitor a process that clearly communicates to all parents and students the opportunities CTE programs provide for all students	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol F2 is attached Trained elementary, middle and high school counselors on the value of CTE Education. CTE booths at JA Inspire and Showcase of Schools. Worked with Student Assignment to finalize the CHOICES handbook. Will work to set up meeting with Communications Department to develop a parent/student communications plan.	Working with communications office to develop a communications plan for students and parents. ILP has been translated into six (6) languages. These reference documents can be found at the bottom of each grade level page on the Google site (https://sites.google.com/jefferson.kyschools.us/jcps-transition-plan/home). JA Inspire was held on October 23-24, 2018 and encouraged eighth-graders to explore careers at 100 interactive stations and speak with more than 400 mentors. Nearly 6,000 students attended. https://youtu.be/PR_2RUM4FII		
27	CTE	F3. Develop, implement, and monitor a process to review and increase each student group's participation and success in CTE programs	Rogers	10/01/18	10/01/20	Semi-annually	CTE Protocol F3 is attached Will work with research and data department to track CTE participation for special populations, minority groups, non-traditional participation All OTR staff will participate in Racial Equity professional development and strive for continuous improvement	JA Inspire pre- and post- work connects this student learning experience with the high school selection process (Showcase of Schools) as well as 4 year planning in the student's ILP. These lessons are designed for all 8th graders to ensure each student has access to career advising when making their high school choices.		
28	CTE	F4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When results are shared, will follow up with appropriate staff	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
29	CTE	**G. Establish a process that ensures all CTE coordinators are trained in TEDS and Perkins requirements.**								

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
30	CTE	G1. Develop, implement, and monitor a system to ensure two staff members per high school are identified, trained, and involved in the TEDS data review process	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol G1 is attached CTE Teams were established by Principals through a communication from HS Assistant Superintendent. CTE arranged KDE led TEDS Training in September. Communications on training, data requirements and deadlines were sent.	Transition Readiness Office will contact school level administrators to ensure they are monitoring and auditing data. Data Manager will schedule appointments with the AP or Counselor before December 1.		
31	CTE	G2. Develop, implement and monitor a system that ensures all CTE coordinators are trained in TEDS and Perkins requirements	Rogers	10/01/18	10/01/20	Annually	CTE Protocol G2 is attached TEDS coordinators were designated by principal to lead the school TEDS team TEDS coordinators were trained in TEDS and will be monitoring for data fidelity Guiding documents and communications have been provided to all school CTE coordinators. Continuing to work on a procurement projects, training options and documenting detailed work instruction that will provide additional support.	TEDS coordinators were designated by principal to lead the school TEDS team TEDS coordinators were trained in TEDS and will be monitoring for data fidelity Ongoing - Guiding documents and communications have been provided to all school CTE coordinators. Continuing to work on a procurement projects, training options and documenting detailed work instruction that will provide additional support.		
32	CTE	G3. Provide individual support and training for schools based on data reviews	Rogers	10/01/18	10/01/20	Monthly	TEDS data will be entered by November 1. Attached is a daily record tracking form to track progress of schools.	Data review will begin next week. Results will be shared with the schools.		
33	CTE	G4. Share results of monitoring process will be shared with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
34	CTE	**H. Establish a process that allows Pathway Specialist and school leadership access to the career and technical data system, TEDS.**								

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
35	CTE	H1. Develop, implement and monitor a process that allows central office CTE staff access to the career and technical data system, TEDS	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol H1 is attached All CTE Staff involved with career pathway data have been trained and have access to TEDS.	OTR is working on a TEDS procedures manual and yearly timeline		
36	CTE	H2. Develop, implement and monitor a process that allows school leadership access to the career and technical data system, TEDS	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol H2 is attached All school CTE leadership team designated by principal and involved with career pathway data have been trained and have access to TEDS	Office of Transition Readiness providing a monthly log-in report for school level teams; working on developing a one-page "what to look for in TEDS" for school level teams.		
37	CTE	H3. Develop, implement and monitor a process for checking logins into TEDS and communicate results with Principals and Assistant Superintendent	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol H3 is attached Creating a monthly monitoring sheet to check TEDS logins, in the meantime, we are tracking TEDS progress through TEDS login reports.	Log in report completed and communicated to schools for month 1.		
38	CTE	H4. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
39	CTE	**I. Establish a process to ensure that all district staff explore opportunities for integrating core academic curriculum and CTE curriculum to promote connections in student learning.**								

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
CTE	I1. Develop, implement, and monitor a process to ensure that district staff create opportunities for integrating core academic curriculum and CTE curriculum to promote connections in student learning (e.g., shared professional learning opportunities)	Smith/ Rogers	10/01/18	10/01/20	Monthly	CTE Protocol I1 attached Academies of Louisville schools are in PHASE 1 building interdisciplinary teams with common planning. District leadership is working to build capacity and protocols for highly effective teaming. 14 High Schools have trained Core/CTE teams in "Interdisciplinary Team Training" - see agendas and frameworks. Interdisciplinary teams will continue to grow and refine cross-curricular work to enhance the student experience. The Office of Transition readiness, Office of Teaching and Learning will work in collaboration to continue to improve systems in this area. The Backpack of Success skills requirement promotes engaging work for ALL students, which speaks to equity and access. New Normal attached. Exhibitions of learning take place throughout the district; PBL has been a training focus for many years (Deeper Learning Symposium: https://guidebook.com/guide/125286/)	ELA & Math Instructional Leads collaborated to support the academic portion of a formative End of Program Assessment by providing sample questions for the Academic Portion of the exam. This will allow CTE teachers to understand where their students are in reading and math and begin conversations with English and math teachers to improve student outcomes. Mr. David Holden, from American Alliance for Innovative Systems, is coming in town on December 5 to present his approach to interdisciplinary planning. He will be meeting with a group of district leaders who will then collaborate to determine next steps. Three (3) CTE Business EOP's have also been created to help CTE teachers with the ability to review students progress through a pathway. Attached is the structure in Google Drive showing how we will organize the work.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
41	**CTE**	I2. Develop, implement, and analyze a feedback system from district and school staff to determine effectiveness of efforts around integrating CTE and core academic curriculum	Smith/Rogers	10/01/18	10/01/20	Annually	CTE Protocol I2 attached Academies of Louisville schools are in PHASE 1 building interdisciplinary teams with common planning. District leadership is working to build capacity and protocols for highly effective teaming. We are working on a progress monitoring tool; 14 High Schools have trained 394 Core/CTE teams in "Interdisciplinary Team Training" - see agendas and frameworks. Interdisciplinary teams will continue to grow and refine cross-curricular work to enhance the student experience. The Office of Transition readiness, Office of Teaching and Learning will work in collaboration to continue to improve systems in this area. Chief Academic Officer will work with all academic divisions to monitor and provide feedback for continuous improvement in this area. The district wide backpack work will track all 100,000 students work as evidence of integration projects between core and CTE education due to the nature of the projects.	Status unchanged		
42	**CTE**	**J. Create written processes that address data collection and accuracy, finance, reviews of program standards by both the district and schools, and student testing.**								

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
43	CTE	J1. Develop, implement, and monitor written processes that address data collection and accuracy by both the district and schools	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol J1 is attached Data Manager will perform weekly audits of data collected for career pathways. Specialist will review data reports and research discrepancies. Communications through instructional leads and academy coaches	Ongoing - Data Manager will perform weekly audits of data collected for career pathways. Specialist will review data reports and research discrepancies. Communications through instructional leads and academy coaches.		
44	CTE	J2. Develop, implement, and monitor written processes that addresses finance by both the district and schools	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol J2 is attached Protocols to fund career pathways has been written (attached).	Protocols to fund career pathways has been written (attached).		

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
CTE	J3. Develop, implement, and monitor written processes that address reviews of program standards by both the district and schools	Rogers	10/01/18	10/01/20	Monthly	CTE Protocol J3 is attached Currently working on System 1 protocol for providing clarity on essential standards. CTE team is currently reviewing course standards, industry certification standards, CTE Dual Credit College Standards, EOP standards, local industry skills requests to build a viable and rigorous curriculum across the district. Pathway LEVER form will house all standards, EOP common formative assessments, and Industry Certification skills checks.	Instructional leads working in collaboration with CTE teachers to build common formative assessments aligned to course standards to check student learning in preparation from EOP exams in Feb-March. . ELA & Math Instructional Leads collaborated to support the academic portion of a formative End of Program Assessment by providing sample questions for the Academic Portion of the exam. This will allow CTE teachers to understand where their students are in reading and math and begin conversations with English and math teachers to improve student outcomes. Mr. David Holden, from American Alliance for Innovative Systems, is coming in town on December 5 to present his approach to interdisciplinary planning. He will be meeting with a group of district leaders who will then collaborate to determine next steps. Three (3) CTE Business EOPs have also been created to help CTE teachers with the ability to review students progress through a pathway.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
46	CTE	J4. Develop, implement, and monitor written processes that address CTE testing by both the district and schools	Thompson	10/01/18	10/01/20	Semi-annually	CTE Protocol J4 is attached Written Protocol and procedures are led by the District Assessment Office (DAC); she provides training for the school level BACs and monitors all testing procedures. OTR does not want to duplicate Protocols; our work will be to review district Protocols and ensure aligned communication and support schools on implementation	Meeting scheduled in November with District Assessment Director to review procedures and protocols. Created tracking sheet for CTE testing violations.		
47	CTE	J5. Provide individual support and training for schools based on data reviews	Thompson	10/01/18	10/01/20	Monthly	Will defer additional support and/or training based on testing violations to the DAC	No testing concerns have been received in the testing department for the month of November		
48	CTE	J6. Results of monitoring process will be shared with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
49	CTE	**K. All high school counselors should be trained on Career and Technical Education to ensure they understand CTE pathway scheduling requirements.**								
50	CTE	K1. Develop, implement and monitor a system to train all high school counselors on CTE to ensure that they understand CTE pathway scheduling requirements	Rogers	10/01/18	10/01/20	Quarterly	CTE Protocol K1 is attached OTR is in the Protocol of developing district master scheduling training for stakeholders, with a focus on CTE education and the importance of a four-course sequence. First review of training materials for "building a master schedule" will be held on 10/18 for JCPS Chiefs and Assistant Superintendents to provide feedback and input.	Sent notice for all counselors and ILP leads to register for free KY workforce career data - working to build capacity in gaining information to better inform students in scheduling. Second review of the high school master scheduling training with the Assistant Superintendent for High School and School Turnaround to address level specific needs.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
51	CTE	K2. Develop, implement, and analyze a feedback system from school staff to determine effectiveness of training efforts	Rogers	10/01/18	10/01/20	Annually	CTE Protocol K2 is attached Will meet with district Data and Research to ensuring training survey/feedback system is appropriate	Developing a feedback system for the first data discussion with high school principals.		
52	CTE	K3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals and/or counselors as appropriate	Horton	10/01/18	10/01/20	Monthly	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
53	CTE	**L. Create a process that ensures advisory councils meet the member requirements outlined in the Perkins Act and are an integral part of the decision making process in pathway development.**								
54	CTE	L1. Develop, implement and monitor a process that ensures advisory councils meet the meeting requirement of twice a year and the member requirements outlined in the Perkins Act and are an integral part of the decision making process in pathway development	Rogers	10/01/18	10/01/20	Semi-annually	CTE Protocol L1 is attached A best practice Advisory Committee Handbook has been developed and available to all stakeholders. Continuous monitoring occurs to ensure sign-in sheets, minutes, labor data, parents and students are in attendance. Feedback is provided to school stakeholders to continually improve committee protocols.	Developed an advisory council report card with improvement notices. OTR will review all advisory council minutes, agendas, etc..and provide a report card and notice for improvement areas.		
55	CTE	L2. Communicate results of monitoring process with Principals and Assistant Superintendents	Rogers	10/01/18	10/01/20	Semi-annually	Developing an advisory report card and will provide fall and spring feedback to High School Assistant Superintendent and Principals.	Advisory Committee Feedback Report has been created and modified and is available to Instructional Leads. Leads will begin auditing all advisory minutes that have been submitted for Fall.		
56	CTE	L3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Semi-annually	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov. 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
57	CTE	**M. District CTE leadership should ensure that the interests of students and the needs identified through Labor Market Information (LMI), specific needs identified by business and industry partners and specific data from the High School Feedback reports are addressed at all schools with fidelity.**								
58	CTE	M1. Develop, implement, and monitor a system that ensures the interests of students and the needs identified through Labor Market Information (LMI), specific needs identified by business and industry partners and specific data on students who graduate (e.g., High School Feedback Reports, National Student Clearinghouse) are addressed at all high schools with fidelity	Rogers/ Royster	10/01/18	10/01/20	Annually	CTE Protocol M1 is attached CTE office will work with Data and Research to develop a common student interest survey to be used annually by all schools to provide administration with feedback of student interest. Labor Market data is provided by KY Works partners and to be reviewed in fall advisory meeting - protocol in place. Will work with Counseling Office and the guidance division to determine current practices with feedback reports and clearinghouse and determine the best system to address data usage.	Developing a data review protocols for principals, master schedulers, and guidance counselors to support each role groups understanding of specific transition data and the relationship between outcomes and instructional priorities. The protocols will include research based strategies for improvement. A training plan is also being developed for implementation in December/January.		
59	CTE	M2. Develop, implement, and analyze a feedback system from school staff to determine success of graduates	Rogers/ Royster	10/01/18	10/01/20	Annually	CTE Protocol M2 is attached Will follow the procedures developed in M1	Developing a feedback system for principal and counselor trainings.		
60	CTE	**N. Establish a system by which the district CCR Director, school leadership and SBDM Councils are provided with all data and training necessary to make informed decisions relative to determining appropriate CTE course and pathway offerings.**								

	Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
61	**CTE**	N1. Develop, implement, and monitor a system by which the district CCR Director, school leadership and SBDM Councils are provided with all data and training necessary to make informed decisions relative to determining appropriate CTE course and pathway offerings	Rogers/ Royster	10/01/18	10/01/20	Annually	CTE Protocol N1 is attached. Assistant Superintendent is working to set up a meeting with SBDM Specialist to talk through next steps.	Met with JCPS SBDM Coordinator Shawna Stenton on 11/14 to discuss a plan to provide data and training to SBDM members. Discussed developing an online training video. Part A - The value of CTE education Part B - Key areas of responsibility and how they apply to CTE education.		
62	**CTE**	N2. Develop, implement, and analyze a feedback system from school staff to determine effectiveness training efforts	Rogers	10/01/18	10/01/20	Annually	CTE Protocol N2 is attached CTE is working to set up a meeting with Data department to review feedback form from training events to ensure it is effective.	CTE is working to set up a meeting with Data department to review feedback form from training events to ensure it is effective.		
63	**CTE**	N3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Annually	When results are shared, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

JCPS Final CAP IDEA

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	IDEA	**A. Provide KDE any change proposed by JCPS to a board policy or administrative procedure regarding Special Education**								
2	IDEA	A1. Establish and implement a process to ensure that all board policy and procedures regarding Special Education are sent to the Commissioner for review if change will impact the Final CAP	Dennes	10/01/18	10/01/20	Monthly	IDEA Protocol A1 attached. A Protocol has been developed to send policies and procedures to KDE for review. At least bi-weekly phone calls between Chief of Staff, Chief ARSI, and Associate Commissioner are occurring to talk through plans. Monthly meetings have also been scheduled. The log for the month of October is attached to document meetings with KDE to approve policies and procedures.	The log for the month of November is attached to document meetings with KDE to approve policies and procedures. Email discussion regarding Board consideration attached		
3	IDEA	A2. Develop and implement a process whereby KDE staff will have access to all Special Education staff meetings and trainings	Coleman	10/01/18	10/01/20	Monthly	IDEA Protocol A2 attached. A common calendar has been created with all meetings and KDE staff has access to the calendar. (screenshot attached) ECE Department has created a living calendar with meetings schedules, agendas, trainings, and training materials. The living calendar can be found at: https://docs.google.com/document/d/1YDVE86oUtI2jAIP8vHecNgxvhCI5XooQHsxUJX7y2IM/edit?usp=sharing	ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes. ECE Living Calendar continuing to be used as a means to provide KDE continuing meeting agendas and notes. The living calendar can be found at: https://docs.google.com/document/d/1YDVE86oUtI2jAIP8vHecNgxvhCI5XooQHsxUJX7y2IM/edit?usp=sharing		
4	IDEA	A3. Establish and implement a process for reviewing procedures and practices based on KDE monitoring visits and technical assistance	Coleman	10/01/18	10/01/20	Monthly	IDEA Protocol A3 attached. Established a standing item on the weekly Instructional Cabinet meeting agenda for CAP and Monitoring Visit updates. Indicator 4B Corrective Action Plan update will be provided to KDE November 1.	Weekly leadership meetings contain a standing line item focused on CAP updates. Ms. Dennes attended Instructional Cabinet (11/09) to review action items that pertain to all assistant superintendents		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
5	**IDEA**	A4. Establish and monitor a process for reviewing the implementation of IDEA and its implementing regulations	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol A4 attached. Desk Audit data for Month 1 is attached.	ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes. Desk Audit for Month 2 attached.		
6	**IDEA**	A5. Review organizational charts to ensure necessary support structure in place to implement special education services and the Final CAP with fidelity	Coleman	10/01/18	10/01/20	Annually	The Chief of Special Education position was approved by the Board of Education at the September 25, 2018 Board meeting (documents attached). Job advertised and shared with KDE for further distribution.	The Chief of Special Education position was posted for a second time due to the lack of qualified applicants.		
7	**IDEA**	**B. (IDEA #1) The district lacks clear, district-wide processes and coordinated systems of accurate collection, reporting, and utilization of student level behavior data. There is a clear disconnection between the collection of the data and its use for implementing a district-wide approach to student discipline, including the behavior supports necessary for successful implementation. Without appropriate positive behavior supports to address behaviors that impede learning, the district does not meet the standard required under 707 KAR 1:320, Section 5(2)(a).**								
8	**IDEA**	B1. Develop and implement a monitoring and evaluation process to ensure execution of behavior data entry and analysis protocols	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol B1 attached. Behavior data is monitored weekly.Assistant Superintendent for Culture and Climate communicates directly with those making behavior entries when information appears to be incorrect. Corrections are made as needed with a follow-up email to John Ansman to communicate that changes/corrections were made. Level Assistant Superintendents receive monthly reports regarding behavior data and behavior data entry for their assigned schools.	Monthly behavior data has been reviewed in the following areas: arrests, restraints (SCM), assaults, seclusion, suspension narrative, suspension coding, and errors on the DMC. Protocol and agendas for these reviews have been added as evidence.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
9	IDEA	B2. Provide support for the effective implementation of behavior data entry protocol based on the results of the monitoring and evaluation process	DeFerrari	10/01/18	10/01/20	Monthly	Schools have received data input training via Culture and Climate training and online Behavior Manual Training. Data errors continue to be tracked through the district DMC. Schools have been notified of errors and ways to correct errors. Suspension narrative has been reviewed weekly for accuracy and to identify areas of concern.	New school administrators participated in Updated Culture and Climate Handbook training. Schools administrators received additional IC behavior training at the October AP meeting. Emails have been sent to schools to clean-up identified errors thus far.		
10	IDEA	B3. Review policies, procedures, and practices based on findings from data reviews to ensure successful implementation of positive behavior supports	DeFerrari	10/01/18	10/01/20	Monthly	Use data from CCV visits, resource teacher school visits, and behavior dashboard to determine implementation of PBIS in schools. Review of Protocol for Self-Assessment Survey with MTSS-Behavior team.	Attached is the state PBIS fidelity recognition requirements and the JCPS award letter. 14 schools received state recognition for fidelity in their PBIS implementation for the 2017-18 school year. 76 schools have completed the Self-Assessment Survey. The remaining schools asked for extensions and will complete by December 21, 2018.		
11	IDEA	B4. Develop, implement, monitor, and act on special education indicator data (e.g., 4, 9,10) and significant disproportionality to decrease removals at the school level	Horton Averette DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol B4 attached Indicator 4 Corrective Action Plan developed and currently being implemented. CAP and progress report attached. Indicator 9 & 10 Desk Audit report attached - no corrective action required.	Indicator 4 Corrective Action Plan progress notes submitted to KDE November 1 (progress notes attached).		
12	IDEA	B5. Share results of monitoring process (e.g., data, actions, results) with Assistant Superintendents and reflect in evaluations of principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
13	IDEA	**C. (IDEA # 4)The continuum of educational settings in JCPS does not meet the standards established in the Individuals with Disabilities Education Act and is insufficient under 707 KAR 1:350.**								

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
14	IDEA	C1. Develop, implement, and monitor a process to assess student needs in relation to the number of seats available for therapeutic settings and intensive behavioral support	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol C1 attached. A Protocol has been developed to assess the needs of students in relation to therapeutic settings and intensive behavioral support. CAP IDEA protocols were reviewed in ECE Leadership Team Meeting (10.30.18) and ECE/Student Relations Meeting (10.29.18)- meeting agendas attached	ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes. ECE placement and programming team meet weekly to address specific student needs relative to special class enrollments and access to the full continuum of services. Attached is the link to the Nov 7th meeting.		
15	IDEA	C2. Establish and implement a continuum of education settings based on special education population needs	Hooper	10/01/18	10/01/20	Semi-annually	Initial planning for this process is currently taking place	This process begins in January.		
16	IDEA	C3. Develop, implement, and monitor a system of training for ARC Chairs, and other relevant school and district staff on the educational continuum of services which begins with the least restrictive setting (general education classroom) to the most restrictive educational setting (residential placement)	Hooper	10/01/18	10/01/20	Annually	IDEA Protocol C3 attached. All ARC training materials may be found at the ECE SharePoint site: https://spportal.jefferson.kyschools.us/departments/ece/SitePages/Home.aspx Quarterly update trainings for ARC Chairpersons have been scheduled, with the first update training held on October 4.	ECE team shared educational continuum information with Counselors, ECE Consulting Teachers and Early Childhood Resource Teachers at monthly meeting. ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
17	IDEA	C4. Develop, implement, and monitor a process for training new ARC Chairs and other relevant school and district staff as part of their on-boarding process on the educational continuum of services	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol C4 attached. New ARC Chairperson training (during school year) held September 17, 18, 20; with next training scheduled for January 14, 15, 17. Training materials attached to action step C3, row 16.	An additional 3 day New ARC Chairperson training was scheduled to meet new staffing needs in the district (11/19, 11/20, 11/27). ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes.		
18	IDEA	C5. Conduct regular checks at schools for understanding and use of the continuum of services and provide professional learning based on findings from checks	Hooper	10/01/18	10/01/20	Monthly	ARC Protocol Protocols are completed at each ARC Meeting. Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided related to consideration of the continuum of services as needed per the desk audit. Desk Audit results for month 1 attached.	Desk Audit results for month 2 attached.		
19	IDEA	C6. Conduct regular checks with the placement specialists, ARC chairs, and principals to determine if there are delays in placements	Hooper	10/01/18	10/01/20	Monthly	A Google Form (attached) has been created to examine coordination of services in conjunction with consultation requests. The Coordinator for Placement conducts regular checks of data with Placement Specialist to ensure there are no delays in placements.	Coordinator of Placement continuing to conduct regular checks of data with Placement Specialists. Attached is the coordination of service provision for August-October 2018.		
20	IDEA	C7. Develop and implement a process to ensure the class size/caseload waiver process will be followed	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol C7 attached. Currently there have been no waiver requests.	Currently there have been no waiver requests. ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes.		
21	IDEA	C8. Share results of monitoring process (e.g., data, actions, results) with Assistant Superintendents and reflect in evaluations of principals and other relevant staff	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up. Desk Audit results for month 1 attached to action step C5, row 18.	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
22	**IDEA**	**D. (IDEA # 6) Educational placement decisions for students with disabilities are made to override the decisions made during the Admissions and Release Committee (ARC) process in violation of 707 KAR 1:320**								
23	**IDEA**	D1. Conduct professional development for ARC Chairpersons that will focus on the ARC process and protocols and the chairperson's role and role of each ARC member (including decision making authority) to ensure decisions are made in accordance with the Least Restrict Environment provision	Hooper	10/01/18	10/01/20	Annually	All ARC training materials may be found at the ECE SharePoint site: https://spportal.jefferson.kyschools.us/departments/ece/SitePages/Home.aspx Quarterly update trainings for ARC Chairpersons have been scheduled, with the first update training held on October 4. Training materials attached to action step C3, row 16.	An additional 3 day New ARC Chairperson training was scheduled to meet new staffing needs in the district (11/19, 11/20, 11/27).		
24		D2. Conduct ARCs with the goal of consensus in decision making and if consensus cannot be reached, parents are informed of dispute resolution under IDEA, and parent input is documented	Hooper	10/01/18	10/01/20	Monthly	ARC Protocol Protocols are completed at each ARC Meeting. Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided related to consensus and dispute resolution as needed per the desk audit. Desk Audit results for month 1 attached to row 18.	Desk audit results for month 2 attached to C5, row 18.		
25	**IDEA**	D3. Conduct regular checks at schools for implementation (including reviews of due process folders where appropriate)	Hooper	10/01/18	10/01/20	Monthly	ARC Protocol Protocols are completed at each ARC Meeting. Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided related to implementation as needed per the desk audit. Desk Audit results for month 1 attached to row 18.	Desk audit results for month 2 attached to C5, row 18.		
26	**IDEA**	D4. Provide coaching on-site and follow-up will be provided for ARC chairpersons to ensure proper functioning ARC meetings	Hooper	10/01/18	10/01/20	Monthly	Based on results of the desk audits, coaching is provided to ensure proper functioning of ARC meetings as needed per the desk audit. Desk Audit results for month 1 attached to row 18.	Desk audit results for month 2 attached to C5, row 18. Coaching provided at ECE Chairperson follow-up training on November 7. Attached is presentation for ARC Follow-up training session conducted in November.		
27	**IDEA**	D5. Review and analyze individual student data for concise discussions at the ARC meetings and use in the development of programmatic supports and IEP development and implementation	Hooper	10/01/18	10/01/20	Monthly	ARC Protocol Protocols are completed at each ARC Meeting. Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided related to analyzed student data used for IEP development and implementation. Desk Audit results for month 1 attached to row 18.	Desk audit results for month 2 attached to C5, row 18.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
28	IDEA	**E. (IDEA #7) The district lacks a system to ensure that referrals for special education services (Child Find) are handled both consistently and in a timely fashion, in violation of 707 KAR 1:300 and IDEA**								
29	IDEA	E1. Provide training on the Child Find requirements and Referral Process to all administrators, ARC chairs and all teachers at each school	Hooper	10/01/18	10/01/20	Annually	Child Find training completed at individual schools and verified by school personnel (see attachment). ARC Chair training also included Child Find.	Child Find training completed.		
30	IDEA	E2. Implement a monitoring system that includes a process for notifying the Lead Psychologist (school psychologist, if appropriate) when a student transfers schools during the initial evaluation process	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol E2 attached. A Google Form (Assessment Alert) is being effectively used to track evaluations of students.	ECE team shared process for monitoring transferring students in referral with Counselors, ECE Consulting Teachers and Early Childhood Resource Teachers at monthly meeting. ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes.		
31	IDEA	E3. Develop a process to review discipline data to ensure referrals are being made and acted upon with fidelity	Hooper	10/01/18	10/01/20	Monthly	Monthly meetings are held between ECE department and ECE Student Relations to collaborate and review systems (next meeting scheduled October 29). A Protocol will be created to review student discipline data, regular education students with high numbers of discipline referrals and/or suspensions, and determine next steps.	Meeting notes from 10/29/18 and 11/12/18 attached.		
32	IDEA	**F. (IDEA # 5) The district lacks a system to ensure disciplinary removals are consistent with the requirements of IDEA and 707 KAR 1:340, Sections 13 and 14. Interviews and observations indicate there is a lack of clarity as to the requirements under IDEA for disciplinary removals and resulting in inconsistency across the district.**								

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
33	**IDEA**	F1. Provide regular training to school administrators on documenting removals and understanding the FBA, BIP, and manifestation determination, and the ARC decision making process.	DeFerrari	10/01/18	10/01/20	Annually	FBA/BIP and ARC decision making process training provided to school administrators (August) Training for new administrators is scheduled to take place in November.	New administrator training was conducted in November covering documenting removals and understanding the ARC decision making process and manifestation determinations. FBA/BIP training was conducted in August for administrators. Training for new administrators will take place in December.		
34	**IDEA**	F2. Conduct regular checks (e.g., due process file reviews) at schools for implementation and provide support and guidance in the target areas based on findings from the checks	DeFerrari	10/01/18	10/01/20	Monthly	Files are reviewed and training and guidance are provided to schools on a regular basis. The training consists of going to school to work with staff when appropriate. Guidance consists of providing recommendations after a review and follow up on implementation of recommendations.	Continued review of student files and recommendations are emailed to schools to ensure compliance with IDEA. Email communications attached.		
35	**IDEA**	F3. Develop and implement a process to assess alternative placements and make adjustments as needed based on the findings (e.g., facilities, procedure changes, data review, etc.)	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol F3 attached ECE Coordinator, Placement Specialist and programming Specialist review students having significant behavior issues	ECE Behavior Team meetings have occurred. See attached agenda.		
36	**IDEA**	**G. (IDEA # 8) Special transportation is not provided for all students with disabilities, but rather students are assigned to schools based on the structure and availability of transportation, in violation of 707 KAR 1:290, Section 5 and IDEA. Additionally, students attending the Kentucky School for the Deaf (KSD) are not provided door-to-door transportation, but are instead required to meet at a central location Kentucky School for the Deaf (KSD), but are instead required to meet at a central location where they are then transported to KSD, in violation of IDEA.**								

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
37	IDEA	G1. Develop, implement, and monitor a process by which ARCs are trained on special transportation services	Hooper	10/01/18	10/01/20	Annually	IDEA Protocol G1 attached. Provision of transportation as a related service included in ARC Chairperson training. Training materials attached to action step C3, row 16.	ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes. ARC Chairperson follow up training on 11/7/2018. Consulting Teachers meeting 10/24/2018 and Counselor meetings 10/25/18, 11/1/2018, & 11/8/2018.		
38	IDEA	G2. Ensure that special transportation is available at all schools if students' IEPs require this service	Frantz	10/01/18	10/01/20	Monthly	Defined Protocol and assigned owner(s). Jeanna W to have a formal meeting with ECE Placement Specialist monthly to discuss.	Jeanna W conducted meeting with ECE Placement Specialist on 11/13. Email attached.		
39	IDEA	G3. Review the length and duration of bus rides and refine existing routes if needed	Frantz	10/01/18	10/01/20	Monthly	Defined Protocol and assigned owner(s). Jeanna W, Garret S and Director to review ride times monthly. First review will be Nov 2018	Conducted Nov 2018 review of SNT bus rides (attached). Also included 18-19 SN transportation summary.		
40	IDEA	G4. Develop and implement creative solutions when there are systemic behavior issues on buses (e.g., rival gangs)	Frantz	10/01/18	10/01/20	Monthly	Jeanna W to work with schools and compounds when systemic issues (ie, rival gangs) are surfaced. Jeanna W to relay information to Director	There were no issues identified for the month of November		
41	IDEA	G5. Review system to ensure that students attending the Kentucky School for the Deaf (KSD) continue to be provided door-to-door transportation	Frantz	10/01/18	10/01/20	Annually	Review routes and lefts and rights in early August to ensure door-to-door stops. File of 2108-2019 route attached.	Annual process, completed		
42	IDEA	**H. (IDEA # 8)The student assignment plan does not appropriately contemplate the needs of students with disabilities resulting in inequitable placements that do not provide students with access to appropriate staff (e.g. mental health professionals), sometimes require excessive bus rides, limit a student's ability to participate in extracurricular activities, and stifle the ability of families to engage with their child's school. As a result, the district is in violation of 707 KAR 1:320, Section 9 for failing to provide related services to each child with a disability.**								

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
43	**IDEA**	H1. Develop and implement a system to ensure that related services are available to the extent necessary to implement the IEP	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol H1 attached. The ARC Protocol Protocol is completed at each ARC meeting, with a review of access to related services included. Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided ensuring that related services are available. Desk Audit results for Month 1 are attached to action step C5, row 18.	ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes. Desk Audit results for Month 2 are attached to action step C5, row 18.		
44	**IDEA**	H2. Review the roles and responsibilities of staff who support ECE students (e.g., consulting teachers, school psychologists, counselors) and assess the need for additional staff to provide required related services	Hooper	10/01/18	10/01/20	Annually	Plans are to expand the number of consulting teachers serving as lead ARC chair in schools in order to provide additional time for counselors and other school staff to provide related services (counseling, for example).	Expansion of consulting teachers to additional schools will be addressed in school allocation process for the 2018-19 school year.		
45	**IDEA**	H3. Review the current professional development plan to determine if additional resources are needed to provide adequate follow-up and coaching for ECE teachers in regards to supplemental aids and supports, related services, and program modifications/supports for personnel	Hooper	10/01/18	10/01/20	Annually	This will be completed in the planning of professional development with GLEC and ECE programming in spring semester.	Initial planning session for professional development held on 10/24/2018 in collaboration with GLEC. Next meeting to be scheduled.		
46	**IDEA**	H4. Design and implement professional development for ARC chairpersons in the related services provision: counseling, mental health services, speech/language services, assistive technology, transportation	Hooper	10/01/18	10/01/20	Annually	All ARC training materials may be found at the ECE SharePoint site: https://spportal.jefferson.kyschools.us/departments/ece/SitePages/Home.aspx Quarterly update trainings for ARC Chairpersons have been scheduled, with the first update training held on October 4. Training materials attached to action step C3, row 16.	An additional 3 day New ARC Chairperson training was scheduled to meet new staffing needs in the district (11/19, 11/20, 11/27).		
47	**IDEA**	H5. Review ARC process for determining if students need counseling on their IEPs as a related service and identify the appropriate service provider: mental health specialist or guidance counselor	Hooper	10/01/18	10/01/20	Monthly	The provision of Counseling as a related service is trained in ARC Chairperson training. "A Levels of Support Guide - Counseling as a Related Service" is attached. All ARC training materials may be found at the ECE SharePoint site: https://spportal.jefferson.kyschools.us/departments/ece/SitePages/Home.aspx	Desk Audit results for Month 2 are attached to action step C5, row 18.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
48	IDEA	H6. Determine which students are being under-served according to their individual needs and assess whether additional staff or assistive technology devices are needed.	Hooper	10/01/18	10/01/20	Monthly	The ECE department has expedited the Protocol for accessing the need for assistive technology. A Google Form was created for the purpose of schools communicating the need of consultation for assistive technology. Data from the consultation request are attached.	Data from the AT consultation request through 11/7/2018 is attached.		
49	IDEA	H7. Develop and implement a system to ensure that students with disabilities have equal opportunities for ongoing participation in the same programs/activities that are available to students without disabilities	Hooper	10/01/18	10/01/20	Monthly	IDEA Protocol H7 attached. ARC Protocol Protocols are completed at each ARC Meeting. Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided related to analyzed student data regarding access to programs/activities. Desk Audit results for month 1 attached to row 18.	ECE Leadership Team training in IDEA Protocols conducted with KDE representation. Attached ECE Leadership Staff Agenda/Meeting Notes. Desk Audit results for Month 2 are attached to action step C5, row 18.		
50	IDEA	H8. Collaborate with district departments to increase parent engagement (e.g., JCPS West Louisville Satellite Office)	Hooper	10/01/18	10/01/20	Monthly	Parent trainings, early childhood screenings, ARC meetings are scheduled at the West Louisville Satellite Office. ECE Staff are present on Thursdays to answer questions pertaining to IDEA implementation. A ECE department specialist serves on the district Family Community and Engagement Team, meeting monthly and provide training individual school leads. The ECE department specialist also serves on the Parent Advisory Council, meeting monthly.	ECE Advisory Committee met on 11/01/18, including 3 parents. Meeting notes, along with agenda are attached. ECE department specialist serves on the district Parent Advisory Council and has attended meetings on 10/22/18 and 11/09/18. Agendas are attached. The Council focused on leadership development and access to supports for families in schools that are Title I.		
51	IDEA	H9. Conduct regular checks of IEPs and due process folders at schools for implementation and provide support and guidance in the target areas based on findings from the checks	Hooper	10/01/18	10/01/20	Monthly	Desk audits are completed monthly, by school, by ARC Chairperson. Coaching is provided in the targeted areas based on findings. Desk Audit results for month 1 attached to row 18.	Desk Audit results for Month 2 are attached to action step C5, row 18.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
52	IDEA	H10. Share results of monitoring process (e.g., data, actions, results) with Assistant Superintendents and reflect in annual evaluations of principals and other relevant staff	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up. Desk Audit results for month 1 attached to action step C5, row 18.	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
53	IDEA	**I. (IDEA #10) The regional special education cooperative located in the district is unable to provide support and technical assistance to the district due to conflicting roles of cooperative employees. The cooperative's funds through IDE are not accountable for and appear to be mingled with other district funds. This is in violation of IDEA.**								
54	IDEA	I1. Adjust organizational charts to ensure separate responsibilities of staff serving the regional special education cooperative from JCPS funded staff	Hooper	10/01/18	10/01/20	Single Action	Revised Organizational Chart approved by Jefferson County Board of Education (5/29/18) effective 7/1/2018.	Single action item - status completed		
55	IDEA	**J. IDEA (Issue 2): Significant Disproportionality/Comprehensive Coordinated Early Intervening Services**								
56	IDEA	J1. Conduct root cause analysis upon identification of significant disproportionality by a team of diverse stakeholders including gen-ed and special ed staff	Coleman	10/01/18	10/01/20	Annually	Root cause analysis was conducted during CCEIS training (July 2018) and was finalized in September. This was submitted to KDE with the CCEIS plan on September 15, 2018.	2018-19 CCEIS plan was approved by KDE. (See Chris Thacker email, received November 2, 2018, 1:22 PM and screenshot attached showing the follow-up response from Felicia Smith.) The portions of the plan requiring board approval and/or funding are now being implemented.		
57	IDEA	J2. Develop, implement, and monitor a CCEIS plan based on the root cause analysis with appropriate student level documentation (e.g., tracking in Infinite Campus)	Coleman	10/01/18	10/01/20	Monthly	IDEA Protocol J2 attached. Plan has been developed and based on root cause analysis and was sent to KDE for approval on September 15, 2018.	Infinite Campus continues to be monitored to ensure accurate reporting of student level documentation. In addition, working with IT to determine most efficient way to flag CCEIS students in IC when teachers use MTSS Toolkit strategies. New system will be fully operational by the end of November.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
58	IDEA	J3. Develop a budget to support the CCEIS plan	Coleman	10/01/18	10/01/20	Annually	CCEIS budget developed and sent to KDE for approval on September 15, 2018.	Board approved positions for new CCEIS plan on November 13, 2018 (see attached). Positions were posted on November 14. Mini grants focused on racial equity were awarded to schools. The universal behavior screener and progress monitoring instrument will be purchased before November 30.		
59	IDEA	J4. Train administrators to follow the requirements of the IDEA when responding to behavioral infractions of students with disabilities	DeFerrari, Hooper	10/01/18	10/01/20	Annually	ARC Chairperson training included FBAs, BIPs, and MDRs. FBA, BIP training attached.	Training administrators to follow requirements of the IDEA when responding to behavioral infractions with students was conducted in November for new administrators. FBA/BIP training was conducted in August and training for new administrators will take place in December.		
60	IDEA	J5. Develop a process to review discipline data to ensure resolutions are made in accordance with IDEA	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol J5 attached To ensure student behavior is reported accurately and in accordance with IDEA, a process has been developed to review ECE behavior and suspension data monthly and communicate with schools and Assistant Superintendents the results of the review.	The review of A,R,S, Data which includes ECE data was reviewed and shared with Assistant Superintendents. ECE behavior suspensions reviewed and follow up with schools. To ensure resolutions are in accordance with IDEA guidance is provided from the ECE Behavior Coordinator.		
61	IDEA	J6. Share results of monitoring process (e.g., data, actions, results) with Assistant Superintendents and reflect in evaluations of principals and other relevant staff	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
62	**IDEA**	J7. Develop, implement, and analyze a feedback system from district and school staff to determine effectiveness of efforts around CCEIS strategies and district support	Smith	10/01/18	10/01/20	Annually	IDEA Protocol J7 attached	Joint T&L and MTSS Department meeting is scheduled for December to go over this item to ensure we have a consistent process in place across the district.		
63	**IDEA**	**K. IDEA (Issue 3): Positive Behavioral Interventions and Supports**								
64	**IDEA**	K1. Develop, implement, and monitor a district-wide plan to ensure effective implementation of positive behavioral systems and interventions in all schools for all students with special consideration for Tier II, III, and specially designed instruction	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol K1 attached MTSS Meeting agenda attached - topics covered the following areas: PBIS training plan; PBIS training videos; school self assessment survey; MTSS team review of behavior data	MTSS Behavior meeting agenda attached. Team met and analyzed data for PBIS trained schools.		
65	**IDEA**	K2. Develop, implement, and monitor a Multi-Tiered Student Support Action Plan which utilizes a combination of staffing, programming, hands-on toolkits, and training designed to proactively address behaviors that negatively impact student learning	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol K2 attached In-person training for all school behavior leads. School-based trainings in high-yield pedagogical strategies for student engagement.	Powerpoints and agenda for Behavior Leads' PLC and webinars attached. MTSS Behavior provided through webinars on Alternatives to Suspensions, and Family Engagement in PBIS. The behavior leads throughout the district participated in an in-person PLC. 47 elementary leads and 30 middle/high participated in the PLC.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb. 2019 Status
66	IDEA	K3. Provide district-wide support for the effective implementation of positive behavioral systems and Tier II and Tier III interventions in all schools based on the results of the monitoring and evaluation process	DeFerrari	10/01/18	10/01/20	Monthly	Calendar of training for school behavior leads created and shared with schools. MTSS Behavior resource teachers provide in-person support to schools and PBIS teams.	Powerpoints and agenda for Behavior Leads' PLC and webinars, and school visit logs attached. MTSS Behavior provided through webinars on Alternatives to Suspensions, and Family Engagement in PBIS. The behavior leads throughout the district participated in an in-person PLC. MTSS Behavior resource teachers provide in-person support to schools and PBIS teams.		
67	IDEA	K4. Review the district level MTSS support services and adjust based on findings from the review on a regular basis	DeFerrari	10/01/18	10/01/20	Monthly	District MTSS Plan was created and shared with KDE.	School-based MTSS Plan template attached. A school-based template was shared with schools to facilitate completion of school-based MTSS plans. MTSS Behavior and MTSS Academic district resource teachers will support schools in completing the documents. 12 schools identified as having high disproportionality will receive a Coding Assessments to gather data around disproportionate instructional and removal practices by race, ECE, and F/R lunch status. Data will be uploaded following the coding.		
68	IDEA	K5. Share results of monitoring process (e.g., data, actions, results) with Assistant Superintendents and reflect in evaluations of principals and other relevant staff	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		
69	IDEA	**L. IDEA (Issue 9): Physical Restraint and Seclusion**								

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
70	IDEA	L1. Design, implement, and monitor a system of professional development for school personnel on Physical Restraint and Seclusion in Public Schools	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol L1 is attached. SCM Department Meeting Agenda is attached. During SCM monthly department meetings, SCM Department will meet to review SCM Survey Feedback results and determine if any changes need to be made to the SCM professional development to better meet the needs of JCPS staff. All District SCM Instructors have been certified in SCM Parent Training which allows them to teach parents SCM to assists parents seeking assistance in dealing with challenging behaviors by children and youth on the home front. A review of Restraint and Seclusion with de-escalation strategies is now become a requirement for Bus Driver/Monitor Certification. A manual has been created for School-Based Instructors to ensure consistency of trainings across the district facilitated by all school-based trainers. The manual has been sent to Materials and Productions to be binded and printed. Once this is completed the Fall Instructors Meeting will be held.	The Manual is completed and the Fall SCM Instructors meeting was held on 11/12/18 and 11/13/18 to review training procedures and training expectations. Several School Based SCM Instructors have shadowed BJ Ritter during SCM trainings to ensure consistency and fidelity of SCM trainings across the district. SCM Department is scheduled to do a Safe Crisis Management Show on #JCPSDigitalLearning Live on 11/26/18 that will be shared with the district. SCM has created a Twitter account with the handle @JCPS_SCM to communicate SCM related topics across the district. JCPS SCM Website has been updated to include resources from SCM Training		
71	IDEA	L2. Design, implement, and monitor a system to review district policies and procedures to ensure that they are aligned with 704 KAR 7:160	DeFerrari	10/01/18	10/01/20	Annually	IDEA Protocol L2 is attached. SCM Department Meeting Agenda is attached. During a SCM department meeting staff will review current SCM Policies and Procedures to ensure they are aligned with 704 KAR 7:160	Status is unchanged		
72	IDEA	L3. Design, implement, and monitor a system to review data on Physical Restraint or Seclusion (including debriefing sessions after each)	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol L3 is attached. Climate and Culture has the following dates scheduled to review Arrest, Restraint and Seclusion. 9/4/18, 10/2/18, 10/31/18, 12/4/18, 1/8/18, 1/30/19, 2/27/19, 4/9/19, and 5/7/19	Most recent attachments are from the data review meeting on 10/31/18.		

	Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	November 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
73	IDEA	L4. Design, implement, and monitor a system to ensure that each school has a minimum team of five SCM trained team members	DeFerrari	10/01/18	10/01/20	Monthly	IDEA Protocol L4 is attached. A Google Sheets Living SCM Training Record with training needs has been created and shared with each school's administrative team so they have live updates of training records and needs of their core team live and accessible anytime. The SCM Department will check weekly for any schools not in compliance and send a reminder to any administrator that has a school out of compliance.	Principals have been sent district reminders to ensure a minimum of 5 members on their core teams. Principals receive this reminder monthly on their Principal's Priorities Page		
74	IDEA	L5. Design, implement, and monitor a system where SROs and security personnel are trained on positive behavior supports and interventions and protocols for involvement with SCM.	DeFerrari	10/01/18	10/01/20	Annually	IDEA Protocol L5 is attached. All SROs were trained in the Mandatory R&S Training from KDE per 704 KAR 7:160 Documents attached.	Status is unchanged		
75	IDEA	L6. Develop, implement, and analyze a feedback system from district and school staff to determine effectiveness of efforts around SCM training and district support	DeFerrari	10/01/18	10/01/20	Annually	IDEA Protocol L6 is attached. SCM Department Meeting Agenda is attached. During SCM monthly department meetings SCM Department will analyze feedback from survey results to determine effectiveness of the trainings as well as make any changes to meet needs of JCPS staff.	JCPS SCM Website has been updated to include resources from SCM Training		
76	IDEA	L7. Inform all staff of a student's IEP and BIP as appropriate and hold staff accountable for implementation of strategies and interventions	DeFerrari	10/01/18	10/01/20	Monthly	The "one pager" was developed to inform all staff of a students IEP and BIP as appropriate. Staff signed off on receiving the "one pager" and understanding the implementation of the strategies and interventions."one Pagers" will be created and updated as appropriate.	Communication by e-mail will take place November 30th to remind administrators to update "One Pagers" and inform all staff of a student's IEP and BIP as appropriate and hold all staff accountable to implementation of strategies and interventions.		
77	IDEA	L8. Share results of monitoring systems with Assistant Superintendents to hold staff accountable for following required procedures	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

JCPS Final CAP SCM

	Area	KDE Recommendations and JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1		**A. Provide KDE any change proposed by JCPS to a board policy or administrative procedure regarding physical restraint or seclusion (safe crisis management)**								
2	**SCM**	A1. Establish and implement a process to ensure that all board policy and procedures regarding physical restraint or seclusion (safe crisis management)are sent to the Commissioner for review if change will impact the Final CAP	Dennes	10/01/18	10/01/20	Monthly	SCM Protocol A1 attached A Protocol has been developed to send policies and procedures to KDE for review. At least bi-weekly phone calls between Chief of Staff, Chief ARSI, and Associate Commissioner are occurring to talk through plans. Monthly meetings have also been scheduled. The log for the month of October is attached to document meetings with KDE to approve policies and procedures.	The log for the month of November is attached to document meetings with KDE to approve polices and procedures. Email discussion regarding Board consideration attached		
3	**SCM**	A2. Develop and implement a process whereby KDE staff will have access to all safe crisis management staff meetings and trainings	Coleman	10/01/18	10/01/20	Monthly	SCM Protocol A2 is attached. A common calendar has been created with all meetings and KDE staff has access to the calendar (screenshot attached).	A common calendar has been created with all meetings and KDE staff has access to the calendar (screenshot attached).		
4	**SCM**	A3. Establish and implement a process for reviewing procedures and practices based on KDE monitoring visits and technical assistance	Coleman	10/01/18	10/01/20	Monthly	SCM Protocol A3 is attached. KDE staff attended data review meeting at beginning of year to review data meeting protocol	All information from KDE monitoring visits and technical assistance is shared as received during Instructional Cabinet and with other audiences as relevant to their roles.		
5	**SCM**	**B. There is a significant lack of understanding throughout the district regarding 704 KAR 7:160, Use of Physical Restraint and Seclusion in Public Schools. As a result of this lack of understanding, the district maintains policies and procedures regarding physical restraint and seclusion that are inconsistent with the regulation (e.g. school resource officers not trained in positive behavioral supports and interventions). Interviews and observations indicate the prevalence of physical restraints such as mechanical, prone or supine restraints as well as unnecessary use of physical restraint and seclusion where the student's behavior did not pose an imminent danger of physical harm to self or others, in direct violation of 704 KAR 7:160.**								

	Area	KDE Recommendations and JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
6	SCM	B1. Design, implement, and monitor a system of professional development for school personnel on Physical Restraint and Seclusion in Public Schools	Deferrari	10/01/18	10/01/20	Monthly	SCM Protocol B1 is attached. SCM Department Meeting Agenda is attached. During SCM monthly department meetings, SCM Department will meet to review SCM Survey Feedback results and determine if any changes need to be made to the SCM professional development to better meet the needs of JCPS staff. All District SCM Instructors have been certified in SCM Parent Training which allows them to teach parents SCM to assists parents seeking assistance in dealing with challenging behaviors by children and youth on the home front. A review of Restraint and Seclusion with de-escalation strategies is now become a requirement for Bus Driver/Monitor Certification. A manual has been created for School-Based Instructors to ensure consistency of trainings across the district facilitated by all school-based trainers. The manual has been sent to Materials and Productions to be binded and printed. Once this is completed the Fall Instructors Meeting will be held. The Manual is completed and the Fall SCM Instructors meeting will be held on 11/12/18 and 11/13/18 to review training procedures and training expectations. Several School Based SCM Instructors have shadowed BJ Ritter during SCM trainings to ensure consistency and fidelity of SCM trainings across the district. SCM Department is scheduled to do a Safe Crisis Management Show on #JCPSDigitalLearning Live on 11/26/18 that will be shared with the district.	The Manual is completed and the Fall SCM Instructors meeting was held on 11/12/18 and 11/13/18 to review training procedures and training expectations. Several School Based SCM Instructors have shadowed BJ Ritter during SCM trainings to ensure consistency and fidelity of SCM trainings across the district. SCM Department is scheduled to do a Safe Crisis Management Show on #JCPSDigitalLearning Live on 11/26/18 that will be shared with the district. SCM has created a Twitter account with the handle @JCPS_SCM to communicate SCM related topics across the district. JCPS SCM Website has been updated to include resources from SCM Training		
7	SCM	B2. Design, implement, and monitor a system to review district policies and procedures to ensure that they are aligned with 704 KAR 7:160	Deferrari	10/01/18	10/01/20	Annually	SCM Protocol B2 is attached. SCM Department Meeting Agenda is attached. During a SCM department meeting staff will review current SCM Policies and Procedures to ensure they are aligned with 704 KAR 7:160	Status is unchanged		

	Area	KDE Recommendations and JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct. 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
8	SCM	B3. Design, implement, and monitor a system to review data on Physical Restraint or Seclusion (including debriefing sessions after each)	Deferrari	10/01/18	10/01/20	Monthly	SCM Protocol B3 is attached. Climate and Culture has the following dates scheduled to review Arrest, Restraint and Seclusion. 9/4/18, 10/2/18, 10/31/18, 12/4/18, 1/8/18, 1/30/19, 2/27/19, 4/9/19, and 5/7/19	Most recent attachments are from the data review meeting on 10/31/18.		
9	SCM	B4. Design, implement, and monitor a system to ensure that each school has a minimum team of five SCM trained team members	Deferrari	10/01/18	10/01/20	Monthly	SCM Protocol B4 is attached. A Google Sheets Living SCM Training Record with training needs has been created and shared with each school's administrative team so they have live updates of training records and needs of their core team live and accessible anytime. The SCM Department will check weekly for any schools not in compliance and send a reminder to any administrator that has a school out of compliance.	Principals have been sent district reminders to ensure a minimum of 5 members on their core teams. Principals receive this reminder monthly on their Principal's Priorities Page		
10	SCM	B5. Design, implement, and monitor a system where SROs and security personnel are trained on positive behavior supports and interventions and protocols for involvement with SCM.	Deferrari	10/01/18	10/01/20	Annually	SCM Protocol B5 is attached. All SROs were trained in the Mandatory R&S Training from KDE per 704 KAR 7:160 Documents attached.	Status is unchanged		
11	SCM	B6. Develop, implement, and analyze a feedback system from district and school staff to determine effectiveness of efforts around SCM training and district support	Deferrari	10/01/18	10/01/20	Annually	SCM Protocol B6 is attached. SCM Department Meeting Agenda is attached. During SCM monthly department meetings SCM Department will analyze feedback from survey results to determine effectiveness of the trainings as well as make any changes to meet needs of JCPS staff.	JCPS SCM Website has been updated to include resources from SCM Training		
12	SCM	B7. Share results of monitoring process with Assistant Superintendents and reflect in annual evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	When monitoring results are received, will follow up	Shared full CAP with Assistant Superintendents and made them aware of all actions. Agenda attached.		

JCPS Final CAP Early Childhood

	Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
1	Early Childhood	**A. Provide KDE any change proposed by JCPS to a board policy or administrative procedure regarding Early Childhood**								
2	Early Childhood	A1. Establish and implement a process to ensure that all board policy and procedures regarding Early Childhood Education are sent to the Commissioner for review if change will impact the Final CAP	Dennes	10/01/18	10/01/20	Monthly	ECH Protocol A1 attached A Protocol has been developed to send policies and procedures to KDE for review. At least bi-weekly phone calls between Chief of Staff, Chief ARSI, and Associate Commissioner are occurring to talk through plans. Monthly meetings have also been scheduled. The log for the month of October is attached to document meetings with KDE to approve policies and procedures.	The log for the month of November is attached to document meetings with KDE to approve policies and procedures. Revisions to Policy 08.1114 Preschool Education was sent to KDE for review and they provided comments (see attached). Email discussions regarding Board considerations attached		
3	Early Childhood	A2. Develop and implement a process whereby KDE staff will have access to all Early Childhood staff meetings	Smith	10/01/18	10/01/20	Monthly	Early Childhood Protocol A2 is attached A common calendar has been created with all meetings and KDE staff has access to the calendar--screenshot attached.	November EC Leadership Team Meeting Notes: https://docs.google.com/document/d/1TgP8iXhHuQuELoEyZEtdFBRLkrrKUqX_zBqKywKiXGA/edit?usp=sharing In addition, KDE (Bill Buchanan) has requested a change in schedule for all EC Leadership Team meetings beginning in January. Meeting will be held from 1-3:30 PM in order to schedule classroom visits from 9:30-11:30 AM. The following are proposed changes to meeting schedules: Jan 9 - Duvalle visit Feb 27 - Dawson Orman visit March 27 - Unseld visit April 24 - Westport visit		

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
Early Childhood	A3. Establish and implement a process for reviewing procedures and practices based on KDE monitoring visits and technical assistance	Smith	10/01/18	10/01/20	Monthly	Early Childhood Protocol A3 is attached A refined approach is outlined and will be implemented. Link to agenda and minutes https://docs.google.com/document/d/1cQW6zxdsNvXvgvIV0I-O1Ut6ffO42Mu5Ze--Vd8fayU/edit?usp=sharing)	November Update: KDE (Bill Buchanan) will work collaboratively with the EC Leadership Team to schedule classroom visits and will share the walkthrough tool that will be used at least one month prior to first official walkthrough. KDE (Bill Buchanan) will also share mechanism for immediate feedback and collaborate to determine next steps for sharing with schools and the appropriate assistant superintendents.		
Early Childhood	**B. Implement KDE recommendations from the consolidated monitoring visit**								
Early Childhood	B1. Develop, implement, and monitor a system to ensure that children with disabilities collaborate with non-disabled peers as much as possible	Smith	10/01/18	10/01/20	Monthly	Early Childhood Protocol B1 attached. The ECH team in partnership with ECE staff will review current practices and will establish the new protocol attached.	The following tools are attached and have been developed and are under review for approval. 1) EC-ECE Self-Contained Walkthrough, 2) EC-ECE Special Class Inclusion Tool, and the EC-ECE Special Class Inclusion Directions.		
Early Childhood	B2. Develop, implement, and monitor a system to ensure that the early childhood program operates in compliance with administrative regulations in the areas of facilities, safety, health, and student information	Smith	10/01/18	10/01/20	Monthly	Early Childhood Protocol B2 is attached. The ECH team will be developing this new protocol to ensure compliance and to streamline all practices to-date. ECH team gathered relevant administrative regulations for the identified areas and are reviewing these materials. The following link to the Oct EC AP Meeting is here: https://docs.google.com/document/d/1CzisqAk8AKpPCQB6d1f7_rvUH-dqmLjG1FzVJHBjtqI/edit?usp=sharing For more information:https://drive.google.com/drive/folders/1NOtJDY87V-ho1UzV9RTE_FXYF3CzqqSu	The draft template for the Early Childhood Systems Blueprint has been developed. Committees are working on the success criteria for each section within the blueprint. The next draft will be completed by December 12th for review by the Assistant Superintendent. A copy of the draft template is here:https://docs.google.com/document/d/1j7tsqyGRnFiLJh7KtpLZBE35BmvSQCvW8ske68oGB7Y/edit		

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	Oct 2018 Progress Notes	Nov 2018 Progress Notes	KBE Dec 2018 Status	KBE Feb 2019 Status
Early Childhood	B3. Share results of monitoring process with supervisors and reflect in evaluations of early childhood staff and administrators	Coleman, Horton	10/01/18	10/01/20	Monthly	CAO and COS will share the findings from the monitoring protocol with supervisors (Assistant Superintendents) of Early Childhood classrooms and will ensure that findings from monitoring protocols are reflected in evaluations of early childhood staff and administrators. In addition, established a standing item on the weekly Instructional Cabinet meeting agenda for CAP and Monitoring Visit updates.	No findings from monitoring protocol to share at this point. This indicator will have an update in January, 2019 once EC visits begin with KDE.		

Appendix A: List of JCPS CAP Attachments

Planning CAP Attachments

- 09.131 District Commitment on Racial Educational Equity v2.pdf (293k)
- Agenda Item.doc (3k)
- Agendas for Nov mtgs.pdf (15M)
- Agendas for Oct mtgs.pdf (9M)
- AI Head Start Policies 1st Reading.docx (15k)
- AI Policies Prohibiting Dating Relationships 1st Reading.docx (16k)
- AI Racial Equity Policy 1st Reading.docx (15k)
- AIS.pptx (337k)
- AP meeting agenda Oct 16-17, 2018
- BoardQuarterlyReportVision2020Metrics_Oct2018v6.pptx (487k)
- Byck CCV.pdf (88k)
- Cabinet Climate Review 9/21/18
- Cabinet Review Learning 10/12/18
- CabinetReviewOrgCoherence11218v2.pptx (1M)
- CC Attend Support October.xlsx (209k)
- CC Support October 2018.xlsx (5M)
- Community Listening Sessions
- Conway Middle School Narrative Weekly Report 10%2F22.docx (10k)
- DRAFT Policy Committee Agenda 11-05-2018.rtf (574k)
- ECE Supports to Schools Report 2018-11-16.xlsx (461k)
- Eisenhower CCV.pdf (66k)
- Elementary Zone Weekly Report 10-19.pdf (214k)
- Email discussing new board member orientation and KSBA opportunities.docx (16k)
- Greathouse CCV.pdf (68k)
- Head Start Policy Revisions.pdf (278k)
- High School Reality Checks - Nov 2018
- High School Weekly Report 10%2F15-10%2F19 (1).pdf (73k)
- High School Weekly Report 11%2F12-11%2F16.docx (19k)
- InstructionalSystemsAnalysis.pptx (924k)
- IX_B_Option3Draft2019BoardMeetingScheduleV5pdf_0.pdf (313k)

- IX_B_Option1Draft2019BoardMeetingScheduleV1pdf_0.pdf (367k)
- IX_B_Option2Draft2019BoardMeetingScheduleV2pdf_0.pdf (365k)
- IX_B_StudentAssignmentReviewAdvisoryCommitteeUpdate_0.pdf (152k)
- Johnson Traditional Middle School Narrative Weekly Report Template 2.0.docx (10k)
- Middle School Weekly Report 12 (Week of November 12).docx (22k)
- Middle School Weekly Report 8 (Week of October 15) (1).pdf (108k)
- New Board member orientation email with KSBA info 11.12.18.docx (13k)
- New Member Orientation v2.docx (20k)
- New Member Orientation v3.pdf (663k)
- Notes from KSBA Phone Conversation 10.17.18.docx (14k)
- Organizational Charts 111318.pdf (5M)
- P3_SchoolRealityCheckEx1.docx (35k)
- P3_SchoolRealityCheckEx2.docx (36k)
- P3_SchoolRealityCheckEx3.docx (36k)
- Planning Protocol A3
- Planning Protocol B4
- Planning Protocol B5
- Planning Protocol C1
- Planning Protocol C2
- Planning Protocol C3
- Planning Protocol D3
- Planning Protocol E1
- Planning Protocol E2
- Planning Protocol E3
- Principal Institute Resources: Six Systems, Three Pillars
- Prohibiting Dating Relationships Between Supervisors & Employees v3.pdf (293k)
- reality check protocol and Oct data.2018.pptx (337k)
- RealityCheckProtocol_Elementary Zone 1 updated102418.pptx (275k)
- RealityCheckProtocol_Elementary Zone 2 updated.pptx (271k)
- RealityCheckProtocol_Elementary Zone 3 updated.pptx (271k)
- RealityCheckProtocol_High (Updated).pptx (335k)
- RealityCheckProtocol_Middle School (Updated).pptx (311k)
- Shawnee Collaborative Calibration Process Qualitative Data.pdf (67k)
- Student Assignment Review Committee Agendas and Notes
- TJ CCV September 2018.pdf (81k)

- Walk throughs Week of October 29-November 2-CAP.pdf (393k)
- Weekly Reflection-November.pdf (1M)
- X_B_JobDescriptionsRevisedFinals101618_0.pdf (351k)
- X_C_JobDescriptionForChiefExceptionalChildEducation_0.pdf (207k)
- X_C_OrganizationalCharts101618_0.pdf (383k)
- X_C_OrganizationalChartsWithNotes101618_0.pdf (389k)
- X_D_OrganizationalCharts92518_0.pdf (423k)
- X_D_OrganizationalChartsWithNotes92518_0.pdf (395k)
- X_H_02KentuckySchoolBoardsAssociation_0.pdf (4M)
- Zone 2 Support Team Overview

Operations CAP Attachments

- 18-19 ridership summary.pdf (30k)
- 18-19 Transportation Recruiting.pdf (395k)
- 18.19 IC Behavior Manual.pdf (1M)
- 2018-2019 Annual Compliance Review and Site Visit Statistical Data 11-20-2018.xlsx (104k)
- Agenda Item (2).doc (3k)
- Bates 110918 2.pdf (403k)
- Binet AM 110718.pdf (62k)
- Blue Lick 110818.pdf (157k)
- Breeders Cup Nov 2018.pdf (191k)
- Bus Incident and Fidelity Tracking - 11.1.18.docx (18k)
- Bus Incident and Fidelity Tracking.pdf (177k)
- Compound Visitation List.xlsx (25k)
- COOP Agenda Minutes 11.10.18
- COOPAnnexDevTemplate.pdf (936k)
- Draft email narrative to principals regarding one pager.docx (12k)
- Draft template
- DRAFT-Bus Referral Tracking TEMPLATE.docx (14k)
- E1 Peer District Route Assignment.pdf (186k)
- ExternalParkingSolution_JCPS.pdf (840k)
- FBA BIP Training.pptx (2M)
- FBABIP sign in sheet.pdf (3M)

- Final JCPS school site loading and unloading observation form.pdf (385k)
- FINALBusDisciplinaryRefForm.pdf (168k)
- Hartstern AM 110718.pdf (447k)
- Instruction email 103018.pdf (105k)
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- InternalParkingSolution_JCPS.pdf (793k)
- JCPS school site loading and unloading observation form. DRAFT!.pdf (400k)
- KYTCDistrict5.JPG (332k)
- L3 Traffic Pattern Recommendation.pdf (588k)
- Lassiter 110818.pdf (488k)
- Moore 11-2-18.docx (13k)
- N1.Consultant Compliance Review Form 2018-2019 final.xlsx (116k)
- N1.District Plan for dining facility cleaning and garbage.docx (17k)
- N1.Segregation of Duties Report proc.docx (16k)
- Nichols 102918.docx (14k)
- O1.2017 USDA Administrative Review CAP.docx (17k)
- One Pager Resources
- One Pagerv2.png (96k)
- Operational Support Protocol F1
- Operational Support Protocol G1
- Operational Support Protocol H1
- Operational Support Protocol J1
- Operational Support Protocol J2
- Operational Support Protocol L1
- Operations Protocol A1
- Operations Protocol B1
- Operations Protocol B2
- Operations Protocol C1
- Operations Protocol F4
- Operations Protocol I1
- Operations Protocol M3
- Operations Protocol N1
- Operations Protocol O1
- Operations Protocol P3
- Ops Cabinet Agenda Template 10-15-18.docx (15k)

- Ops Cabinet Agenda Template 10-22-18.docx (15k)
- Ops Cabinet Agenda Template 11-14-18.docx (15k)
- Ops Cabinet Agenda Template 11-19-18.docx (15k)
- Ops Cabinet Agenda Template 11-6-18.docx (15k)
- Peer District Route Assignment Summary.pdf (403k)
- Phone Log with KDE
- Plant Operator 2017 Summer Institute AGENDA.pdf (272k)
- Sample business continuity plan.pdf (8M)
- Sample Continuity Plan Orange County
- School Culture and Climate-Transportation Department Meeting Agenda 2018.09.06.docx
- School Culture and Climate - Transportation Department Meeting Agenda 2018.11.01.docx
- Stu Support BIH Training Nov 18 Update sign-in.pdf (821k)
- Student Support and Behavior Intervention Handbook 18.19.pdf (1M)
- Student Support and Behavior Interventions Handbook 18_19 version 3.pptx (2M)
- Summer Admin Handbook Training.pdf (2M)
- Teamsters' Contract
- Transportation CAP overview 112018.pdf (1M)
- Transportation Staff Meeting 102218.docx (14k)
- Transportation Staff Meeting 102918.docx (15k)
- Transportation Staff Meeting 110518.docx (15k)
- Transportation Staff Meeting 111218.docx (23k)
- Transportation Staff Meeting 111918.docx (21k)
- Transportation Staff Meeting 112618.docx (22k)
- Transportation Web App User Guide.pdf (1M)
- Vol 1 Issue 1 Nov 2018.pub (651k)
- Weather update 110118 possible traffic impact.pdf (256k)
- XI_D_OrganizationalCharts72418_0.pdf (639k)

Finance CAP Attachments

- 0918 in county travel voucher example 1.pdf (96k)
- 0918 in county travel voucher example 2.pdf (96k)
- 2017 BOOKKEEPER FORUM PRESENTATION (Dench Lori M).pptx (626k)
- A2 Board Member Revenue presentation 2018.pdf (234k)

- A2 Revenue Sources.pdf (839k)
- A3 Orientation Budget Presentation for KY School Districts May 2018.pdf (418k)
- Accounting Code.mp4 (32M)
- AccountInquiry.mp4 (218M)
- Agenda.docx (14k)
- Alex R Kennedy ES - 2017-18 School Activity Funds Audit Findings.pdf (91k)
- ARMAC Minutes 10 17 2018 - draft.docx (13k)
- Audit Universe - Grant Funds.pdf (49k)
- Bank confirmation with Munis document 10 19 2018 payroll.pdf (631k)
- Bank Payroll Direct Deposit 10 19 2018.pdf (673k)
- BGiesNSBA2018.pdf (67k)
- Board Member Training Jefferson 11.6.18.pdf (201k)
- C1 Orders of the Treasurer example.pdf (437k)
- cell tower leases 11-2018.pdf (63k)
- CMOL Event Notification 10 19 2018.msg (137k)
- CMOL Event Notification 12 30 2016.msg (51k)
- Comprehensive Annual Financial Report 2017-18 (1).pdf (4M)
- COOP Agenda Minutes 11.20.18
- COOPAnnexDevTemplate.pdf (936k)
- D2 Budget Council Training Module - November 2 2018 FINAL.pdf (1M)
- D2 SBDM publication budget notices.pdf (3M)
- Draft template
- E1 Cell Tower Lease agreements.pdf (54k)
- Emails to board members to explain options for getting required hours.docx (18k)
- F1 Payroll Deposit information November.pdf (1M)
- F1 Payroll Process for Validating Direct Deposit File 2018-10-11.docx (14k)
- Fees.pptx (8M)
- Finance Committee Notes 10 11 18.pdf (260k)
- Finance Protocol C1
- Finance Protocol E1
- Finance Protocol F1
- Finance Protocol F2
- Finance Protocol G1
- Finance Protocol G2
- Finance Protocol H2

- Finance Protocol H3
- Finance Protocol I1
- Finance Protocol J2
- Finance Protocol J5
- Finance Protocol K1
- Finance Protocol L3
- Findings Notification Process
- H1 Example of Monthly Review by G&A (1400).pdf (3M)
- H1 Grant monthly reconciliation procedures.pdf (506k)
- H1 Grant report by project.pdf (271k)
- H1 Sept MUNIS Financials (Summary).pdf (192k)
- H2 Grant training example.pdf (1M)
- H3 Grant Accounting Clerks job responsibilities.docx (14k)
- H3 Grant Closing notification example.pdf (457k)
- H3 Grant communication example Byck SIG.msg (43k)
- H3 Grant Communication Open POs.msg (1M)
- H3 Grant communication reminder URGENT! SIG 460A OPEN POs.msg (766k)
- I2 Internal Audit Memorandum - Violation of Ethics Guidelines.pdf (43k)
- I3 2017 BOOKKEEPER FORUM PRESENTATION (Dench Lori M).pdf (377k)
- I3 Back to School Kick-off PP.pdf (544k)
- I3 Bookkeeper Redbook Training 2018 revised 7-18.pdf (1M)
- I3 Fees.pdf (714k)
- I3 INTO TO PURCHASING PP.pdf (2M)
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- INTO TO PURCHASING PP.pptx (2M)
- Jefferson County 101018 Board Member Training hours.pdf (195k)
- Kentucky SBDM Coordinator's Handbook
- Kentucky SBDM Resources
- Meeting Notice ARMAC 11-8-2018__edited (002).pdf (385k)
- Meeting Notice.pdf (380k)
- Meeting with Grant Manager.pdf (404k)
- MUNIS General Ledger Journal 10 19 2018.pdf (332k)
- New Board member orientation email with KSBA info 11.12.18.docx (13k)
- New Member Orientation v2.docx (20k)
- New Member Orientation v3.pdf (663k)

- Notes from KSBA Phone Conversation 10.17.18.docx (14k)
- Outstanding check list September 2018.xlsx (60k)
- Outstanding check older than May 17 2018.xlsx (10k)
- Principal's critical points from the Redbook.docx (18k)
- Redbook Accounting Procedures used in training
- Required Trainings Listed on Job Descriptions Process
- Sample Budget policy link
- Sample business continuity plan.pdf (8M)
- Sample Email Reminder.pdf (71k)
- Sample Plan Orange County
- SBDM Member & Community Resources
- SBDM sample policies - see Budget sample policy
- SBDM Connections VR Aug18.pdf (4M)
- Sponsor training.docx (15k)
- student assignment community forum November 2018.docx (529k)
- X_M_OrdersOfTheTreasurerInvoices_0 11.13.18.pdf (636k)
- X_U_DISTRICTFACILITIESPLANHEARINGREPORT_0.pdf (9k)
- X_U_DISTRICTFACILITYPLANSUBMITTAL_0.pdf (341k)

Finance - School CAP Attachments

- 04 OCT 1400'S FY '19.pdf (3M)
- 0918 in county travel voucher example 1.pdf (96k)
- 0918 in county travel voucher example 2.pdf (96k)
- 1400 Reconciliations (8-12-15).docx (18k)
- 2017 BOOKKEEPER FORUM PRESENTATION (Dench Lori M).pptx (626k)
- Back to School Kick-off PP.pptx (1M)
- Bookkeeper Redbook Training 2018 revised 7-18.ppt (5M)
- Bookkeeper Redbook Training 2018 revised 7-18.ppt (5M)
- Bookkeeper Training email reminder August 27 2018.msg (30k)
- Bookkeeper Training email reminder August 31 2018.msg (30k)
- Credit card policy 04.31.docx (17k)
- Credit Card sign in-out form
- Email to Board members on School Activity Fund audit.msg (1M)

- EPES user notes / procedures
- F-SA-13 Credit Card Log .xlsx (15k)
- F-SA-7 Purchase Request.xlsx (15k)
- Fairdale HS - 2017-18 School Activity Funds Audit Findings.pdf (100k)
- Fees.pptx (8M)
- Financial School Protocol A1
- Financial School Protocol B1
- Financial School Protocol B2
- Financial School Protocol C1
- Financial School Protocol C2
- Financial School Protocol D1
- Financial School Protocol D2
- Financial School Protocol D3
- Financial School Protocol E1
- Financial School Protocol F1
- Financial School Protocol F2
- Financial School Protocol G1
- Financial School Protocol H1
- Findings in the Strothman Review related to Bank Account or Outstanding Check
- Grant Accounting Clerks job responsibilities.docx (14k)
- Grants & Awards Dept website
- H2 Grant training example.pdf (1M)
- How to change bank accounts for Activity Fund
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- INTO TO PURCHASING PP.pptx (2M)
- KDE Accounting Procedures for School Activity Funds REDBOOK
- Listing of Schools with credit card findings
- Mandatory 1099 Training.msg (30k)
- Principal's critical points from the Redbook.docx (18k)
- Redbook Accounting Procedures
- Redbook Accounting Procedures from KDE
- School Activity Fund audit comments for Board (1).pdf (370k)
- School Activity Fund Resources website
- School Activity Fund Results and improvement Plan
- School Finance Training Resources including Redbook

- School Training travel voucher October #1.xlsx (18k)
- School Training travel voucher October #2.xlsx (18k)
- Sponsor training.docx (15k)
- Training documents Bank Accounts, EPES, School Activity Funds
- Weekly Reflections including Finance Response.pdf (4M)

Personnel CAP Attachments

- 2018-08-29 Human Resources Leadership Meeting Agenda.docx (15k)
- Agenda where form was shared
- Cabinet Agenda 07.24.2018.docx (10k)
- Communication Plan
- COOP Agenda Minutes 11.20-18
- COOPAnnexDevTemplate.pdf (936k)
- Copy of Records Audit Aug Sept 2018.xlsx (55k)
- Draft template
- Email Notification of Surveys.pdf (202k)
- Email Thread Concerning Sandbox.pdf (259k)
- Evaluation Plan Process
- Event Plan Review.pdf (55k)
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- Personnel Management Protocol A1
- Personnel Management Protocol A2
- Personnel Management Protocol B1
- Personnel Management Protocol B2
- Personnel Management Protocol C1
- Personnel Management Protocol D1
- Personnel Management Protocol E3
- Personnel Management Protocol F3
- Pre Cabinet Agenda where new form was shared
- Records Audit 10.30.18.xlsx (52k)
- Records Audit Nov..xlsx (59k)
- Sample business continuity plan.pdf (8M)
- Sample Continuity Plan Orange County
- School Level Employee Job Description Process

Instruction CAP Attachments

- 1_ARMACAgenda09262018pdf_0.pdf (438k)
- Agendas for Nov mtgs.pdf (15M)
- Agendas for Oct mtgs.pdf (9M)
- AIS.pptx (337k)
- BoardQuarterlyReportVision2020Metrics_Oct2018v6.pptx (487k)
- Byck CCV.pdf (88k)
- Cabinet Climate Review 9/21
- Cabinet Learning Review 10/12/18
- CabinetReviewOrgCoherence11218v2.pptx (1M)
- CAP instructions.msg (5M)
- Conway Middle School Narrative Weekly Report 10%2F22.docx (10k)
- Copy of CAP Cabinet Review Schedule vF.xlsx (5M)
- Eisenhower CCV.pdf (66k)
- Elementary From Ordinary to Extraordinary FINAL (1).pptx (4M)
- Elementary Zone Weekly Report 10-19.pdf (214k)
- Greathouse CCV.pdf (68k)
- High School Reality Checks
- High School Weekly Report 10%2F15-10%2F19 (1).pdf (73k)
- IC Agenda. October 8, 2018
- Instruction Management Protocol A2
- Instruction Management Protocol A3
- Instructional Cabinet Agenda. November 12, 2018
- Instructional Management Protocol A1
- Instructional Management Protocol B1
- Instructional Management Protocol B3
- Instructional Management Protocol C1
- InstructionalSystemsAnalysis.pptx (924k)
- Instructions for Certified Non-School Based Administrator Evaluations.pdf (343k)
- Johnson Traditional Middle School Narrative Weekly Report Template 2.0.docx (10k)
- Middle School Principals Meeting Agenda November.pdf (224k)
- Middle School Weekly Report 8 (Week of October 15).pdf (108k)
- P3_SchoolRealityCheckEx1.docx (35k)
- P3_SchoolRealityCheckEx2.docx (36k)

- P3_SchoolRealityCheckEx3.docx (36k)
- Principal-AP Evaluations Instructions.pdf (309k)
- RealityCheckProtocol_Elementary Zone 1 updated102418.pptx (275k)
- RealityCheckProtocol_Elementary Zone 2 updated.pptx (271k)
- RealityCheckProtocol_Elementary Zone 3 updated.pptx (271k)
- RealityCheckProtocol_High (Updated).pptx (335k)
- RealityCheckProtocol_Middle School (Updated).pptx (311k)
- Shawnee Collaborative Calibration Process Qualitative Data.pdf (67k)
- Support Tracker.Transition Readiness
- System 6 Advisory-Walkthrough Tool Implementation Agenda.docx (15k)
- TJ CCV September 2018.pdf (81k)
- Walk throughs Week of October 29-November 2-CAP.pdf (393k)
- Weekly Reflection-November.pdf (1M)
- Weekly Report-November.pdf (74k)

CTE CAP Attachments

- 10.23.18 email CTE Grant Agreement.pdf (4M)
- 10.31.18 email ULHospitalAgreement.pdf (1M)
- 11.7.18 email UL Dual Crdt.pdf (1006k)
- 18-19 Perkins Budget Priorities.doc (70k)
- 18-19 TEDS Data Collection Progress Monitoring
- Academy Team mtg Mock Agenda.docx (56k)
- Advisory Committee Handbook (Final) 18-19.docx (62k)
- Advisory Committee Minutes Report Card.xlsx (39k)
- Advisory Minutes Feedback Report Completed
- AOL Videos
- Audit Requirements and Responsibilities.pdf (200k)
- Audit System
- Audits.xlsx
- Backpack Dashboard
- Ballard Administrative Support CPT.xlsx (92k)
- CCR Timeline.docx (28k)
- Compiling Course Codes for 19-20 (December).pdf (408k)

- Copies of emails re IC TEDS data.pdf (5M)
- Counselor HS Update 2018.pptx (7M)
- CTE Business EOP's
- CTE CAP CTE Testing Allegations Report
- CTE Co-Op System Manual.pdf (9M)
- CTE Guidance Handbook.pdf (1M)
- CTE Mission Video
- CTE Pathway Levers
- CTE Process A1
- CTE Program Mission.pptx (119k)
- CTE Protocol A2
- CTE Protocol B1
- CTE Protocol C1
- CTE Protocol C2
- CTE Protocol C3
- CTE Protocol D1
- CTE Protocol D2
- CTE Protocol D3
- CTE Protocol D4
- CTE Protocol D5
- CTE Protocol D6
- CTE Protocol E1
- CTE Protocol F1
- CTE Protocol F2
- CTE Protocol F3
- CTE Protocol G1
- CTE Protocol G2
- CTE Protocol H1
- CTE Protocol H2
- CTE Protocol H3
- CTE Protocol I1
- CTE Protocol I2
- CTE Protocol J1
- CTE Protocol J2
- CTE Protocol J3

- CTE Protocol J4
- CTE Protocol K1
- CTE Protocol K2
- CTE Protocol L1
- CTE Protocol M1
- CTE Protocol M2
- CTE Protocol N1
- CTE Protocol N2
- CTE Teams.pdf (1M)
- CTE Testing Allegations Report
- CTE Timeline Principals.xlsx (30k)
- CTE Updated Timeline
- DAC- provided Assessment Calendar
- District Office Monitoring Results
- DistrictHSFlier18.pdf (192k)
- Email Sample for November RE OTR Funding.pdf (341k)
- Evidence to Grow Work-Based Learning.docx (293k)
- GEA2 Video Coverage
- Guiding Team Update 21 Aug 2018.pptx (2M)
- Importance of a CTE Pathway
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- Interdisciplinary Events PBL.docx (500k)
- ITA 2-Day Training Agenda.docx (19k)
- IX_B_OrgChartsFinal042418_0.pdf (4M)
- JA Inspire 2018
- JCPS CTE Teachers Institute Postcards Responses.xlsx (517k)
- JCPS CTE Video
- JCPS_BPSS_Launch_Booklet_V1_FINAL_DIGITAL.pdf
- JCPS_CB_High_Final.pdf (4M)
- KACTE CTE Teacher Update for July Conference.pptx (21M)
- Labor Market Data Evidence.pdf (1M)
- OTR Funding Sample Slides
- Pathway Modification Form EDITED.docx (32k)
- Phone log with KDE
- Practice EOP's

- Process to Fund Career Pathways.doc (73k)
- Program Improvement Plans.pptx (1002k)
- Screenshot of SBDM Meeting.docx (161k)
- Staff Responsibilities DRAFT.docx (18k)
- State Career Pathway Form BLANK.xlsx (52k)
- Student Name and Need Tracking
- Systems Blueprint.pdf (235k)
- TEDS Data Audit Process Instructions to schools.pdf (475k)
- TEDS Data Emails to Schools November monitoring.pdf (3M)
- TEDS Log In Data 11-19-18.xlsx (19k)
- TEDS Login in Report as of 10-25-18.pdf (10k)
- TEDS Training Sign In Sheets.pdf (6M)
- Testing Communications
- Work Based Learning Manual.pdf (1M)
- _JCPS PBL Advanced Agenda (1).docx (170k)
- _PBL Academy Jumpstart Agenda .docx (166k)

SCM CAP Attachments

- 11.20.18 email Counseling Services.pdf (3M)
- 2018 Instructors Recent Training.pdf (80k)
- Arrest, Restraint, Seclusion Meeting Agenda 2018.10.31.docx (15k)
- Arrest, Restraint, Seclusion Tracking 10.2.2018.docx (34k)
- Arrest, Restraint, Seclusion Tracking Document 2018.10.31.pdf (740k)
- August 8th.docx (13k)
- BJ Instructors Cert.pdf (1010k)
- Candice Crawford SCM Instructor Certificate.pdf (1M)
- Candice Parent Training Cert.pdf (383k)
- Climate and Culture Data Clean Up Types & Timelines.pdf (369k)
- David's Instructor Cert.pdf (1011k)
- David's SCM Parent Training Certificate.pdf (173k)
- Digital Learning Live Show Slides
- Digital Learning YouTube Link
- Email sent to all school administrators on SCM core team compliance check

- Fall SCM Instructors Meeting 11.12.18 Sign in sheet.pdf (923k)
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- Instructor Sign in sheet 11.13.18.pdf (580k)
- JCPS SCM Website
- PBIS 2018-2019.pdf (714k)
- Phone log with KDE
- Principal To do List Nov-Dec 2018
- Principal To do list.pdf (913k)
- SCM BUS CERTIFICATION.pdf (943k)
- SCM Core Team by Zones
- SCM Department Meeting 10.16.18
- SCM Department Meeting 11/1/18
- SCM Fall Instructors Agenda
- SCM Instructor Manual.pdf (17M)
- SCM Parent Training Certificate BJ.pdf (279k)
- SCM PD's 18-19 School Year as of 10.10.18.pdf (6M)
- SCM procedures 17-18 Final Procedures.docx (41k)
- SCM Protocol A1
- SCM Protocol A2
- SCM Protocol A3
- SCM Protocol B1
- SCM Protocol B2
- SCM Protocol B3
- SCM Protocol B4
- SCM Protocol B5
- SCM Protocol B6
- SCM SHOW 11.26.18.pdf (620k)
- SCM Survey
- SCM TRAINING FEEDBACK.pdf (2M)
- SCM Training Survey Results 10.11.18
- SCM Twitter Page
- Screenshot of online calendar shared with KDE.docx (350k)
- SRO PD Gallery Walk Responses.docx (14k)
- SRO Trainings.pdf (1M)

IDEA CAP Attachments

- 10.12.18 WLSO ECE Support 2018-2019
- 10.30.18 Leadership Team Agenda and Notes
- 11.26.18 email Traditional Program.pdf (2M)
- 18-19 SN ridership summary.pdf (389k)
- 18.19 IC Behavior Manual.pdf (1M)
- 2017-18 Recognition of Fidelity Standards.doc (62k)
- 2018 Instructors Recent Training.pdf (80k)
- 2018_19 Agenda - New ARC Chair Training_Day 1
- 2018_19 Agenda - New ARC Chair Training_Day 2
- 2018_19 Agenda - New ARC Chair Training_Day 3
- 2018_19 Update Training Agendaday1.docx
- 2018_19 Update Training Day 2
- 337DC IDEA B CCEIS FY18 Update for 30-60-90 Day Plan 9.11.18.pdf (384k)
- 337EC IDEA B CCEIS FY18 Update for 30-60-90 Day Plan 9.11.18.pdf (434k)
- Accurate IC Behavior Reporting (AP Mtg).pptx (154k)
- ACEs and Education revised 8-8-18.pptx
- Advisory Committee Minutes 11.1.18.docx (21k)
- Aligning and Integrating Family Engagement in PBIS.pptx (8M)
- Alternatives to Suspenson.pptx (11M)
- ARC Chairperson Training Special Education Data Standards
- ARC Chairperson Training ECE Procedures
- ARC_Chairperson_Training 18_19.pptx
- Arrest, Restraint, Seclusion Meeting Agenda 2018.10.31.docx (15k)
- Arrest, Restraint, Seclusion Tracking 10.2.2018.docx (35k)
- Arrest, Restraint, Seclusion Tracking Document 2018.10.31.pdf (740k)
- Assessment Alert Form as of 10.12.2018
- August 8th.docx (13k)
- August Desk Audit 2018 9.25.18.xlsx
- Behavior Coaches Training Dates.docx (14k)
- BJ Instructors Cert.pdf (1010k)
- Candice Crawford SCM Instructor Certificate.pdf (1M)
- Candice Parent Training Cert.pdf (383k)
- CAPC6.pdf (61k)

- CCD Visit Report -kc1012.xlsx (14M)
- CCD Visit Report -kc1109.xlsx (11M)
- Chief Exceptional Child Education.doc.docx (34k)
- Chief Exceptional Childhood Education Job Posting
- Child Find and Confidentiality Verification (Responses)
- Climate and Culture Data Clean Up Types & Timelines.pdf (369k)
- Cooperative Planning OCT 2018.docx (25k)
- Culture and Climate Planning Tlmeline.docx (16k)
- Danville - KSD Bus Route 2018-2019.pdf (297k)
- Data Clean Up Timeline and Types.docx (184k)
- Data Cleanup Friday Meeting Agenda 11-16.docx (15k)
- Data Cleanup Friday Meeting Agenda 11-9.docx (15k)
- David's Instructor Cert.pdf (1011k)
- David's SCM Parent Training Certificate.pdf (173k)
- Digital Learning Live Show Slides
- Digital Learning YouTube Link
- Draft email narrative to principals regarding one pager.docx (12k)
- ECE & Student Relations Meeting Agenda 10.29.18
- ECE AT Data 8_15_18-10_9_2018
- ECE behavior suspension data email.PNG (33k)
- ECE Consulting Teacher roles and responsibilities_2018-19.docx (29k)
- ECE Follow-Up November 2018
- ECE Leadership Team Meeting Agenda 10.30.18
- ECE Update 2
- ECECounselingLevelSupportForm (1).pdf
- Email C&C & Data Management.docx (143k)
- Email sent to all school Admin for SCM Core Team Compliance
- F2 Email Evidence.PNG (71k)
- Fall SCM Instructors Meeting 11.12.18 Sign in sheet.pdf (923k)
- FBA BIP Training.pptx (2M)
- FBABIP sign in sheet.pdf (3M)
- follow-up email re. CCEIS to Chris Thacker.11.18.18.pdf (337k)
- FW Infinite Campus Errors Requiring Correction.msg (70k)
- GLEC Org Chart Mark-ups JCPS Board of Ed May 2018.pdf (5M)
- IC Agenda.10.29.18.pdf (60k)

- IDEA Protocol A1
- IDEA Protocol A2
- IDEA Protocol A3
- IDEA Protocol A4
- IDEA Protocol B1
- IDEA Protocol B4
- IDEA Protocol C1
- IDEA Protocol C3
- IDEA Protocol C4
- IDEA Protocol C7
- IDEA Protocol E2
- IDEA Protocol F3
- IDEA Protocol G1
- IDEA Protocol H1
- IDEA Protocol H7
- IDEA Protocol J2
- IDEA Protocol J5
- IDEA Protocol J7
- IDEA Protocol K1
- IDEA Protocol K2
- IDEA Protocol L1
- IDEA Protocol L2
- IDEA Protocol L3
- IDEA Protocol L4
- IDEA Protocol L5
- IDEA Protocol L6
- Instructional Cabinet Agenda.11.09.18 (1).docx (9k)
- Instructor Sign in sheet 11.13.18.pdf (580k)
- JCPS Indicator 4 CAP 08.01.2018.doc (192k)
- JCPS MTSS Plan - v.1.0.pdf
- JCPS SCM Website
- JCPS-CCEIS.30.60.90.August2018.pdf (133k)
- JCPS-School-based-template-MTSS Handbook.docx (60k)
- JCPS-success_gaps_rubric_ fillable JCPS Draft.pdf (1M)
- Jefferson Indicator 9 -10 Report revised final.docx (66k)

- KDE November ECE AT Data 8_15_18-11_7_2018
- MTSS Behavior Leads PLC Agenda 10-18-18.docx (15k)
- MTSS Behavior PLC 10-18-18 Part A.pptx (2M)
- MTSS Behavior PLC 10-18-18 Part B.pptx (11M)
- MTSS-Behavior Meeting Agenda 10-10-18.docx (15k)
- MTSS-Behavior Meeting Agenda 11-7-18.docx (15k)
- Nov 2018 review.xlsx (544k)
- Nov 7th ECE Placement Meeting Agenda
- Nov meeting.pdf (304k)
- November 12, 2018 ECE and Student Relations Agenda
- Oct meeting.pdf (200k)
- October 29, 2018 ECE and Student Relations Agenda
- One Pager Resources
- One Pagerv2.png (96k)
- Parent Advisory Council Agenda 9.13.18.pdf (341k)
- Parent Advisory Council Meeting 10.22.18.pdf (19k)
- Parent Advisory Council Notes 11.09.18.docx (26k)
- PBIS 2018-2019.pdf (714k)
- Phone Log with KDE
- Placement Coordination of Services Request.pdf (487k)
- Placement Specialist Monday Meeting Agenda 11-19.docx (15k)
- Principal to do list Nov-Dec 2018
- Sample IC Entry Error Cleanup email - 2018.10.22.docx (13k)
- SCM BUS CERTIFICATION.pdf (943k)
- SCM Core Team by Zones
- SCM Department Meeting 10.16.18
- SCM Department Meeting 11/1/18
- SCM Fall Instructors Agenda
- SCM Instructor Manual.pdf (17M)
- SCM Parent Training Certificate BJ.pdf (279k)
- SCM PD's 18-19 School Year as of 10.10.18.pdf (6M)
- SCM procedures 17-18 Final Procedures.docx (41k)
- SCM SHOW 11.26.18.pdf (620k)
- SCM Survey
- SCM TRAINING FEEDBACK.pdf (2M)

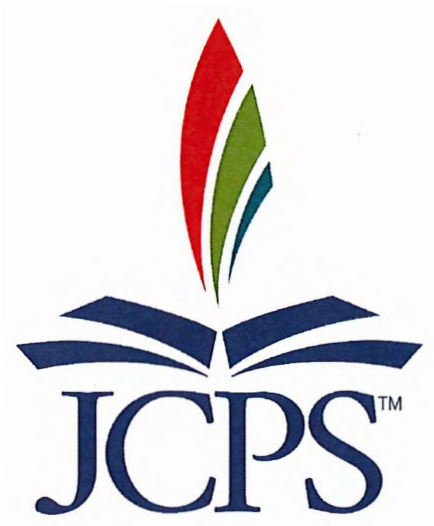
- SCM Training Survey Results 10.11.18
- SCM Twitter Page
- Screenshot of online calendar shared with KDE.docx (350k)
- September Desk Audit 2018 10.23.18.xlsx
- SIPI Agenda and Notes 10-24-18.docx (34k)
- SRO PD Gallery Walk Responses.docx (14k)
- SRO Trainings.pdf (1M)
- Stu Support BIH Training Nov 18 Update sign-in.pdf (821k)
- Stu Support BIH Training Nov 18.pdf (821k)
- Student Support and Behavior Interventions Handbook 18_19 version 3.pptx (2M)
- Summer Admin Handbook Training.pdf (2M)
- Suspension Correction email.pdf (202k)
- Transportation Staff Meeting 102918.docx (15k)
- Transportation Staff Meeting 110518.docx (15k)
- X_C_JobDescriptionForChiefExceptionalChildEducation_0.pdf (207k)
- X_C_NewJobDescriptions111318_0.pdf (319k)

ECH CAP Attachments

- 08.1114 Preschool Education.bb.docx (153k)
- 10-26-18 Associate Principal Meeting.pdf (88k)
- 10.15.18 email School Health Req.pdf (1M)
- 10.23.18 email Head Start Policy Changes.pdf (10M)
- 11.8.18 email Preschool Ed policy.pdf (1M)
- Budget SBDM Council Training.pdf (3M)
- Building Sites, Inspection and Approval.pdf (64k)
- CLOSE OUT MEMO (ALL PROGRAMS) Instructions.pdf (2M)
- CLOSE OUT MEMO (ALL PROGRAMS).pdf (83k)
- District Level Incident Management Team.pdf (2M)
- Early Childhood ECE Self Contained Special Class E-Walk Tool Revised 10-30-18.pdf
- Early Childhood Protocol A2
- Early Childhood Protocol A3
- Early Childhood Protocol B1
- Early Childhood Protocol B2

- ECE Special Class Inclusive Opportunities Directions.pdf (65k)
- ECE Special Class Inclusive Opportunities.pdf (55k)
- ECH Administrative Regulations for Review
- ECH Protocol A1
- General Fund Revenue Trend.pdf (1M)
- IC Agenda.10.29.18.pdf (60k)
- INSTRUCTIONAL CABINET AGENDA.06.22.18
- Instructional Cabinet Agenda.6.15.2018
- JCPS Graduate Profile and Tight Loose Guidelines.May29.2018.docx (33k)
- Meeting Agenda
- Orders of the Treasurer-Purchase Orders by Department.pdf (59k)
- PCC agenda
- PCC Agenda.05.2018
- Phone Log with KDE
- Principal Priorities Page.June2018
- Real Property Acquisition.pdf (195k)
- Safety Manual Interactive 17alt FINAL CORRECTED VERSION 8-1-17.pdf (4M)
- Screenshot of online calendar shared with KDE.docx (350k)

JCPS Budget



FY 2019-20 BUDGET ORIENTATION

December 20,2018

JEFFERSON COUNTY BOARD OF EDUCATION

KRS 160.290 Section (1)

"Each board shall have control and management of all school funds and all public school property of its district and may use its funds and property to promote public education. Each board shall exercise generally all powers prescribed by law in the administration of its public school system, appoint the superintendent of schools, and fix the compensation of employees."

General Board Fiscal Responsibilities

- Board members should have a basic understanding of the following:
- Statutory laws and board policies that govern district finances
- Sources of revenues and regulatory restrictions
- Budgetary responsibilities, procedures and statutory requirements
- Procurement policies, procedures and statutory restrictions
- SBDM allocation procedures, policies and laws
- Staffing and salary allocations
- Accountability requirements (independent audit/state/federal agencies)
- Basic financial terminology

School-based Budget Decision-making – KRS 160.345

- Council adopts and monitors annual budget making adjustments as needed.
- Council uses all resources to reach student achievement goals.
- Council determines number of persons employed in each job classification.
- Councils decides on textbooks, instructional materials, and student support services to be provided in the school.

JCPS

BASIC FINANCIAL TERMS USED IN SCHOOL DISTRICTS

MUNIS (Municipal Information System)

- Human Resources
- Payroll
- Position Control
- Budget
- Purchasing
- Accounting
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
  - Cash Management
- Fixed Assets
- Inventory Management

Fund Accounting

Restricted vs. Discretionary

Account Codes

Financial Reports

FUND DESCRIPTIONS

- Fund 1 General Fund
- Fund 2 Special Revenue Fund
- Fund 310 Capital Outlay Fund
- Fund 320 Building Fund
- Fund 360 Construction Fund
- Fund 400 Debt Service Fund
- Fund 22 District Activity Fund
- Fund 51 School Food Service Fund
- Fund 52 Day Care Operations
- Fund 53 Enterprise
- Fund 54 Adult Education
- Fund 59 Tuition Preschool
- Fund 7000 Trust and Agency Fund

JCPS

Special Revenue Fund Sources (Restricted)

- **Local Grants**
  - Foundations, Target, Walmart, GE, etc.
- **State Grants**
  - Instructional Resources, Preschool,
  - ESS, PD, Safe Schools, etc.
- **Federal Grants**
  - Title I – provides financial assistance to district and schools with high percentages of children from low-income families
  - Title II – professional development strategies to improve teacher and principal quality and increase number of highly qualified teachers in the classroom
  - IDEA-B – Individuals with Disabilities Act, ensures services to children (ages 3-21) with disabilities receive special education and related services
  - Adult Education, etc.

Capital Construction Funds (Restricted)

- Capital Outlay Fund (310)
  - State Allocation ($100 per ADA from SEEK)
  - Primarily restricted to debt service payments & capital improvement

- Building Fund (320)
  - Local property taxes (5 cents per $100 assessment)
  - Additional nickels (growth, equalized)
  - FSPK (State Equalization Funds)
  - School Facilities Construction Commission (SFCC)
  - Restricted to debt service or cash payments for capital improvement

- Construction Fund (360)
  - Bond proceeds or cash from other sources
  - *Restricted to approved construction/renovation on district facility plan*

JCPS

Enterprise Funds

- School Food Service
  - Federal reimbursement for Free/Reduced meals
  - Paid meals
- Daycare Operations
  - Daycare fees and state funds
- Other Enterprise Funds
  - Adult Education
  - Preschool tuition

School Activity Accounts

- Separate set of books from district funds
- School level activity
- Fund raisers, athletic events, field trips etc.
- Must adhere to KDE "Red Book"
- Internal control procedures are critical
- Must submit annual budgets and Annual Financial Report
- Audited annually by independent external auditor

JCPS

Budget Development Methods

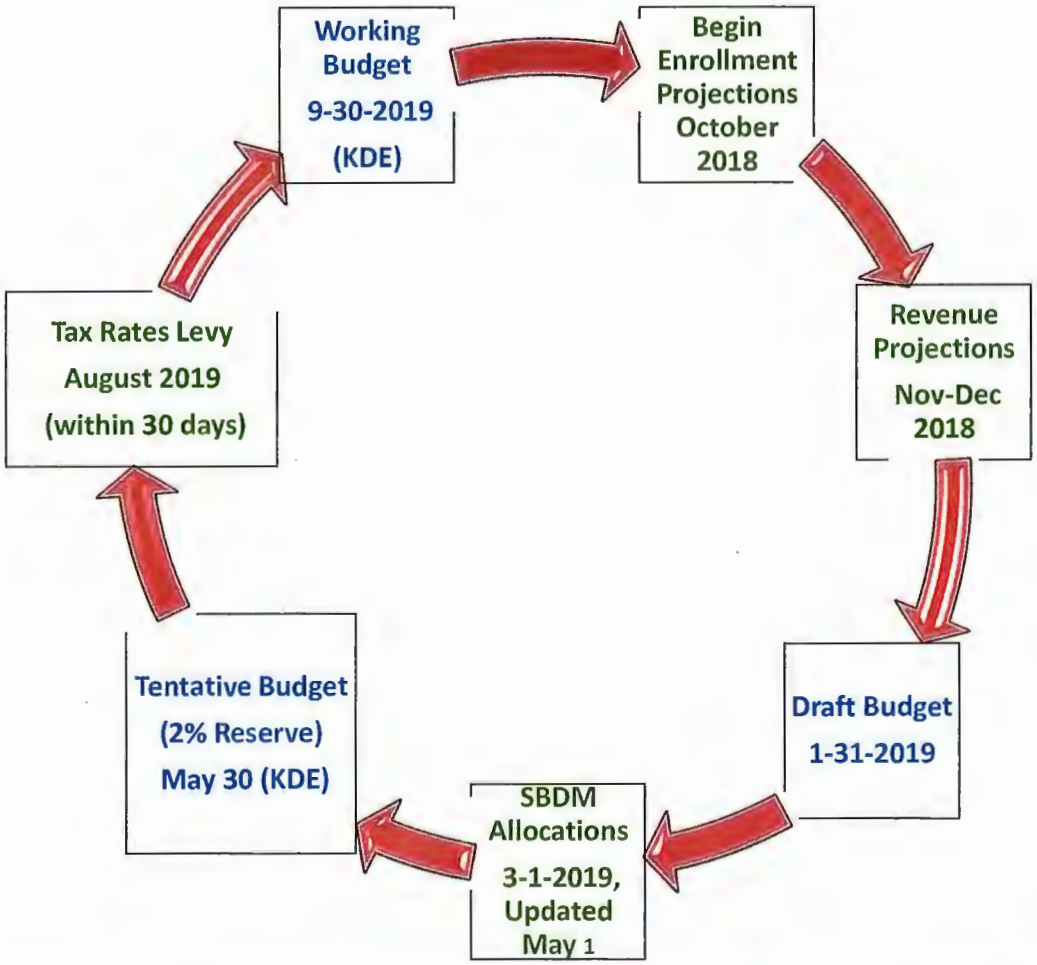
Budget to budget

Budget from projected actuals

Development using historical actuals

Zero-based budgeting

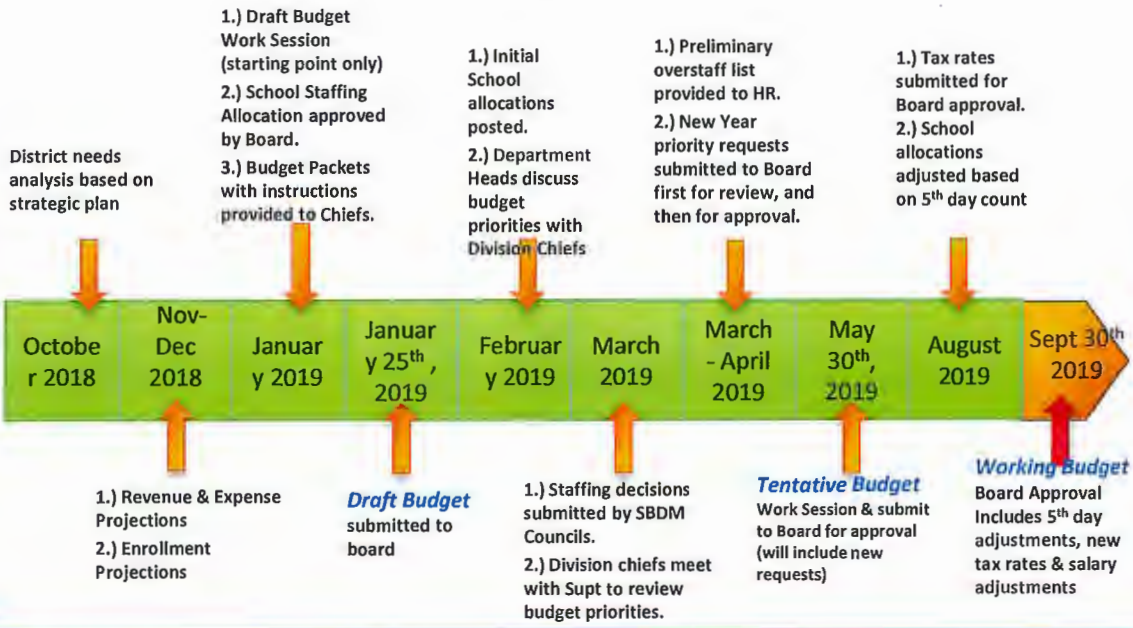
The Budget Cycle for Fiscal Year 2019-2020



702 KAR 3:110

JCPS

Budget Process & Timeline for 2019-2020



Draft includes estimates for school allocations, but typically no new approvals; it is meant to be a starting point only.

Tentative includes line item distribution of codes, approvals from previous Board decisions, and 2% reserve.

Working includes new tax rates, salary approvals, carryover & carry forward from previous year, update on revenue projections.

JCPS

Budget Development Cycle
Important Dates

January 31
Draft Budget reviewed by school board (KRS 160.470)

January / February
School Staffing Formula approved by the school board

March 1
Allocations to school councils (KRS 160.345, 702 KAR 3:246)

March 31
School councils advise superintendent/board of staffing levels

April 30
Notification of re-employment of certified staff for next year (KRS 161.750)

May 1
Updated allocations to councils

May 1
KDE sends forecasted state SEEK for next year fiscal year

Budget Development Cycle
Important Dates

May 15 (not less than 90 days before first student attendance day)
Notification of certified staff of reduction in duties or salary [KRS 161.760 (3)]
Notification of certified staff of non-renewal

May 30
Section 7 allocations if any, to each school council [702 KAR 3:246 (7)]

May 30
Tentative Budget adopted by the school board includes 2% reserve [KRS 160.470(6)]

June/July (45 days before year begins)
Best estimate of salary for next year

July 25
Annual Financial Report sent to KDE

August (within 30 days of receipt of assessment)
Tax rate levied by the school board

Budget Development Cycle
Important Dates

September

KDE provides tentative State SEEK for current year; review all key variable data and recalculate with spreadsheet

September 30

Board adopts **Final Working Budget** and submits to KDE for approval [KRS 160.470(6)(b)]

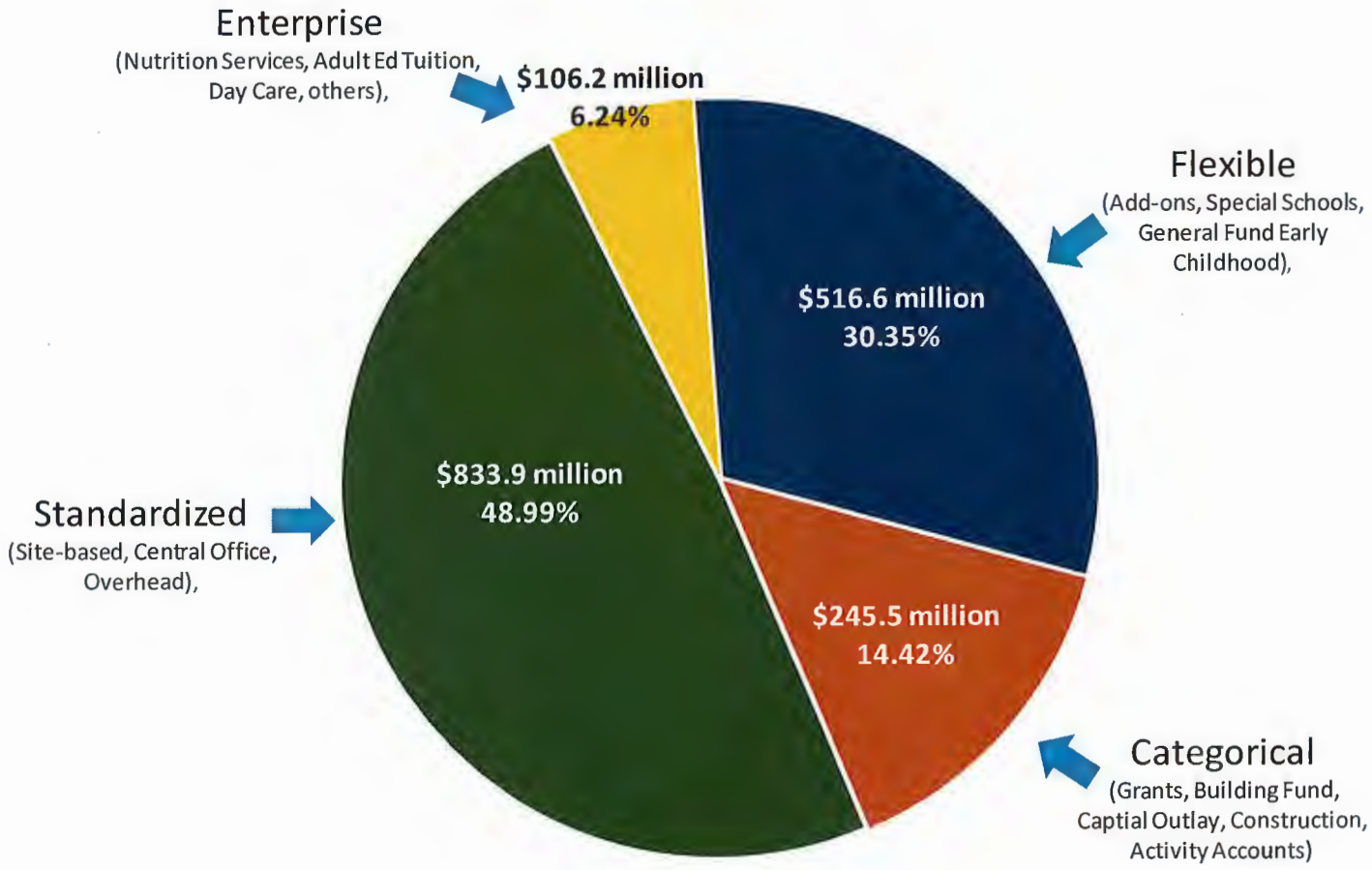
After September 30

Board amends Working Budget as necessary; major revisions to KDE

November 15

Year-end audit due to KDE; revised AFR due to KDE within 10 days [KRS 156.275]

JCPS WORKING BUDGET FY 2018-19



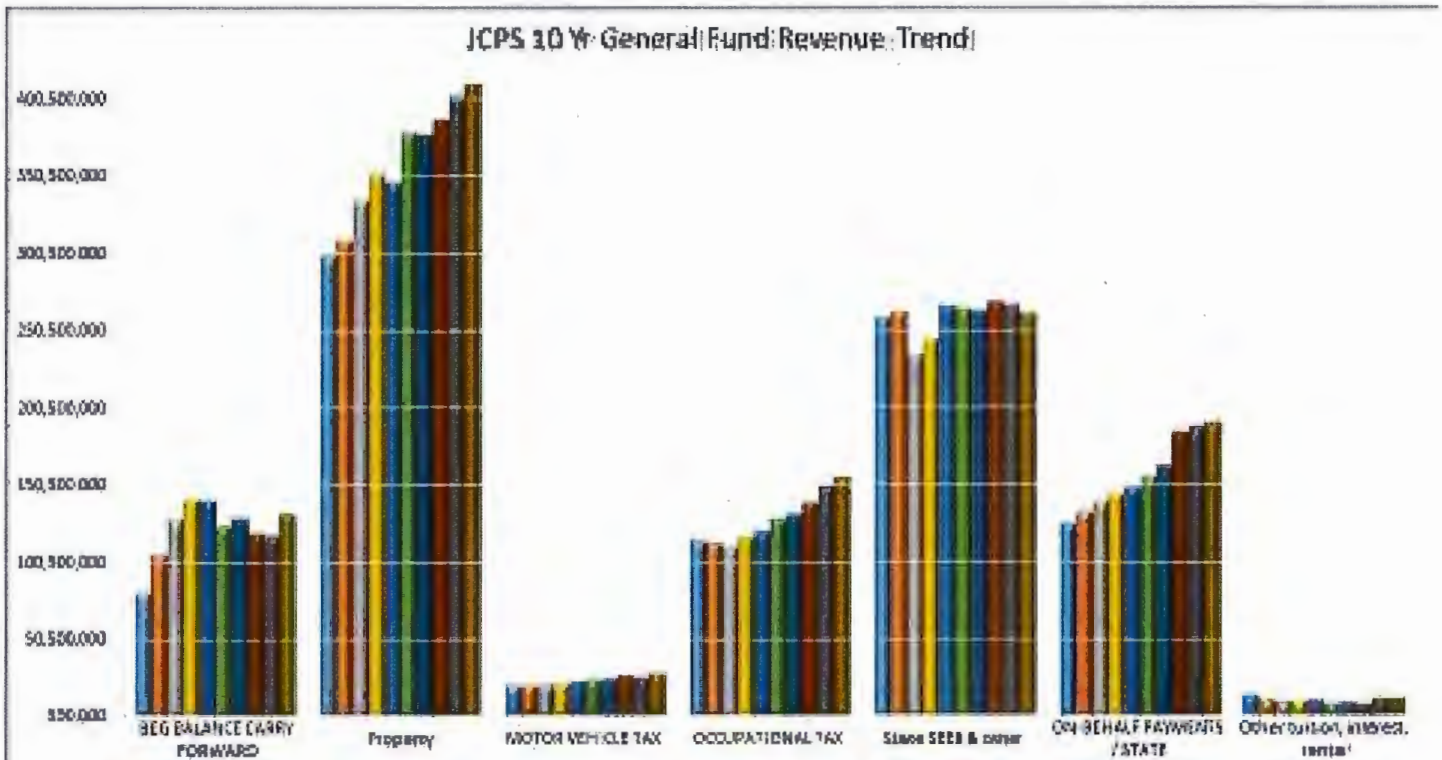
General Fund Revenue Sources

State - SEEK (Support Education Excellence in Kentucky)
Interest earned
Indirect costs - % charged to Federal grants
Local - Property and PSC (Franchise)Taxes

- Real Estate and Personal Property (per $100 assessment)
- Motor Vehicle Taxes (per $100 assessment)

Local - Permissive Taxes

- Occupational License Tax
- Utility Tax
- Excise Tax



	BEG BALANCE CARRY FORWARD	Property	MOTOR VEHICLE TAX	OCCUPATIONAL TAX	State SEEB & other	ON-BEHALF PAYMENTS / STATE	Other tuition, interest, rental
F#08	80,757,124	289,228,150	20,842,786	115,155,756	259,418,529	126,333,255	14,550,033
F#09	105,097,019	309,280,525	20,831,395	113,318,876	263,331,258	133,527,867	11,332,43[illegible]
F#10	129,183,547	335,419,837	20,855,222	110,882,402	255,354,184	140,300,154	10,055,[illegible]
F#11	141,539,550	353,736,024	21,648,571	116,762,420	245,375,519	145,182,600	15,568,2[illegible]
F#12	140,844,054	348,705,535	25,208,884	120,452,400	266,786,758	149,048,147	11,516,838
F#13	124,580,596	328,685,745	24,808,071	128,882,355	265,258,216	156,834,554	[illegible]
F#14	130,226,135	378,126,354	25,388,237	132,569,312	264,061,733	163,724,635	9,4[illegible]
F#15	120,080,560	387,797,885	27,358,351	139,835,242	269,823,696	185,430,795	[illegible]
F#16	119,207,881	403,597,357	26,860,776	151,521,629	268,418,979	189,562,894	12,743,388
F#17	132,875,575	432,116,488	29,045,275	156,387,646	262,825,035	193,184,517	22,780,838

•SEEK (Support Education Excellence in KY)

Base Per Pupil Allocation x Prior Year AADA+Growth

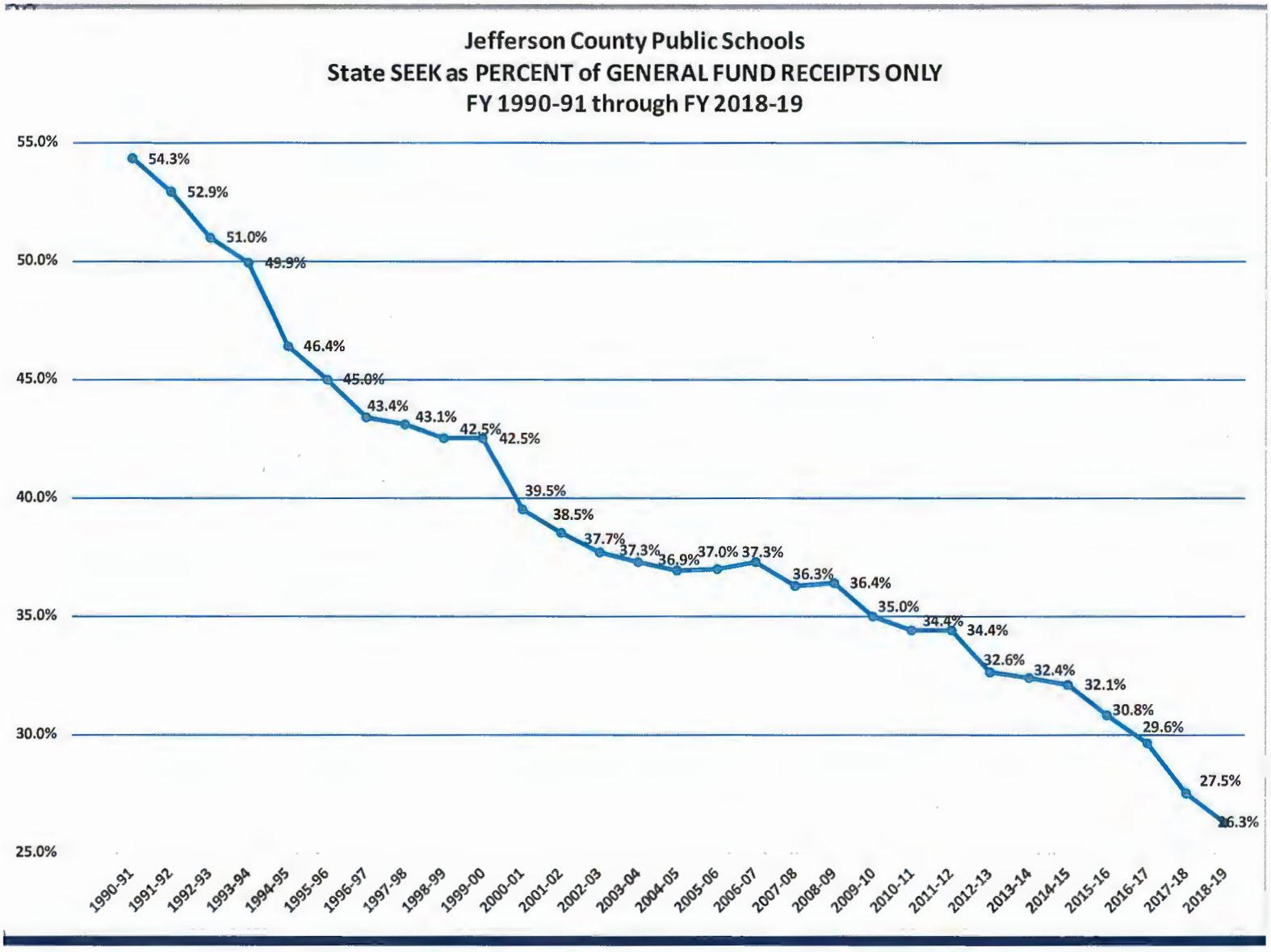
Plus Add-ons

- At Risk
- Home & Hospital
- Exceptional Child
- Transportation
- LEP

Less 30 cent local effort X Property Assessment

Plus Tier I

Plus Capital Outlay ($100 per ADA → Capital Outlay Fund)


Jefferson County Public Schools
State SEEK as PERCENT of GENERAL FUND RECEIPTS ONLY
FY 1990-91 through FY 2018-19
55.0%
50.0%
45.0%
40.0%
35.0%
30.0%
25.0%
54.3%
52.9%
51.0%
49.9%
46.4%
45.0%
43.4%
43.1%
42.5%
42.5%
39.5%
38.5%
37.7%
37.3%
36.9%
37.0%
37.3%
36.3%
36.4%
35.0%
34.4%
34.4%
32.6%
32.4%
32.1%
30.8%
29.6%
27.5%
26.3%
1990-91
1991-92
1992-93
1993-94
1994-95
1995-96
1996-97
1997-98
1998-99
1999-00
2000-01
2001-02
2002-03
2003-04
2004-05
2005-06
2006-07
2007-08
2008-09
2009-10
2010-11
2011-12
2012-13
2013-14
2014-15
2015-16
2016-17
2017-18
2018-19

SEEK (Support Education Excellence in Kentucky)

	KDE final SEEK report	KDE final SEEK report	KDE 17/18 SEEK Final	KDE Sept 27 Tentative
PROGRAM COMPONENT	**2015/16 3,981**	**2016/17 3,981**	**2017/18 3,981**	**2018/19 4,000**
DATA ITEM (base yr rate) assessment % change	4.84%	4.66%	5.55%	-2.01%
Property Tax Rate	0.896	0.901	0.901	0.912
Total Assessment	***67,407,924,865***	***70,548,621,144***	***74,466,327,664***	***75,886,222,263***
Assessment Per Pupil	773,156	809,500	856,184	879,372
ADA (FTE)	87185.443	87150.874	86974.685	86295.887
No. At Risk Pupils	58141.088	60536.656	58918.8124	57806.087
SEEK Base Per Pupil	***3,981***	***3,981***	***3,981***	***4,000***
BASE SEEK				
Guaranteed Base	347,085,249	346,947,629	346,246,221	345,183,548
At Risk	34,718,951	36,149,464	35,183,369	34,683,652
Exceptional Child	58,048,553	58,408,157	58,350,472	60,015,920
Transportation(prorated)	33,342,008	33,064,865	34,002,850	32,378,051
Limited English Proficiency	2,525,037	2,691,283	2,946,577	3,360,384
Home & Hosp.	1,913,938	2,051,636	2,074,507	1,947,227
Total Base SEEK	***477,633,736***	***479,313,035***	***478,803,996***	***477,568,782***
Less Reg. Local Effort	***202,223,775***	***211,645,863***	***223,398,983***	***227,658,667***
State Base SEEK	***275,409,961***	***267,667,172***	***255,405,013***	***249,910,116***
MAXIMUM TIER 1	***749,000***	***783,000***	***783,000***	***834,000***

Local Taxes – Board Authority KRS 160.455

Property Taxes – KRS 160.470

Real Estate

- **1979 House Bill 44 – provides three rate options**
  - *Compensating Rate* –current year tax assessments excluding new construction, this rate yields same projected revenue as last year.
  - *Subsection (1) Rate* - produces no more revenue than the previous years maximum rate.
  - *4 Percent Increase Tax Rate* - produces 4% revenue growth above the Compensating Rate.
  - *Other Rate above 4 Percent Revenue Increase Tax Rate* - rate produces more than the 4% revenue growth generated by the Compensating Rate. Recallable
- **1990 House Bill 940 (KRS 157.440) – KERA authorization**

Motor Vehicle – JCPS 58.5 cents per $100

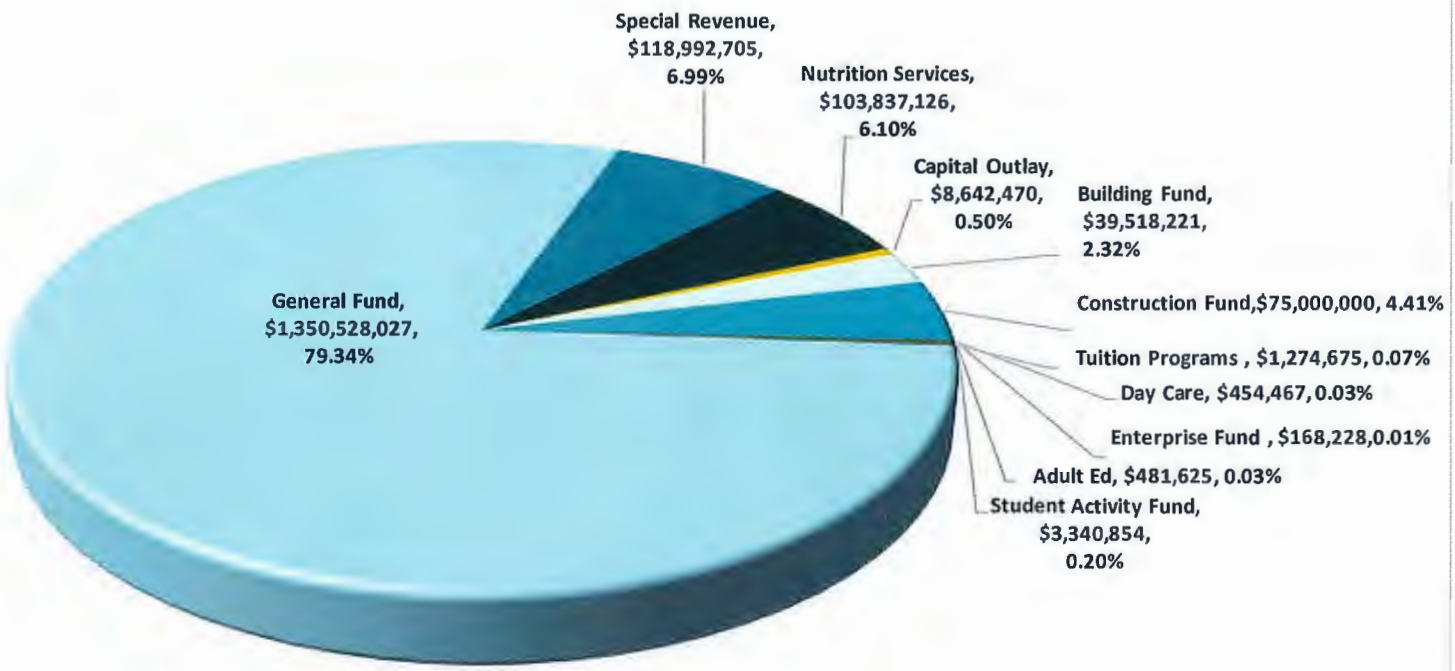
***Nickel Taxes – Five cent equivalent (FSPK)** , Recallable, ~~Growth Nickel, Equalized Growth~~
- ***Recallable – for JCPS would generate $37.2 million restricted for capital projects***

Permissive Taxes – KRS 160.593

- **Occupational Taxes (~~0.5% or~~ 0.75%) – KRS 160.605**
- ***Utility Gross Receipts (3% maximum) – KRS 160.613**
  estimated $35 million to the General Fund with no restriction
- ***Excise Tax (no district currently levies this tax) – KRS 160.621**

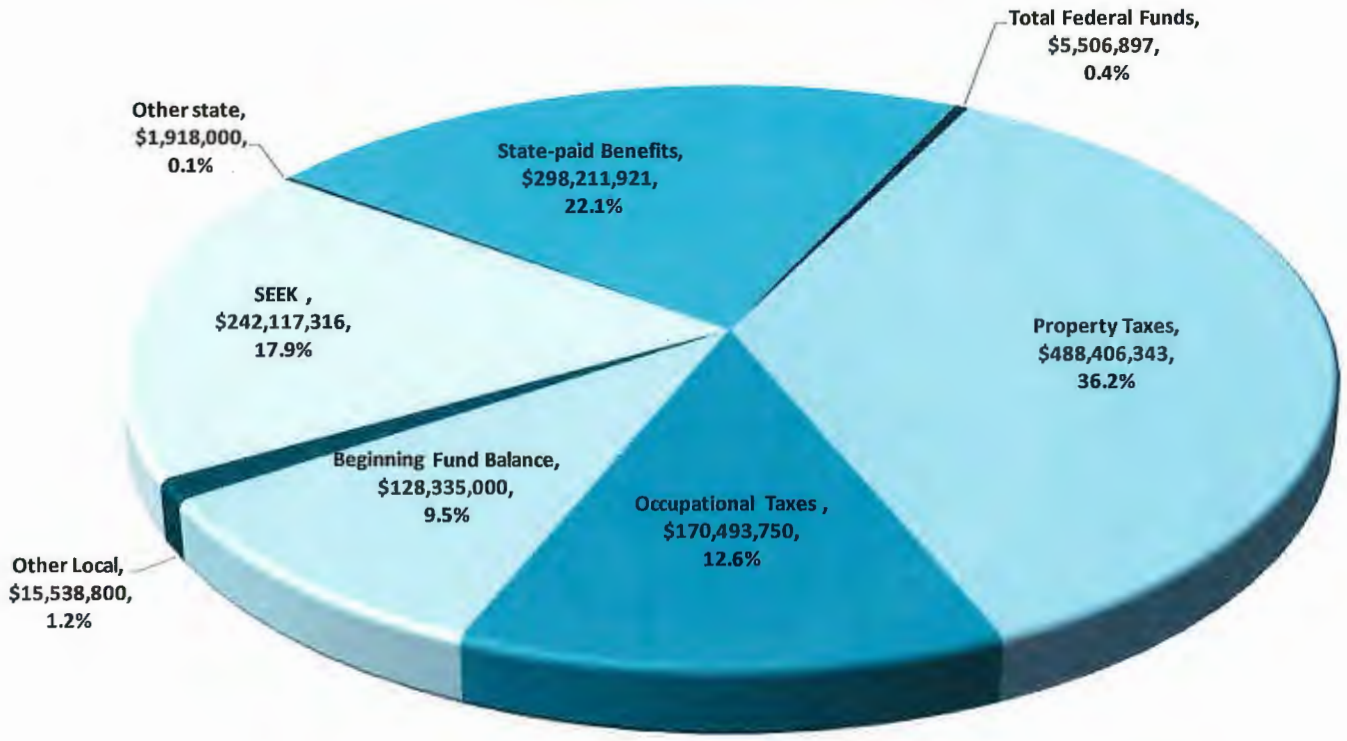
- Items noted are additional revenue options not currently levied in JCPS

FY 2018-19 WORKING BUDGET - REVENUE ALL FUNDS



Total Budget $1.7 billion

GENERAL FUND 2018-19 WORKING BUDGET REVENUE



TOTAL GENERAL FUND REVENUE - $1,350,528,027

Staffing Requirements – KRS 157.360

JCPS

- Elementary K-5 = 24/1
- Middle School 6-8 = 28/1
- High School 9-12 = 28/1 calculated on 140 pupil hours = 23.3/1
- Part of school media librarian (KRS 158.102)
- Administrator (KRS 160.345)

KRS 157.360

- Primary grades K-3 = 24/1
- Grade 4 = 28/1
- Grades 5 and 6 = 29/1
- Grades 7-12 = 31/1 and w/SBDM no more than 150 pupil hours = 25/1
- Part of school media librarian
- (KRS 158.102)
- Administrator (KRS 160.345)

Expenditure Categories

- Instruction
- Student support services
- Instructional staff support services
- District administrative support
- School administrative support
- Business support services
- Plant operation/management

Student transportation
Central office support
Building renovations/additions
Fund transfers
Site improvement
Community services

Stay in the *Black* and Out of the *Red*

- Declining enrollment
- Increase in staff positions and other recurring expenses
- Decrease in year-end fund balance
- Decrease in property assessments
- Decrease in major revenue source
- Significant increases in major expenditure codes
- Use of "windfalls" for recurring expenses
- Unexplained irregularities in monthly financial reports
- Salary schedules district cannot afford
- Increase in number of extended employment days
- Late or lagging property tax collections