

JCPS Final CAP Planning

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Status is unchanged; however, there will be a presentation around roles and responsibilities of board members at the January Board retreat. Board member monthly in-service training summary attached.	KSBA has been scheduled to present this training at the January 22 Board retreat. Evidence attached. Board member monthly in-service training summary attached.	●
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	●	Status is unchanged	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	●	New Board member Orientation held on December 18 and December 20. Materials attached.	Completed	●
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).								
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	●	Org Chart changes made this month for organizational coherence. Changes made to the following: Chief of Schools Chief Finance Officer Chief of Staff Chief Communications Board agenda items attached.	Cabinet met to begin work on reviewing organizational efficiency. Agenda and PowerPoint attached.	●

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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	●	Status is unchanged	Per request by Commissioner, the JCPS Chief of Exceptional Childhood Education position advertisement is shared with area universities. Email attached.	●
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 vital signs checks, cabinet data reviews, etc.)	Horton, Coleman, Dossett	10/01/18	10/01/20	Monthly	●	Cabinet reviews for climate & culture scheduled on 1/3, learning for 1/4 and organizational coherence on 2/1. Monthly vital sign checks held with Asst. Sups for elementary, middle, high and AIS schools.	Cabinet reviews for climate and culture attached. Monthly vital sign checks scheduled for January 24-25th. Cabinet reviews for climate and culture attached. Monthly vital sign checks scheduled for January 24-25th School Weekly Reports attached.	●
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	●	Field hour logs continue to be monitored to ensure intentional support is provided to the schools. Below is a link indicating support provided by the Teaching and Learning Department (https://docs.google.com/spreadsheets/d/1M-DVYI4mVgDe3HaFUkhfmww_JPjzICGZYFB1HyFHJM/edit?usp=sharing)	Field hour logs continue to be monitored to ensure intentional support is provided to the schools. Below is a link indicating support provided through the office of Transition Readiness. https://drive.google.com/open?id=1b4xRLhZbipdzpocXvp8gw5a4L8notdwzTINLehyw8Eqk An example from the Academic Supports service department is 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	●	Collaboration across departments continues in order to support the schools as they implement the work of the three pillars.	The Equity Monitoring Progress Tool will be used to check progress on school level racial equity plans starting in January and provide follow up support as needed.	●

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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	●	Agendas from each cabinet member and Assistant Superintendent's staff meeting attached.	Agendas from each cabinet member and Assistant Superintendent's staff meeting attached.	●
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	●	Assistant Principal meetings are aligned to support Vision 2020. A follow up email from AP meetings held on November 27-28, 2018, is attached as a screen shot. All sample SBDM policies are currently being reviewed using the REAP protocol (attached) as part of the district's racial equity plan. All schools now have their racial equity plans on the JCPS school profile websites (example attached).	In alignment with the Backpack of Success Skills, the district has launched a Backpack League initiative for the purpose of continuing authentic and unique learning environments. This four week opportunity will take place during summer of 2019 and will engage external partners (see attachment for the "call to action" for teachers). The Equity Monitoring Progress Tool will be used to check progress on school level racial equity plans starting in January.	●

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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	●	Collaboration across departments continues in order to support the schools as they implement the work of the three pillars. Attached are weekly reflection example from school level and Asst. Sup level from December.	School CCV visits are scheduled for January. Analysis from Fall CCVs are attached. School Weekly Reports 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).								
16	Planning	D1. Partner with KSBA to align and standardize policies and procedures	Dennes	10/01/18	10/01/20	Annually	●	Status is unchanged	Status is unchanged	●
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	●	Status is unchanged	Board Policy Committee met December 6 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	●	Process is established. When a policy has passed Board and it has been officially processed and sent to KSBA, notice will be sent to appropriate department. Additionally, Chief of Staff department will work with Communications to send out a regular communication to all employees and stakeholders that a new policy will affect.	After the Board passes a new policy, a system has been developed to alert initially the "owner" of the policy and then, the constituents and stakeholders as well. The policies that were passed at the December 11, 2018 and January 8, 2019 Board meetings were sent to KSBA to be cataloged and when KSBA alerted JCPS that the process was complete, emails were sent to "owners." Attached are emails as evidence from KSBA confirming receipt of new policies and emails going to owners to alert them of the changes. (Next step is the informing of stakeholders.)	●

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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., vital signs checks, collaborative calibration visits, data reviews, etc.)	Horton, Coleman	10/01/18	10/01/20	Monthly	●	Vital signs check meetings continue to be held monthly with each assistant superintendent focused on Key Performance Indicators from his her level/zone. In addition, assistant superintendents are holding these same meetings with their individual schools. The Assistant Superintendent has developed a protocol that will be used after vital sign checks to ensure immediate and intentional support is in place to support the schools. School Weekly Reports attached.	●
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	●	Assistant Principal meetings are aligned to support Vision 2020. A follow up email from AP meetings held on November 27-28, 2018, is attached as a screen shot. All sample SBDM policies are currently being reviewed using the REAP protocol (attached) as part of the district's racial equity plan. All schools now have their racial equity plans on the JCPS school profile websites (example attached). During the January 16th principals' meeting, the principals will meet within their designated levels under the supervision of their respective Assistant Superintendent. In small groups, the principals will discuss and notate progress in regards to the three pillars (see attached agenda).	●
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	●	Collaboration across departments continues in order to support the schools as they implement the work of the three pillars. Attached are weekly reflection example from school level and Asst. Sup level from December. School CCV visits are scheduled for January. Analysis from Fall CCVs are attached. School Weekly Reports are attached.	●

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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 met on Dec 4th to discuss equity of access (minutes attached).	The Student Assignment Committee is scheduled to meet January 29th to discuss findings from community survey. Meetings have been scheduled through May 2019.	●
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 survey is currently open for community members, parents, and students (see link). The window closes Dec 21 and results will be shared with the Student Assignment Review Committee at their January meeting.	The Student Assignment Committee is scheduled to meet January 29th to discuss findings from community survey	●

JCPS Final CAP Operations

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	The log for the month of December is included in the log "Phone Log with KDE" which documents meetings with KDE to approve policies and procedures.	The log for the end of the month of December and the first half of January is included in the link "Phone Log with KDE" which documents meetings with KDE to approve policies and procedures. Additionally, emails with KDE are attached.	●
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	●	Managers, Compounds, and Geographical Information Specialist completed 18-19 ridership metrics. Ridership summary and avg ride times attached.	Per request, analysis of ride times > 1hr attached. Also attached is example of Dupont Manual map.	●
5	Operational Support	B2. Establish and implement a transportation leadership review process for prioritization of route changes	Frantz	10/01/18	10/01/20	Quarterly	●	Conducted compound site visits. Documents attached. Hosted KDE Pupil Transportation (Elisa Hanley and John Wyatt 12/5/18 to review Web App, Zonar and Training database.	JCPS, along with Elisa Hanley, hosting statewide Directors meeting on 1/23/19 for JCPS to cover: -Transportation Web App -Employee Training database -Hiring tactics, processes -Zonar GPS Conducted Jan site visits, attached. Included, attached, example of Middle changes/	●
6	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.								

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7	Operational Support	C1. Develop, implement, and monitor process to determine which routes need additional bus monitors	Frantz	10/01/18	10/01/20	Monthly	●	Reviewed, analyzed, and approved additional monitors where/as needed. Transportation meeting notes attached.	Reviewed, analyzed, and approved additional monitors where/as needed. Transportation meeting notes attached. Also included example of Middle changes.	●
8	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.								
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	●	General Counsel, Chief HR, Director Labor Relations, and Chief of Staff met with Teamsters about multiple issues and mentioned that this was something to brainstorm. This year is Negotiations so there will be an easy opportunity to talk through.	Initial conversation by JCPS Counsel with Teamsters' counsel on Jan 10, 2019. Follow up to discuss in late January.	●
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	●	Created and distributed December monthly transportation newsletter (attached)	Created and distributed Jan 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	●	Single action, already completed	Single action, already completed	●
13	Operational Support	E2. Explore with the Teamsters Union the process to effectively assign routes	Brown	10/01/18	10/01/20	Annually	●	General Counsel, Chief HR, Director Labor Relations, and Chief of Staff met with Teamsters about multiple issues and mentioned that this was something to brainstorm. This year is Negotiations so there will be an easy opportunity to talk through.	Initial conversation by JCPS Counsel with Teamsters' counsel on Jan 10, 2019. Follow to discuss in late January.	●

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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.								
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	●	Chief Academic Officer is working with General Counsel to ensure that make up of committee meets all regulations and policies. This will prepare the District to begin the Review work in the next semester.	Status 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	●	Once each month during our Data Fidelity and Cleanup Meetings bus behavior events and resolutions are reviewed. Attached is the December Agenda.	Bus referral data was reviewed during our Data Cleanup Friday Meeting. Meeting agenda is attached. IC Bus Behavior Entry Correction emails sent to identified schools (sample attached). Bus Data Fidelity Team met (see uploaded agenda and data protocol)	●
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	●	Assistant Superintendents and Principals receive monthly reports that show bus incidents and how they were addressed. Schools that show consistent concerns are contacted and provided additional supports. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	Annual item. Will develop questionnaire to receive pertinent feedback (Coordinator of Bus Driver Training and Transportation Program Manager) Winter 2019	Annual item. Will develop questionnaire to receive pertinent feedback (Coordinator of Bus Driver Training and Transportation Program Manager) Winter 2019	●

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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.								
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	●	Communication with school administrators occurred December, regarding updating "One Pagers" email sent to administrators (attached)	Communication with school administrators will occur in January, regarding updating "One Pagers" (Draft email is attached). Climate and Culture attended follow up meeting with transportation coordinators to discuss handbook, student interventions and 1 pager. (Minutes attached).	●
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	●	Created and distributed Dec monthly transportation newsletter (attached)	Created and distributed Jan 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	●	Attached is December bus incident and fidelity tracking report	Attached is January bus incident and fidelity tracking report, meeting held with 1/10/19	●
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.								

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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	●	New bus drivers were given a Quick Reference Sheet that listed Behavior Intervention Strategies to assist drivers with appropriately addressing students whose behaviors on the bus have escalated. The new bus drivers were also informed about the purpose of the "one pager" and their role in implementing the accommodations listed on the "one pager" (Quick Reference sheet and sign sheet attached). In addition, a new draft protocol was added to the Bus Referral Behavior Review to include a plan for students having escalated behaviors on the bus. A draft of this new protocol is attached.	Bus Data Fidelity and Tracking Protocol completed by team on 1/10 (agenda and protocol uploaded). The team has decided to increase the number of meetings and plans to move the next meeting up to Jan. 31st, 2019 (see protocol narrative). The District meeting calendar will also be updated to reflect changes. Climate and Culture attended follow up meeting with transportation coordinators to discuss handbook, student interventions and 1 pager. (Minutes attached).	●
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 conducted with new administrators. (sign in sheet attached) New bus drivers were given a Quick Reference Sheet that listed Behavior Intervention Strategies to assist drivers with appropriately addressing students whose behaviors on the bus have escalated. The new bus drivers were also informed about the purpose of the "one pager" and their role in implementing the accommodations listed on the "one pager" (Quick Reference sheet attached).	On 1/18/2019 during a new driver training class, new bus drivers will be given a Quick Reference Sheet that lists Behavior Intervention Strategies to assist drivers with appropriately addressing students whose behaviors on the bus have escalated. The new bus drivers will also be informed about the purpose of the "one pager" and their role in implementing the accommodations listed on the "one pager" (Quick Reference Sheet attached). Climate and Culture attended follow up meeting with transportation coordinators to discuss handbook, student interventions and 1 pager. (Minutes attached).	●
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.								

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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	●	Reviewed, analyzed, and approved additional monitors where/as needed. Transportation meeting notes attached. Chief of Staff and Superintendent met with JCASA (Jefferson County Association of School Administrators) and reviewed the process for schools getting a bus monitor for a route that they are worried about. Meeting notes attached.	Reviewed, analyzed, and approved additional monitors where/as needed. Transportation meeting notes attached.	●
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	●	Once each month during our Data Fidelity and Cleanup Meetings bus behavior events and resolutions are reviewed. Attached is the December Agenda.	Bus referral data was reviewed during our Data Cleanup Friday Meeting. Meeting agenda is attached. IC Bus Behavior Entry Correction emails sent to identified schools (sample attached). Bus Data Fidelity Team reviewed bus suspensions and school suspensions for behaviors occurring during transportation. This meeting occurred on 1/10/19. (See attached protocol and agenda)	●
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	●	Meeting held with Director of Transportation Services to gain an understanding of the process. This will help in developing audit protocol.	Status unchanged	●

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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	●	Assistant Superintendents and Principals receive monthly reports that show bus incidents and how they were addressed. Schools that show consistent concerns are contacted and provided additional supports. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
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	●	Observations continue to be conducted. 98 observations completed as of 12/10. Dec samples and data attached.	Observations continue to be conducted. 124 observations completed to date. Completed observations numbers, a few examples, and filing system attached.	●
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	●	Observations continue to be conducted. 98 observations completed as of 12/10. Sample of feedback loop and data attached.	Observations continue to be conducted. 124 observations completed to date. Completed observations numbers, a few examples, and filing system 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	●	Assistant Superintendents and Principals receive monthly reports that show bus incidents and how they were addressed. Schools that show consistent concerns are contacted and provided additional supports. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●

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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	●	Weekly Operations staff meetings continue to include a time to discuss such situations. Minutes continue reflect this.	Weekly Operations staff meetings continue to include a time to discuss such situations. Minutes continue reflect this.	●
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	●	Onsite reviews continue. Minutes continue to reflect this.	Onsite reviews continue. Minutes continue to 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	●	Involved in TARC Community Action Review (meeting held 11/29) and Sherman Minton Bridge (meeting held 12/7) Community Action Review.	Jan 11th winter weather update with Louisville Metro and communication to team regarding driving impact on Monday, 11/14	●
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	●	Safety Team (Operations) has reached out to KCSS for support and they have provided another sample document. Work is continuing to determine next steps and how to complement current Safety Handbook.	During January 10 COOP meeting, found sample from Springfield that matches our needs-- 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	●	COO and Director of Safety have met and walked through how to construct plan.	Director of Safety and team working on plan-- see attached agendas, minutes and draft.	●

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43	Operational Support	M3. Establish and implement a review process for the business continuity plan	Dennes	03/01/19	10/01/20	Annually	●	Status is unchanged	A sample incident review is attached. These reviews will be part of the COOP when completed.	●
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	●	SCNS Admin team has been reviewing site visit and annual compliance reviews findings weekly and taking appropriate corrective action. A monthly report for assistant superintendents was provided on December 10th. SCNS is attaching weekly staff updates relative to this issue.	SCNS continues to conduct reviews and monitor separation of duties. The January report for Assistant Supers is attached. Going forward we will use the new google doc.	●
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	●	Status is unchanged.	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	●	Nutrition services had a POS problem at a school. Contacted Chief of Staff who alerted Assistant superintendent. Assistant Superintendent worked with principal to correct. Evidence attached. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	SCNS Admin team has been reviewing site visit and annual compliance reviews findings weekly and taking appropriate corrective action. A monthly report for assistant superintendents was provided on December 10th. SCNS is attaching weekly staff updates relative to this issue.	SCNS will complete all required USDA annual compliance reviews by 1/31. Follow-up visits and routine site visits continue to ensure site compliance with federal school meal regulations. Unresolved issues will be reported in the new google tracking document.	●
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	●	Nutrition services had a POS problem at a school. Contacted Chief of Staff who alerted Assistant superintendent. Assistant Superintendent worked with principal to correct. Evidence attached. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	Safety Team (Operations) has reached out to KCSS for support and they have provided another sample document. Work is continuing to determine next steps and how to complement current Safety Handbook.	During January 10 COOP meeting, found sample from Springfield that matches our needs--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	●	COO and Director of Safety have met and walked through how to construct plan.	Director of Safety and team working on plan--see attached agendas, minutes and draft.	●
54	Operational Support	P3. Establish and implement a review process for the business continuity plan	Dennes	03/01/19	10/01/20	Annually	●	Status is unchanged.	A sample incident review is attached. These reviews will be part of the COOP when completed.	●

JCPS Final CAP Finance

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
1	Financial	A. KDE recommends 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	●	Status is unchanged	Status unchanged	●
3	Financial	A2. Train board members on revenue sources	Hardin	10/01/18	10/01/20	Annually	●	New Board member orientation includes training on multiple aspects of Finance. See attached materials.	New Board member orientation held in December. Finance training materials attached.	●
4	Financial	A3. On-board new board member during orientation on revenue sources	Hardin	10/01/18	10/01/20	Annually	●	New Board member Orientation held on December 18 and December 20. Materials attached.	New Board member orientation held in December. Finance training materials 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	●	Status is unchanged	Status 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	●	Status unchanged	Two finance work sessions scheduled to provide overview of 2019-20 Budget. Tentative Budget-4/23/19 and Working Budget-9/10/19; Board approved planning calendar is attached and will be updated as additional work sessions are scheduled. PowerPoint attached from January 8 Draft Budget presentation	●
7	Financial	A6. Report board member training hours	Dennes	10/01/18	10/01/20	Semi-annually	●	KSBA hours earned up to 12/14/2018 attached.	KSBA hours earned up to January 7 attached.	●
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	●	ARMAC , Policy Committee, Racial Equity Task Force, and Student Assignment met this month. Materials attached.	Board Facilities Meeting was held 12-18-18. Documents attached. Facilities meetings at 11 schools upcoming. Schedule attached. ARMAC meeting January 16, materials attached.	●

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Status is unchanged	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	●	New Board member Orientation held on December 18 and December 20. Materials attached.	Completed	●
12	Financial	B3. Report board member training hours	Dennes	10/01/18	10/01/20	Semi-annually	●	KSBA hours earned up to 12/10/2018 attached	KSBA hours earned up to January 7 attached.	●
13	Financial	B4 Conduct work sessions providing overview on use of restricted district funds	Hardin	10/01/18	10/01/20	Annually	●	New Board member orientation includes training on multiple aspects of Finance. See attached materials.	Status unchanged	●
14	Financial	C. As required by Board Policy 04.3111, KDE recommends 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	●	Included in 12/11/18 Board meeting; reports are attached	Included in 1/8/19 Board meeting; reports are attached	●
16	Financial	D.KDE recommends the district develop a process that ensures all principals allow SBDM council members to assist with setting budget priorities and ensure 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	●	Draft of SBDM Connections has been written and will be ready for distribution in January 2019. The Budget article is attached.	SBDM Connections has been printed and is attached for review.	●

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	School Councils and Budget training has been scheduled for January 23, 2019. Training materials have been updated and are attached. This is being monitored to ensure that all councils complete this task during either their November, December, or January meetings. The spreadsheet being used to monitor this is attached as well as the email reminder sent to principals.	Budget training materials have been updated again and are attached. Email reminders sent to Assistant Superintendents as well as Chiefs are attached. Attached is the Needs Assessment spreadsheet verifying that all JCPS SBDM councils completed a 2019-20 budget needs assessment and discussion of priorities. The minutes that verify this are posted on the District website.	●
19	Financial	D3. Monitor SBDM agendas and minutes for review of financials	Stenton	10/01/18	10/01/20	Monthly	●	SBDM Specialist continues to contact principals who do not share financials with their councils and follow up with the appropriate Assistant Superintendent if this occurs more than once.	Updated spreadsheet indicating those schools that required reminders be sent regarding the discussion of budget items at council meetings is attached.	●
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	●	Example of email that was sent to Assistant Superintendent and confirmation of follow up attached. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
21	Financial	E. KDE recommends 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	●	Contracts are monitored monthly; spreadsheet attached	Contracts are monitored 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 monitored monthly; evidence attached	Contracts are monitored monthly; evidence attached	●

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
24	Financial	F.KDE recommends 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	●	Bank confirmation with MUNIS document from December 14 attached.	Bank confirmation with MUNIS from December 28 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	●	Bank payroll deposit from December 14 attached.	Bank confirmation with MUNIS from December 28 attached.	●
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	●	Bank payroll deposit information from December 14 attached	Bank confirmation with MUNIS from December 28 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	●	Status unchanged	Status unchanged	●
30	Financial	G2. Develop and implement communication plan to share allocation process with schools	Hardin	10/01/18	10/01/20	Annually	●	Status unchanged	Status unchanged	●
31	Financial	H. According to fiscal management staff, many schools do not fully expend their state grant awards; therefore, the funds revert to districtwide control. KDE recommends the district establish a process to provide more thorough training and periodic reminders to principals regarding their remaining available funds from all sources.						New monthly summary grant report sent to all school bookkeepers, secretaries, and order receiving clerks. Assistant Superintendents receive same report from CFO and forwards to school principals.		
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	●	Status unchanged	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	●	Status unchanged	Status Unchanged	●

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Monthly reconciliation. Sample Email Correspondence for Title I attached. Sample of Report Action Plan (RAP) for Grants & Awards	Monthly reconciliation (1400s) attached. New monthly summary report is attached. This is for school based grants only and is emailed to all school bookkeepers/order receiving clerks/school secretaries and principals. Instructions on how to see more detailed information also included. Email correspondence to specific schools concerning individual grants	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
36	Financial	I. KDE recommends 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	●	Internal Auditor attended EPES training to learn how to review activity accounts for the presence of grant funds. See copy of meeting notice.	Revised monthly report submitted by school bookkeepers that includes questions regarding the presence of donations and grant funds in the activity fund. See attachment for new form and email notification to bookkeepers of the new form.	●

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
38	Financial	I2. Report findings to CFO, Assistant Superintendents, Principals, and bookkeepers	Renn	10/01/18	10/01/20	Monthly	●	Performed a review of funds deposited into a school's activity fund and reported the results to CFO. See redacted report attached.	Revised monthly report submitted by school bookkeepers that includes questions regarding the presence of donations and grant funds in the activity fund. If it is discovered that donations or grant funds incorrectly remain in the activity fund after a bookkeeper is notified, principal will be notified as will the asst superintendent and CFO when necessary. See attachment for new form and email notification to bookkeepers of the new form.	●
39	Financial	I3. Provide individual support/training for schools as needed based on findings	Hardin	10/01/18	10/01/20	Monthly	●	Sign in sheets for training in November and December attached. Copy of travel reimbursement forms attached which evidence individual support given to schools by Finance staff.	Copies of travel reimbursements for training staff attached. Copy of Principal training list attached. Sign in sheets attached for group training.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
41	Financial	J. KDE recommends the district separate pupil attendance and Redbook training functions from the internal auditing function, utilizing different individuals to maintain proper segregation of duties.								
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	●	Completed	Completed	●

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Training sessions ongoing-evidence attached.	Training sessions ongoing. Evidence attached.	●
44	Financial	J3. Provide individual support and training for schools based on audit findings	Hardin	10/01/18	10/01/20	Monthly	●	Training has been updated based on school audit findings. Evidence attached.	Training sessions ongoing. Evidence attached.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	Review of all job descriptions, both on the website and in folders, has begun. Those on the website are being updated to reflect those that have been board approved. Website link attached.	Review of job descriptions is in progress.	●
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	●	Current list of outstanding checks older than six months attached.	Current list of checks older than six months attached. New process has been discussed and will begin after department meets the IRS 1099 deadline. Attached sample correspondence for old check reissuance.	●
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	●	Current list of outstanding checks older than six months attached.	Discussed monitoring process with Director of Accounting during mid year meeting on 1/7/19.	●
50	Financial	L. A business continuity plan for Financial Management should be developed in the event the VanHoose building becomes unusable.								

Area	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Safety Team (Operations) has reached out to KCSS for support and they have provided another sample document. Work is continuing to determine next steps and how to complement current Safety Handbook.	During January 10 COOP meeting, found sample from Springfield that matches our needs--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	●	Attached MOA with Finance and Administration Cabinet was approved by JCBE 11/27/18; it will assist in providing business continuity for key district data systems in event of disruptions at primary site. COO and Director of Safety have met and walked through how to construct plan.	Director of Safety and team working on plan--see attached agendas, minutes and draft.	●
53	Financial	L3. Establish and implement a review process for the business continuity plan.	Dennes	03/01/19	10/01/20	Annually	●	Status is unchanged	A sample incident review is attached. These reviews will be part of the COOP when completed.	●

JCPS Final CAP Finance School

Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Assistant Superintendents are collecting and monitoring this information. See attached for example from high school and middle school.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda 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	●	Schools will continue to notify Internal Audit when they are opening a new account. Internal Audit will monitor to identify the old account is closed in a timely manner through the monthly verification report. See copy of form attached. An monthly verification report monitoring protocol will be developed to include monitoring the time frames for closing a bank.	Updated bookkeepers' monthly verification checklist to include information that will assist in monitoring that bank accounts are closed in a timely manner. See attached, revised form and email sent to bookkeepers notifying them of new form.	●

Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Internal Audit will review monthly bank account reconciliations for outstanding checks included in the monthly verification report. See copy of check list. An monthly verification report monitoring protocol will be developed to include monitoring the dates o/s checks remain on the o/s check listing.	Updated bookkeepers' monthly verification checklist to include information that will assist in monitoring that bank accounts are closed in a timely manner. Bank closed dates will trigger Accounting to follow up with school to confirm that account is closed and outstanding checks are properly voided and reissued as needed. We are also working to update the procedural document that addresses changing bank accounts. See attached, revised form and email sent to bookkeepers notifying them of new form.	●
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	●	At every training session for bookkeepers & school secretaries, finance training staff communicate the requirement of a single bank account. Director of Accounting also meets individually with new principals and explains this requirement.	We continue to train staff on school banking. To gather data going forward, we have revised the monthly verification checklist to identify school needing assistance.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
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.								

Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	At every training session for bookkeepers & school secretaries, finance training staff communicate the protocols for credit card management. Director of Accounting also meets individually with new principals and explains this requirement. Internal Audit and Finance will work together to establish new protocols around credit cards. This may include extra visits to school who demonstrated issues in last year's end of year audit and monthly submission of sign in/sign out logs. See meeting agenda attached. Details forthcoming.	Sent out new bookkeepers' monthly verification checklist, which includes attestations identifying which schools have credit cards and their use of sign in/out logs.	●
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	●	During school audits, Internal Audit reviews credit card procedures based on Redbook rules and district protocols Internal Audit and Finance will work together to establish new protocols around credit cards. This may include extra visits to school who demonstrated issues in last year's end of year audit and monthly submission of sign in/sign out logs. Details forthcoming.	Sent out new bookkeepers' monthly verification checklist, which includes attestations identifying which schools have credit cards and their use of sign in/out logs. See attached, revised form and email sent to bookkeepers notifying them of new form.	●
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	●	Schools with credit card findings from the year end audit will be contacted by finance for training needs and a follow up by Internal Audit to ensure the appropriate protocols for credit cards are being followed.	Sent out new bookkeepers' monthly verification checklist, which includes attestations identifying which schools have credit cards and their use of sign in/out logs. Findings have been consolidated and categorized into three finding types. Each school will be specifically trained to correct the deficiency.	●

Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas 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	●	Status unchanged - website is up to date on appropriate procedures for reference as needed	Status unchanged - website is updated regularly as changes or additions arise on appropriate procedures and processes.	●
15	Financial - School	D2. Develop, implement, and monitor a grant management system at the school level	Hardin	10/01/18	10/01/20	Monthly	●	November Monthly reconciliation attached.	New monthly summary report for school based grants is emailed to all school secretaries/book-keepers/order& receiving clerks by Grants & Awards. Assistant Superintendents will receive information from CFO and forward to school principals.	●

Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Requisition approver responsibilities training document created and sent to grant approvers. Other training information is up to date and attached	Frequently Asked Questions on website address common questions and processes for grant funding. https://www.jefferson.kyschools.us/departments/grants-awards-accounting/faq Grants & Awards Policy 4.61 available on website. https://www.jefferson.kyschools.us/department/financial-services-division/accounting-services/grants-awards/grants-awards-policy-461 Grants & Awards Tip Sheet available on website: https://www.jefferson.kyschools.us/department/financial-services-division/accounting-services/grants-awards/grants-awards-tip-sheet	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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.								

Primary Column	KDE Recommendation & JCPs Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Procedures are posted on the finance website for reference. In process of developing on-line training module. We have attached our Multiple Receipt Form Training program used to train all school staff and to be our starting point for an on-line training module.	A script has been written for new Multiple Receipt Form training module. Computer Ed is working on the module. Script attached.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	November and December training included importance of maintaining the integrity of all original documents. Evidence attached.	We continue to train school based staff on proper form corrections. Redbook training documentation attached.	●
23	Financial - School	F2. Develop and implement audit protocols for school level purchase requests	Renn	10/01/18	10/01/20	Quarterly	●	Status is unchanged	Identified the schools based on a risk assessment that will be tested in the spring. Designing audit procedures to identify potential purchase request exceptions that will be included in detail testing. See listing of schools to be included in the reviews.	●
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	●	Provided on-site training as needed to specific schools. See attached travel voucher as evidence.	See attached for training visits and group training sessions	●

Primary Column	KDE Recommendation & JCPS Action Step	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	Met with database expert to help in creating findings database. See copy of meeting documentation.	In process of identifying fields to be included in the database that will be used to track corrective actions made by schools. See attached for initial draft listing of fields.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
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	●	Met with database expert to help in creating findings database. See copy of meeting documentation.	In process of identifying fields to be included in the database that will be used to track corrective actions made by schools.. See attached for initial draft listing of fields.	●
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	●	Detail findings were provided to the board in November. Findings will be available to the public through a link to the KDE website posting.	Internal Audit Director met with Chief of Staff to discuss February Board meeting presentation-- which will focus on Risk Management but will address schools with persistent issues. Documents attached.	●

JCPS Final CAP Personnel Management

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Review of all job descriptions, both on the website and in folders, has begun. Those on the website are being updated to reflect those that have been board approved. Website link attached.	Job descriptions are being reviewed for accuracy and posting on the website. See attached spreadsheet that details current progress.	●
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	●	A review of the process for evaluation was conducted in the Superintendent's Cabinet and the Instructional Cabinet and all were asked to review the process with those who serve as supervisors under them. Additionally, an online monitoring tool has been developed so that HR can track that evaluators are meeting deadlines and follow up when necessary. Link attached.	Online monitoring tool has been implemented and is being used. Both tool and spreadsheet detailing current progress is attached.	●
4	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	●	An online monitoring tool has been developed so that HR can track that evaluators are meeting deadlines and follow up when necessary. Link attached.	Online monitoring tool has been implemented and is being used.	●
5	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								



Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
6 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	●	Review of all job descriptions, both on the website and in folders, has begun. Those on the website are being updated to reflect those that have been board approved. Job Description website attached.	Job descriptions are being reviewed for accuracy and posting on the website. Spreadsheet detailing progress is attached.	●
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	●	A review of the process for evaluation was conducted in the Superintendent's Cabinet and the Instructional Cabinet and all were asked to review the process with those who serve as supervisors under them. An online monitoring tool has been developed so that HR can track that evaluators are meeting deadlines and follow up when necessary. Link attached.	Online monitoring tool has been implemented and is being used. Spreadsheet detailing progress is attached.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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.								



Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	HR Leadership reviewed the Customer Service, Staff Culture and Suggestions for Improvement surveys during its December 6, 2018, meeting. Leadership team will review in their division meetings with staff. Additionally, the staff culture survey results were shared with staff in the monthly HR Update email.	In response to the Internal Audit, the HR department has created an internal HR committee to review best practices / standards guide for hiring, district-wide process for interviewing for 6 position types (district level admin, SBDM principal, non-SBDM principal, school based admin, teacher / other certified, classified), including a bank of interview questions, and provide guidance for a training video for principals / hiring managers to view. The committee held its first meeting on 1/4/19. Evidence attached.	●
11	Personnel Management	C2. Explore ways to improve two-way communication between HR and applicants	Adams	10/01/18	10/01/20	Monthly	●	Staff met with PSST and Frontline to review our data in the "sandbox" on December 12, 2018, to see the unused components that can be implemented and when.	A budget request is being presented to the Board in January for approval of subscription to Frontline additional modules that will increase productivity and processing of applications.	●
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	●	System has been moved to Google Sheets and access has been given to the Administrative Assistant of HR. She is getting acclimated with the work and reviewing missing items to be supplied by HR.	Meeting scheduled for Jan 23, 2019 to review process and findings to date. Most recent audit report 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	●	The employee relations file audit was discussed with HR Leadership during its December 6, 2018, meeting. The goal was to ensure cooperation with any items found deficient in folders and how to rectify the deficiency.	Meeting scheduled for Jan 23, 2019 to review findings to date and discuss process for supervisor/supervisee accountability.	●
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.								

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Safety Team (Operations) has reached out to KCSS for support and they have provided another sample document. Work is continuing to determine next steps and how to complement current Safety Handbook.	During January 10 COOP meeting, found sample from Springfield that matches our needs--attached.	●
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	●	COO and Director of Safety have met and walked through how to construct plan.	Director of Safety and team working on plan--see attached agendas, minutes and draft.	●
18	Personnel Management	E3. Establish and implement a review process for the business continuity plan.	Dennes	03/01/19	10/01/20	Annually	●	Status is unchanged	A sample incident review is attached. These reviews will be part of the COOP when completed.	●
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	●	Status is unchanged.	Discussed with chiefs at pre-cabinet meeting. Agenda attached.	●
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	●	Form is being used by staff to ensure compliance. Spreadsheet attached.	Form is being used by staff to ensure compliance. Spreadsheet attached.	●
22	Personnel Management	F3. Develop and implement a communication plan to enhance employee participation	Adams	10/01/18	10/01/20	Monthly	●	Communication has been sent to staff on the use of the form for data collection and assurance purposes. Form was reviewed in Pre-Cabinet on 12.17.18. Agenda attached.	Communication continues via email to district leadership on the use of the form.	●

JCPS Final CAP Instruction Management

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Attached are sample agendas from Chiefs and Assistant Superintendents.	Attached are sample agendas from Chiefs and Assistant Superintendents.	●

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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		Continued support is provided to school leaders as evidenced by the content presented during the principals' and the assistant principals' meetings. The leveled principal meetings focused on the work of the 3 pillars and coaching (see attached agendas). The primary focus of the assistant principals' meeting focused on enhancing instructional leadership skills as they implement the big pillars. In addition, breakout sessions were held on topics including System 5 and MTSS. Time was also allotted for APs to network with one another during "Taking Stock" conversations. During the conversations, they shared effective practices with one another. Questions posed by the Superintendent provided them with the opportunity to reflect on current practices and discuss action steps towards fidelity of implementation.	In alignment with the Backpack of Success Skills, the district has launched a Backpack League initiative for the purpose of continuing authentic and unique learning environments. This four week opportunity will take place during summer of 2019 and will engage external partners (see attachment for the "call to action" for teachers)	

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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		The need for coaching teachers has been indicated during weekly meetings and reflections. As a means to support the need, to the topic of "Skill/Will" as addressed during all the monthly principal meeting in December (see attached). Attached are also examples of December's school level weekly reflections and level reports. School leadership teams meet weekly to complete the weekly reflections. These reports are sent to their Zone Assistant Superintendent who then respond with feedback and questions.	During the January 16th principals' meeting, the principals will meet within their designated levels under the supervision of their respective Assistant Superintendent. In small groups, the principals will discuss and notate progress in regards to the three pillars (see attached agenda). School Weekly Reports attached.	
5 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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
6 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	●	Assistant superintendents continue to provide weekly reports for each school. These reports include a review of curriculum, instructional and assessment frameworks. Assistant superintendents have also provided insights into their work with schools in these areas through an opportunity for sharing in Instructional Cabinet. Each assistant superintendent and executive administrator is assigned an IC meeting during which they feature the work in their level/zone. In addition, MAP trainings have been scheduled for January in an effort to continue to support schools in the effective utilization of results.	School CCV visits are scheduled for January. Analysis from Fall CCVs are attached.	●
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 vital signs checks, cabinet data reviews, etc.)	Horton, Coleman, Dosssett	10/01/18	10/01/20	Monthly	●	District dashboard training has been scheduled for one of the backpack skills (Prepared and Resilient Learner). The dashboard will allow administrators to view academic, attendance, and behavior data for the purpose of personalizing services for our students.	During IC meeting (1/07), Research and Systems Improvement presented the JCPS Data Backpack Dashboard. The dashboard enables district leaders to track student artifacts (See Attachment) School Weekly Reports attached.	●
8 Instruction Management	B3. Develop and implement a protocol to use data analysis findings to inform changes to policies, procedures, and practices	Dosssett	10/01/18	10/01/20	Monthly	●	Cabinet reviews for climate & culture scheduled on 1/3, learning for 1/4 and organizational coherence on 2/1. Monthly vital sign checks held with Asst. Sups for elementary, middle, high and AIS schools.	Cabinet reviews for climate and culture attached. Monthly vital sign checks scheduled for January 24-25th. In addition, weekly reports have been created to monitor key performance indicators (see attached screenshot).	●

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	● Cabinet reviews for climate & culture scheduled on 1/3, learning for 1/4 and organizational coherence on 2/1. Monthly vital sign checks held with Asst. Sups for elementary, middle, high and AIS schools.	Cabinet reviews for climate and culture attached. Monthly vital sign checks scheduled for January 24-25th. In addition, weekly reports have been created to monitor key performance indicators (see attached screenshot). Board report for quarterly progress report on Vision 2020 in Action scheduled for January 22nd.	●
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	● District leaders continue to consistently monitor the work of the schools through monthly vital signs meetings, school visits, weekly reports and Principal PLC meetings. Discussions among district leaders continue to focus on systems and strategies during weekly IC meetings.	The second round of CCVs will begin on 1/09. As indicated through the monitoring of the MAP results, there is a need to be intentional of how the data is being used to inform instruction. During the January 8-10 MAP Professional Learning-the focus will primarily to understand, analyze, and apply growth metrics in MAP reports (See Attachments). School Weekly Reports attached.	●

12

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	An update regarding the evaluation system was shared with the Instructional Cabinet. Per Dr. Horton and Dr. Coleman, a meeting will be facilitated by Mr. Adams with all assistant superintendents to thoroughly go over the evaluation system to ensure consistency across the district (12/10/18). Evaluations should focus on an individual's job description and their work toward the district's goals and action plan.	Mid-Year conferences will be complete by January 15. All conferences focus on discussion of the three pillars, professional growth plan, and specific indicators from Job Description. There is a tracking system in place to ensure that all mid-year conferences have been completed (see attached link).	●

JCPS Final CTE CAP

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	The log for the month of December is included in the link "Phone Log with KDE", which documents meetings with KDE to approve policies and procedures. Email discussions regarding Board considerations attached.	The log for the end of the month of December and the first half of January is included in the link "Phone Log with KDE", which documents meetings with KDE to approve policies and procedures.	●
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	●	Continuing to work on a yearly timeline - see attached - version 2 with an implementation and impact check attached. Merging Perkins, TEDs, TR Data Monitoring, Mission/Vision of CTE.	Working on revamping monitoring system for Advisories. This is a result of reviewing procedures and continual improvement.	●
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.								
5	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	●	Executing the monitoring plan, checking TEDS data for accuracy, coaching schools for continuous improvement, checking log-in reports, improving written processes that incorporate checks and balances.	Established a Monthly IC & TEDS Open Lab Opportunity for school TEDS Teams to participate in a regular training workshop setting (flier attached). Attached TEDS Team Communication (Jan) provides the details communicated to the schools.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
6	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	●	Currently auditing duties of the support staff and aligning to support CTE programming. Meetings will be held to address findings.	As staff changes occur we are using these opportunities to reduce the number of days assigned to positions. In January we had a clerk transfer to another department and we submitted a request to reclassify the position. As part of the 2019-2020 budget cycle we are evaluating potential position changes.	●
7	CTE	B3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Quarterly	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
8	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.								
9	CTE <i>Pathways & Master Schedule, Advisory Mtgs</i>	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	●	Auditing CTE / Core teacher schedules and analyzing class enrollments. Will be creating a staff efficiency report.	Established procedures document to outline the workflow process for pathway modifications. Processed request for Moore High School using this new procedure. This document will be linked to the OTR google site under TEDS Timeline and Instructions (see attached).	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
10 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	●	Master schedule audit completed with Instructional Leads with notes submitted to department lead. CPT forms should be updated for the 2019-20 school year during the scheduling update process.	Notes from the Master Schedule/CPT audit were reviewed by Instructional Leads with following up with schools TEDS leads as needed. CPTs updated as needed.	●
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/Royster	10/01/18	10/01/20	Annually	●	OTR is still training staff on the CTE Work-Based Learning Database and going over the manual with schools on how to enter the data for students enrolled in work-based learning. This way we can monitor the progress to make sure all documentation is collected for a student who is enrolled in work-based learning during the school year.	Status unchanged	●
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	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	KDE TEDS Newsletter highlights and instructions will be sent monthly to TEDS Team members.(example attached) DMRT will research TEDS Users that do not have recent login dates and provide feedback to Asst. Supt. Monthly Log In Reports Weekly 10 Calibrations check for admin log-ins and accurate data entries Communication with Principal, HSAS, if needed.	Established Open Lab for IC & TEDS Training (flier attached).	●
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	●	KDE TEDS Newsletter highlights and instructions will be sent monthly to TEDS Team members.(example attached) DMRT will research TEDS Users that do not have recent login dates and provide feedback to Asst. Supt. Monthly Log In Reports Weekly 10 Calibrations check for admin log-ins and accurate data entries Communication with Principal, HSAS, if needed.	OTR Assistant Superintendent spoke at the teaching and learning retreat. PP attached. Entire transitioning was designed to increase knowledge of CTE education to instructional leaders, build compliance, and forge partnerships for school improvement.	●
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	●	Status same as November - 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.	Established a more coherent procedure, training on 12/17 all instructional leads on protocol. All pathway modifications are built around the career pathway template, new deadlines have been established.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	OTR is still training staff on the CTE Work-Based Learning Database and going over the manual with schools on how to enter the data for students enrolled in work-based learning. This way we can monitor the progress to make sure all documentation is collected for a student who is enrolled in work-based learning during the school year.	Status unchanged	●
18	CTE	D5. Develop, implement, and monitor a process to ensure effective implementation of advisory councils	Rogers	10/01/18	10/01/20	Monthly	●	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 -- Ballard.	Total revamp of the advisory tracking process. Google sheet to align a common agenda, minutes, and sign in process. This new process will be more efficient and more effective in monitoring for compliance.	●
19	CTE	D6. Develop, implement, and monitor a check and balance system between approval and purchasing	Rogers	10/01/18	10/01/20	Monthly	●	Discussed current ordering process during OTR Staff meeting and identified system improvements. TR Specialist began weekly meetings with Bookkeeper to begin the system improvements. (Team discussion notes attached)	OTR specialist met with finance and purchasing and established a plan for building capacity in schools around ordering for career pathways. Working on building check lists that will be incorporated with finance procedures to ensure compliance with grant requirements.	●
20	CTE	D7. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Monthly	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
21	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.								
22	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	●	ILP Action Planning tool completed at the school-level includes information on course planning and career development. Follow-up from JA Inspire helps connect student career choice with high school programming. Articles highlighting CTE WBL in Insider Louisville	During Middle School CCVs, OTR team members will be checking in with counselors to review the KDE ILP Self-implementation Rubric. In addition, assessing the level of knowledge and resources to help advise students into career pathways.	●
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	●	Working on a survey monkey for training evaluations and program evaluations to gather perceptions of school leadership around the value of CTE.	Survey Results from MS Counselor meeting are being compiled to provide feedback on knowledge of supports. (see F1)	●
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	●	Survey results from Middle School leads on the effectiveness of JA Inspire programming (Attached)	Training and resources to help with student high school and CTE pathway selection in preparation for high school scheduling. A power point for counselors or advisory teachers to use founded in the choices booklet is attached.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	<p>JA Inspire Reflection activities connect career planning to high school selection during the high school application time frame.</p> <p>It was approved by the Board for JCPS to become a registered apprenticeship employer and utilize the TRACK model to grow opportunities for students to have experiences in high demand career areas.</p>	<p>A high school career/college planning and development task force will meet in January to begin identifying and mapping the MUST HAVE career development and college planning learning opportunities for each high school student.</p> <p>A JCPS Apprenticeship Program Press Conference is scheduled for January 18, 2019 that will include the Mayor and Commissioner.</p>	●
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	●	<p>Office of Transition Readiness trained all middle and high school personnel on ILP Resources in preparation for high school planning (8th grade) and high school course selection (9-11). Resources were selection with under-served populations in mind.</p>	<p>Assistant Superintendent of Transition Readiness completed the Racial Equity Analysis Protocol. Waiting on REAP Report. Continuing to work with data team to track participation and other data points by academy by race, gender, etc..</p>	●
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	●	<p>Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools.</p> <p>A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.</p>	<p>Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached.</p> <p>1.14.19 Pre Cabinet agenda attached.</p>	●
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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	KDE TEDS Newsletter highlights and instructions will be sent monthly to TEDS Team members.(example attached) DMRT will research TEDS Users that do not have recent login dates and provide feedback to Asst. Supt. Monthly Log In Reports Weekly 10 Calibrations check for admin log-ins and accurate data entries Communication with Principal, HSAS, if needed.	Established Open Lab for IC & TEDS Training (flier attached).	●
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	●	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. December communication sent to CTE Coordinators regarding Perkins and funding.	Ongoing - Kiley met with C. Rogers, he had audited LAVEC Teds data and reported very few errors. Worked with J. Truax for corrections. Audit checks indicate very few errors, monthly data labs are open	●
32	CTE	G3. Provide individual support and training for schools based on data reviews	Rogers	10/01/18	10/01/20	Monthly	●	Continuous monitoring and communication with schools based on data reviews (examples attached).	GLI/KY works monthly data report issued to 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	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
34	CTE	H. Establish a process that allows Pathway Specialist and school leadership access to the career and technical data system, TEDS.								
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	●	OTR is working on a TEDS procedures manual and yearly timeline. Log in data is attached.	Ongoing: OTR is working on a TEDS procedures manual and yearly timeline. Log in data is attached.	●
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	●	One-page "what to look for in TEDS" for school level teams (attached); Office of Transition Readiness providing a monthly log-in report for school level teams	Ongoing - System indicated that a CTE school level administrator had changed positions, notified principal, training date set for new admin. District will cover school monitoring for one month pending the training of new CTE admin.	●
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	●	Log in report completed and communicated to schools for month 2	Log in report completed and communicated to schools for month 3	●
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	●	Log in report completed and communicated to schools for month 2. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
40	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	●	Meeting was held on December 5 with David Holden and senior leadership. Documents distributed at meeting are attached and a professional development plan is in progress.	PD Plan on instructional planning and interdisciplinary work being reviewed by district leadership. (Cabinet Agenda when CTE presented is attached)/ Trained all district instructional leads on CTE, AOL, and the need for interdisciplinary work. Training held at the T&L Retreat on 1/11.	●
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	●	Status unchanged	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.								
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	●	TR Specialist and Data Manager work on the TEDS Manual in January to bring forward to the OTR Team.	Held first a team meeting and established a plan to use the OTR Google Site to house the TEDS Manual/ Instructions. Determined to use a matrix format that will follow the established timeline (due dates) and will include links to KDE's website for detailed instructions. DRMT started working on the first draft on Jan 9th. Next meeting has been scheduled.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	TR Specialist attended a national data and federal grant conference which addressed policy, procedures, internal controls and grant funding regulation changes. State and local agencies were referenced as gold standards by state auditors and legal entities. The information shared will be used in the continuous improvement processes for data and finance communications, written processes and local monitoring. Additional detail attached.	OTR specialist met with finance and purchasing and established a plan for building capacity in schools around ordering for career pathways. Working on building check lists that will be incorporated with finance procedures to ensure compliance with grant requirements.	●
45	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	●	Three (3) CTE Business practice EOPs have also been created to help CTE teachers with the ability to review students progress through a pathway. Results from these initial practice EOPs are being reviewed and shared with schools so that student interventions can be designed and delivered. Twenty five (25) partial EOP practice exams were also created for the employability and academic areas. Additional formative assessments are being developed this month.	Schools are implementing Business EOPs	●
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	●	BACs notified of CTE EOP requirements and deadlines. Seating charts due by the end of the month for any CTE testing completed by school staff.	Schools are using Business EOPS and CTE will be analyzing results	●
47	CTE	J5. Provide individual support and training for schools based on data reviews	Thompson	10/01/18	10/01/20	Monthly	●	No testing concerns have been received in the testing department for the month of December	No testing concerns have been received in the testing department for the month of January	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	<p>Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools.</p> <p>A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.</p>	<p>Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached.</p> <p>1.14.19 Pre Cabinet agenda attached</p>	●
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	●	<p>Master Scheduling design training was held in late November with high school principals and master schedulers. One break out session required for attendees was a discussion about CTE Pathways. In this part of the training, the CPT forms were reviewed with an emphasis on pathway development with the end goal of Industry Certification and/or End of Program Assessment. A copy of the agenda is attached as is a copy of the CPT form tutorial.</p>	<p>At the January HS Counselor Meeting (1/24), the CPT tutorial and timeline will be discussed.</p> <p>At the middle school counselor meeting (1/15), training will include CTE pathway options at the high school to support 8th grade 4 year planning and course selection.</p>	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	Initial PD Evaluations are positive and include follow-up requests. Evaluation snapshot and summary of exit slip are attached.	A new system for feedback for Counselor meetings will be piloted. Participants will respond to a survey which will guide them to resources if help is indicated The Feedback for this part of the training: "I understand the need and processes for the Career Pathway Templates (CPTs) and the connection to Perkins Funding." Resources: How to read a CPT (attached)	●
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	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	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.	Total revamp of the advisory tracking process. Google sheet to align a common agenda, minutes, and sign in process. This new process will be more efficient and more effective in monitoring for compliance.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
55	CTE	L2. Communicate results of monitoring process with Principals and Assistant Superintendents	Rogers	10/01/18	10/01/20	Semi-annually	●	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.	Total revamp of the advisory tracking process. Google sheet to align a common agenda, minutes, and sign in process. This new process will be more efficient and more effective in monitoring for compliance.	●
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	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
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	●	In partnership with the JCPS Research Team, a sample data protocol reviewing a key data point from the High School Feedback Report and the National Student Clearinghouse Student Tracker report were piloted with High School Principals at the master schedule training in late November. A copy of these sample protocols are attached.	At the January HS Counsel meeting (1/24), the counselors will walk through the sample protocol for the HS Feedback report and the latest Labor market report.	●

Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	During the pilot of the sample protocols, the learning facilitators collected verbal feedback from principals and their leadership teams on the process, the data selected for review, and for utility with various partners and stakeholders. During the feedback review session on Dec. 12th, we decided to change course and create an online "graduate outcome profile" for each school which will combine key elements from these reports with context for school use.	Notes will be taken from the feedback from HS Counselors after the data protocol sample to combine with Principal feedback to guide the development of web-based resources for school leaders. A middle school feedback report is also in development.	●
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.								
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	●	Sharing the graduate outcome protocols described in M1 with Principals to lead discussion about scheduling and budget decisions that impact graduate outcomes as a part of the budget approval process.	Use of the CPT with SBDM councils to inform committee of pathways.	●
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 is working to set up a meeting with Data department to review feedback form from training events to ensure it is effective. A "graduate outcome profile" for each school which will combine key elements from these reports with context for school use. This profile will be available online.	Status unchanged	●

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Area	KDE Recommendations and JCPS Actions	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
CTE	N3. Share results of monitoring process with Assistant Superintendents and reflect in evaluations of Principals	Horton	10/01/18	10/01/20	Annually	●	Assistant Superintendents Dr. Baete and Dr. Meyers meet weekly with CTE team to discuss status. In addition they also share and support their respective schools. A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●

JCPS Final CAP IDEA

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
1	IDEA									
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	●	The log for the month of December is included in the link "Phone Log with KDE" which documents meetings with KDE to approve policies and procedures. Email discussion regarding Board consideration attached.	The log for the end of the month of December and the first half of January is attached in the link "Phone Log with KDE" which documents meetings with KDE to approve policies and procedures. Additionally, emails with KDE are 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	●	ECE Living Calendar is 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/1YDVE86oUti2JAIP8vHecNgxvhCl5XooQHsxUJX7y2IM/edit?usp=sharing	ECE Living Calendar continues a means to share meetings and information with KDE. https://docs.google.com/document/d/1YDVE86oUti2JAIP8vHecNgxvhCl5XooQHsxUJX7y2IM/edit	●
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	●	Review of CAP Items and monitoring visits continue to be a standing item during weekly leadership meetings.	Review of CAP Items and monitoring visits continue to be a standing item during weekly leadership meetings (see January meeting agendas)	●
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	●	Desk Audit for Month 3 attached. Thus far, a total of 620 desk audits have been completed by the ECE Department. Trend data from the desk audits attached - will be shared at ECE all staff meeting on December 20.	Desk Audit for Month 4 attached. Thus far, a total of 835 desk audits have been completed by the ECE Department. Coordinator of Placement shared trend data from Desk Audits with ECE Department on December 20 and with Elementary Counselors January 10 (middle and high school counselors will receive follow-up prior to January 25). Planning for 2019 annual record review in collaboration with GLEC has begun.	●
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	●	We are continuing to seek candidates for the Chief of Special Education position.	Per request by Commissioner, the JCPS Chief of Exceptional Childhood Education position advertisement is shared with area universities. Email attached. Scott Hooper has been made Acting Chief of ECE.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	Nov 1 - 30th Arrest, Restraint, Seclusion Tracking Document, December 4, 2018 Agenda and Data Fidelity and Cleanup meeting agenda attached.	IC Behavior Entry Error Clean-up emails sent to identified schools/ administrators (samples attached). Dec 3 - 21 Arrest, Restraint, Seclusion Tracking Document and January 8, 2019 Agenda and Data Fidelity and Cleanup meeting agendas attached. Additional Data Fidelity and Cleanup meetings will occur in January as scheduled.	●
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	●	11/26/2018 - IC Behavior Entry Error Clean-up email and 12/6/2018 KD - IC Behavior Correction email attached.	IC Behavior Entry Error Clean-up emails sent to identified schools/ administrators (samples attached).	●
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	●	A roll-out plan for training all remaining schools in the district in PBIS is in the final (DRAFT) stages of being created and approved. Draft attached.	The PBIS scaling plan (attached) has been approved by the MTSS Director, the Asst. Superintendent for Climate and Culture, the Chief Academic Officer, and the Chief of Schools. It will be rolled out to zone Asst. Superintendents the week of Jan 21, and will roll out to principals the first week of February.	●
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	●	DoSE received training and overview of resources site to address reducing significant disproportionality and provide resources to schools in tiered behavior supports - Kentucky's Social Emotional Learning For educators, students, and parents: www.kyself.com	Uploaded Indicator 4 comparison files for review by KDE on January 9. Final review of progress for Indicator 4 CAP will be completed prior to February 1.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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.								
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	●	Coordination of Student Supports meeting held weekly in collaboration with programming, placement, and culture/climate. Agenda of meeting attached. Currently, adequate number of seats are available with review of patterns of requests for programming supports weekly. Collaboration with demographics department occurs as needed (minimum, annually).	Weekly Coordination of Student Supports meeting continue to be held. Currently, adequate number of seats are available with review of requests for programming supports weekly. Agenda/Notes from January 7 meeting attached. Collaboration meetings with Culture and Climate department held to review supports.	●
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	●	ECE Placement initiated the process of examining projections in schools for the 2019-20 school year to determine needs for self-contained classrooms after transitions to next level occur. This process will continue in January.	Examination of projections continuing with review of enrollments at transition points. Placement department dialoguing with schools to identify specific student who will transition to the next level. Placement will finalize numbers prior to January 31.	●
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	●	New ARC Chair training scheduled for January 14, 15, 17. Training materials attached. ECE Leadership developed draft LRE Guidance Document (attached) to provide support to ARCs in examining the continuum of services.	New ARC Chair training scheduled for January 14, 15, 17. The next quarterly update for ARC Chairs will be February 14. New ARC Chairs are provided a 4th day of on-site coaching by placement specialists (see attached). ECE department shared information regarding continuum of educational services at January School Counselor / Consulting Teacher meetings.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	New ARC Chair training scheduled for January 14, 15, 17. Training materials attached to action step C3, row 16. School board meeting personnel report reviewed to identify new principals, with meetings to be held in January.	New ARC Chair training scheduled for January 14, 15, 17. Training materials attached to action step C3, row 16.	●
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	●	Desk Audit results for Month 3 attached.	Desk Audit results for Month 4 attached. A total of 835 desk audits have been completed.	●
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	●	Monthly, Placement Staff meeting addresses timelines for placements based on data collected by Placement Coordinator (agenda with notes attached).	ECE Coordinator addresses timeline for LRE considerations during placement specialist staff meetings. Comprehensive review will be completed January 23.	●
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	●	Currently, there have been no waiver requests. Department reviews enrollments monthly at Coordination of Student Supports.	Currently, there have been no waiver requests. Department reviews enrollments at Coordination of Student Supports meeting.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached	●
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 Restrictive Environment provision	Hooper	10/01/18	10/01/20	Annually	●	New ARC Chair training scheduled for January 14, 15, 17. Training materials attached to action step C3, row 16. ECE Leadership developed draft LRE Guidance Document (attached) to provide support to ARCs in examining the Least Restrictive Environment - rollout of document will begin in January.	New ARC Chair training scheduled for January 14, 15, 17. The next quarterly update for ARC Chairs will be February 14. New ARC Chairs are provided a 4th day of on-site coaching by placement specialists (see attached). ECE department shared information regarding continuum of educational services at January School Counselor / Consulting Teacher meetings.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	Desk audit results for month 3 attached to C5, row 18.	Desk audit results for month 4 attached to C5, row 18. January Counselor and Consulting Teacher meetings provide training and reminders regarding ARC decision making processes.	●
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	●	Desk audit results for month 3 attached to C5, row 18.	Desk audit results for month 4 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	●	Desk audit results for month 3 attached to C5, row 18. Placement Specialists conducting 4th day of on-site coaching for ARC Chairs. Follow-up training session scheduled for February 14.	Desk audit results for month 4 attached to C5, row 18. Placement Specialists conducting 4th day of on-site coaching for ARC Chairs (see attached). Follow-up training session scheduled for February 14.	●
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	●	Desk audit results for month 3 attached to C5, row 18.	Desk audit results for month 4 attached to C5, row 18.	●
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.	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 revised and attached providing improved clarity. Supporting documents attached communicating the tracking system for timelines to ensure compliance. Assessment staff alerted when students in the initial evaluation process transfer schools.	Assessment Alert data reviewed by department and monitored by Lead Psychologist. Updated link to spreadsheet attached.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	Meeting notes (ECE/Culture and Climate collaboration meeting) from 12/10/18 attached. Team developed Basis of Knowledge Conversation tool to provide schools supports as they review discipline data of regular education students.	ECE/Culture and Climate collaboration meeting held 1/16/19 (rescheduled from 1/14). Minutes attached. Team developed protocol for communication to schools to examine discipline records of general education students, addressed progress in Indicator 4B CAP, and planned collaboration for ARC Chair quarterly follow-up training in February.	●
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.								
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 training was conducted in December for new administrators. (sign in sheet attached)	Status unchanged	●
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	●	Continued review of student files and recommendations emailed to schools to ensure compliance with IDEA. Email communications attached.	Continued review of student files and recommendations 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	●	ECE behavior Team meetings are continuing to occur. (agenda attached)	ECE behavior Team meetings are continuing to occur. (agenda attached)	●
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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	November meeting materials attached. Transportation as a related service addressed during desk audit discussion at ARC Chair follow-up training. Counselors and Consulting Teachers received reminders (per G1 protocol) regarding transportation as related service in November meetings (notes attached).	New ARC Chair training scheduled for January 14, 15, 17. The next quarterly update for ARC Chairs will be February 14. ECE department shared information regarding special transportation services at January School Counselor / Consulting Teacher meetings.	●
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	●	Jeanna W conducted meeting with ECE Placement Specialist on 12/10. Email attached.	Jeanna W conducted meeting with ECE Placement Specialist on 1/7. 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	●	Dec 2018 ride time data attached.	Conducted Jan 2019 review of SNT bus rides (attached). Increase of 100 students, ~ flat ride time.	●
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	●	Team working with Waller on #1423 behavior issues. Jeanna working with Waller and SNE.	Resolution to #1423, Waller, attached.	●
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	●	Annual process, completed	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.								
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	●	Desk audit results for month 3 attached to C5, row 18. Binders with submitted ARC Process Protocols maintained in ECE department (one per school per month).	Desk audit results for month 4 attached to C5, row 18. Coaching provided to schools based on desk audits (see attachment). Binders with submitted ARC Process Protocols maintained in ECE department (one per school per month).	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	Expansion of consulting teachers to additional schools will be addressed in school allocation process for the 2018-19 school year.	Expansion of consulting teachers to additional schools will be addressed in school allocation process for the 2018-19 school year. ECE department reviewed school data to identify schools for consulting teacher allocation.	●
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	●	Programming team conducted planning for summer training in November 28 meeting. Tentative dates for Diverse Learners Institute identified with planning for teacher survey (notes attached).	Programming team continued planning for summer training in December 12 meeting. The tentative dates of July 23-26, 2019 for Diverse Learners Institute were identified pending location confirmation from Seneca HS (agenda attached).	●
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	●	New ARC Chair training scheduled for January 14, 15, 17. Training materials attached; C3 row 16.	New ARC Chair training scheduled for January 14, 15, 17. Training materials attached; C3 row 16.	●
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	●	Desk audit results for month 3 attached to C5, row 18.	Desk audit results for month 4 attached to C5, row 18.	●
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	●	Data from the AT consultation request through 12/13/2018 is attached.	Data from the AT consultation request through 1/10/2019 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	●	Desk audit results for month 3 attached to C5, row 18. Binders with submitted ARC Process Protocols maintained in ECE department (one per school per month).	Desk audit results for month 4 attached to C5, row 18. Coaching provided to schools based on desk audits (see attachment). Binders with submitted ARC Process Protocols maintained in ECE department (one per school per month).	●
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	●	ECE Department member serves on district Parent Advisory Committee - December 11 meeting agenda attached. ECE support to West Louisville Satellite Office attached.	ECE Department provided information at January Counselors meetings regarding parent engagement. ECE staff continue to support West Louisville Satellite Office. (see attachments)	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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 audit results for month 3 attached to C5, row 18.	Desk audit results for month 4 attached to C5, row 18.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	●	Single action item - status completed	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	●	Continuing to implement the CCEIS plan as approved.	Intentional training continues for staff members to ensure disproportionality is addressed as the CCEIS plan is implemented.	●

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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	●	Support for school MTSS plans is being provided by the Offices of Teaching and Learning and Culture and Climate through several MTSS workshops. The information presented in the workshop will support each school in the development of their MTSS plans, both for behavior and academics. (Attached is an email referring to the workshop sessions for support). Also, provided training for assistant principals in their monthly meeting (November) focused on MTSS plan development and the required components. Finally, flagging for students receiving support from a CCEIS funded resource is monitored weekly. Google link: https://docs.google.com/spreadsheets/d/1c2FHHCD8rQOSrBLCCd2PC-Pec-r0ttFaRrJUM48giOc/edit#gid=0	Training for schools (1/08) to track students on Infinite Campus for the purpose of rectifying disproportionate numbers and improving Tier 1 instruction.	●
58	IDEA J3. Develop a budget to support the CCEIS plan	Coleman	10/01/18	10/01/20	Annually	●	Positions have been posted as result of the approved CCEIS plan. We are preparing to select candidates for interviews. In addition, we held a conference call with the team from Pearson in an effort to learn more about the behavior screener, Review 360. We are preparing to purchase. See screen shot attached (November 30 email) containing quote and additional information. NOTE: Quote attached is being negotiated.	We are currently in the process of working with the consultant from Review 360 to finalize plans for the behavior screener. We were successfully able to negotiate a price (see attached) and the contract work is now underway.	●
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		●	FBA/BIP training for new administrators took place in December (sign in sheet attached)	Status Unchanged	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	Nov 1 - 30th Arrest, Restraint, Seclusion Tracking Document and December 4th meeting agenda uploaded. December suspension data email uploaded. Call log uploaded to document follow up with schools. to ensure resolutions are in accordance with IDEA.	Call log uploaded to document follow up with schools to ensure resolutions are in accordance with IDEA. Arrest, Restraint, and Seclusion Data Review meeting occurred on 1/8/19 (agenda and protocol attached).	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●
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	●	The district MTSS-Teaching and Learning Committee team meeting agenda is uploaded with minutes in italics. Additionally, the agenda for the curriculum and MTSS team meeting is attached.	Interviews for the MTSS Coordinator and Acceleration Coaches should be completed this quarter to assist with the implementation of this feedback system. The week of 1/28/19 the Goal Clarity Coaches/Instructional Coaches will have an opportunity to provide feedback to the district identifying specific needs schools may have as they implement MTSS and CCEIS strategies. This will be a zoom meeting for school based staff. The next district level collaborative meeting will be held in February.	●
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	●	Four schools identified as Project LINK schools received additional supports for the implementation of MTSS. Process for sharing data to analyze effectiveness of project established (see attached).	The MTSS Behavior and MTSS Academic Pedagogy and Engagement teams met jointly (agenda attached). The zone teams worked together to learn to use the new Resiliency Dashboard to get data on student academics and behavior. This will enable them to better support schools.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status
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	●	Powerpoint for behavior leads' webinar for December attached. District-wide behavior leads participated in a webinar on Engaging Mental Health Providers in a Behavior Framework.	School-Based MTSS Plans are due to assistant superintendents on January 15, 2019.	●
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	●	Powerpoint for behavior leads webinar attached. School visit logs attached. District-wide, school-based behavior leads participated in a webinar on Engaging Mental Health Providers in a Behavior Framework. District MTSS Behavior resource teachers supports schools in PBIS implementation and recorded visits in Cascade logs.	MTSS Behavior Resource Teachers provided on-going training and support to schools. School visit logs attached.	●
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	●	Email to principals attached. Trained Assistant Principals on all 7 components of the MTSS School-Based Plan with examples. Instructional Coding scheduled for schools identified with the highest disproportionality. Held three work sessions for school staff to receive assistance to complete their school based MTSS handbook. The Chief Academic Officer sent an email to principals to provide instructions on how to document teacher use of Toolkit strategies.	School-based MTSS Plans are due to assistant superintendents on January 15, 2018.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet 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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	SCM Department Meeting Agenda and notes from 12.6.18	SCM Department Meeting Agenda and notes 1/9/19. SCM Coordinator schedule JKM to come to JCPS to conduct a private SCM Instructor's Recertification Training on 2/6/19-2/7/19. 18 JCPS Instructors will be attending this JKM recertification session. SCM Team will be conducting 23 SCM Trainings for the month of January 2019.	●
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	●	A discussion was held during the SCM Department Meeting on Seclusion and PAC Room. SCM team will collaborate with KDE to make recommendations to the policy review committee regarding the definition of seclusion in the regulation.	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	●	Nov 1 - 30th Arrest, Restraint, Seclusion Tracking Document uploaded. Arrest Data Meeting held, agenda attached. SCM secretary will be SCM trained on 12/10/18 to be more familiar with SCM. From there a debriefing protocol has been created. A SCM Debrief email has been created to send debriefs to. From there the SCM secretary will review the documentation to determine if there are any concerns or "red flags". Those debriefs will then be shared with the level SCM Resource Teacher to review and provide support to the school. SCM secretary will file all debriefs in the debrief binder under the school.	December 1st-21st Arrest, Restraint, Seclusion Tracking Document uploaded. Red Flagged debriefs were reviewed during the 1.9.19 SCM Department Meeting. Action steps attached. SCM Walkthroughs from 12.13.18-12.19.18 attached. SCM Dept. has been collaborating with Middletown ES principal to provide a training for his SCP and EBD teams on strategies and answering questions the team has. SCM team reviewed restraints that were coded for possible unwarranted use of restraint to determine if event was miscoded or less restrictive strategies could have been implemented. SCM team plans to provide additional trainings to those schools.	●

Area	Finding/Action Steps	Person(s) Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	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	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. SCM Team reviews school's compliance weekly using the Google Master Training Records and notifies any school not in compliance.	●
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	●	Status is unchanged	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	●	SCM Department Meeting 12.6.18. SCM team did review training specific to Early Childhood. SCM determined we would modify the SCM curriculum in order to tailor the instruction to meet the needs of the student population in ECH centers. is no Shoulder assist and Hook Transport assists and Hook Transport carries.	IC Entry of Restraint and Seclusion document created and begin using for training during all SCM trainings. Debrief resource to be used for all SCM trainings to assist with the debrief process.	●
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	●	Communication by e-mail was sent to administrators to update "One Pagers" (email attached)	Reminders included in principal time task calendar (see attached link) Communication with school administrators will occur in January, regarding updating "One Pagers" (Draft email is attached)	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●

JCPS Final CAP SCM

Area	KDE Recommendations and JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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	●	The log for the month of December is included in the link "Phone Log with KDE" which documents meetings with KDE to approve policies and procedures.	The log for the end of the month of December and the first half of January is included in the link "Phone Log with KDE", which documents meetings with KDE to approve policies and procedures.	●
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	●	The following meetings were held in Dec: 4th - data review; 6th - department meeting	The SCM data review meeting was held on 1/8 and the SCM department meeting was held 1/9 (attached are meeting agendas). Jan 2019 training schedule 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	●	During the monthly KDE Monitoring visit, Robert Meacham discussed the Positive Action Center Rooms. The JCPS SCM team will collaborate with KDE for next steps.	The JCPS SCM team will collaborate with KDE for next steps regarding the PAC rooms. Status is unchanged since Dec progress.	●
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	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	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 Department Meeting Agenda and notes from 12.6.18	SCM Department Meeting Agenda and notes 1/9/19. SCM Coordinator schedule JKM to come to JCPS to conduct a private SCM Instructor's Recertification Training on 2/6/19-2/7/19. 18 JCPS Instructors will be attending this JKM recertification session. SCM Team will be conducting 23 SCM Trainings for the month of January 2019.	●
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	●	A discussion was held during the SCM Department Meeting on Seclusion and PAC Room. SCM team will collaborate with KDE to make recommendations to the policy review committee regarding the definition of seclusion in the regulation.	Status is unchanged	●
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	●	Nov 1 - 30th Arrest, Restraint, Seclusion Tracking Document uploaded. Arrest Data Meeting held, agenda attached. SCM secretary will be SCM trained on 12/10/18 to be more familiar with SCM. From there a debriefing protocol has been created. A SCM Debrief email has been created to send debriefs to. From there the SCM secretary will review the documentation to determine if there are any concerns or "red flags". Those debriefs will then be shared with the level SCM Resource Teacher to review and provide support to the school. SCM secretary will file all debriefs in the debrief binder under the school.	December 1st-21st Arrest, Restraint, Seclusion Tracking Document uploaded. Red Flagged debriefs were reviewed during the 1.9.19 SCM Department Meeting. Action steps attached. SCM Walkthroughs from 12.13.18-12.19.18 attached. SCM Dept. has been collaborating with Middletown ES principal to provide a training for his SCP and EBD teams on strategies and answering questions the team has. SCM team reviewed restraints that were coded for possible unwarranted use of restraint to determine if event was miscoded or less restrictive strategies could have been implemented. SCM team plans to provide additional trainings to those schools.	●

Area	KDE Recommendations and JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
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	●	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	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. SCM Team reviews school's compliance weekly using the Google Master Training Records and notifies any school not in compliance.	●
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	●	Status is unchanged.	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 Department Meeting 12.6.18. SCM team did review training specific to Early Childhood. SCM determined we would modify the SCM curriculum in order to tailor the instruction to meet the needs of the student population in ECH centers. is no Shoulder assist and Hook Transport assists and Hook Transport carries.	IC Entry of Restraint and Seclusion document created and beginning to be used for training during all SCM trainings. Debrief resource to be used for all SCM trainings to assist with the debrief process.	●
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	●	A system is being created to have a systematic approach in managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●

JCPS Final CAP Early Childhood

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
1	ECH	A. Provide KDE any change proposed by JCPS to a board policy or administrative procedure regarding Early Childhood								
2	ECH	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	●	The log for the month of December is included in the link "Phone Log with KDE", which documents meetings with KDE to approve policies and procedures. Revisions to Early Childhood policy approved (materials attached).	The log for the end of the month of December and the first half of January is included in the link "Phone Log with KDE", which documents meetings with KDE to approve policies and procedures. Additionally, emails with KDE are attached.	●
3	ECH	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	●	December EC Leadership Meeting Notes are attached. KDE has access to the schedule for JCPS EC Instructional Coach meetings (scheduled attached) and EC ECE Resource Teacher meetings. KDE has indicated they will let JCPS EC leadership know ahead of time when/if they plan to attend these meetings.	The January 9th EC Leadership Team Meeting minutes are attached. Noted there have been a couple changes in venue for upcoming meetings which have been communicated to Bill Buchanan (KDE) and approved.	●
4	ECH	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	●	KDE (Bill Buchanan) shared the attached walkthrough tool with JCPS EC leadership team. The following clarification was also shared regarding these visits: KDE is not conducting teacher evaluations, ECERS-3 observations or a P2R/KPES monitoring visit. The walk-throughs will provide a snap-shot of preschool classroom activities, and they may help KDE understand how well classrooms are implementing developmentally appropriate practices. KDE will share written feedback after each visit, identifying site specific recommendations and strengths, in support of JCPS improvement efforts. Any compliance findings will be reported, too.	Attached are the January EC Meeting notes which capture detailed information from the first round of KDE informal visits to our classrooms. Of note, KDE had quite a bit of positive feedback with no compliance concerns reported. Four classrooms were observed (3 typical classroom + 1 special classroom). See specifics outlined on the attached agenda.	●
5	ECH	B. Implement KDE recommendations from the consolidated monitoring visit								

Area	KDE Recommendation & JCPS Action	Person Responsible	Start Date	End Date	Review Cycle	KBE Dec 2018 Status	December 2018 Progress Notes	January 2019 Progress Notes	KBE Feb 2019 Status	
6	ECH	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	●	Teachers conducted first round of walk-throughs. A new PLC process is being implemented. Observational data and other data will be analyzed and will be shared with the EC team next month. Attached are the list of schools/dates of site visits for ECE Walkthrough Monitor Tool	The timeline for the next data collection window is attached. The coaches review and analyze the data from these walk-throughs and communicate with principals via an Early Childhood Communication Log.	●
7	ECH	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	●	All committees are actively engaged in establishing or refining procedures to develop systems in the area of facilities, health, safety, and student information. A comprehensive plan is being developed to communicate across all stakeholders as well as implement and monitor the system in the identified areas. This systems blueprint is aligned to KPES. The link to the minutes are below: Facilities Committee Meeting https://docs.google.com/document/d/1MShUIZE7nmGqQO8LxN2s463INBSYCu7FFXC6A_y6wV4/edit# Health & Safety https://docs.google.com/document/d/1n34jGPmbmx1YxcSt4HjuCgsRbQuwy09TCokuRwz4cnM/edit?usp=sharing Student Information 11/20/18 Student Information Committee Meeting https://docs.google.com/document/d/128gNEAdn3ftS8cWBAIID4YV_mDQRGf9c0armJYFOv10/edit# 12/3/18 Student Information Committee Meeting https://docs.google.com/document/d/1Z2wz8jz8smLOm1meg121QGhRTCGY89fWenBT9nATHcQ/edit#	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. Additionally, EC Committee meetings will be scheduled the week of 1/28/19. At that time, the committees will review the Systems Blueprint drafts. The school based staff specifically will be looking for implementation gaps and make necessary revisions.	●
8	ECH	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	●	A system is being created for a systematic approach to managing the school monitoring work. Draft attached.	Chief of Staff shared tool with Cabinet on 1.7.19 and with Assistant Superintendents at Chief of Schools' staff meeting 1.7.19. Agendas attached. 1.14.19 Pre Cabinet agenda attached.	●