

Audit and Risk Management Advisory Committee
Jefferson County Public Schools
VanHoose Education Center
November 20, 2019 Minutes

ARMAC Members Present: Chairperson James Rose, Dr. Sarah Moyer, Pedro Bryant, Rhonda Mitchell, Dr. Keith Davis and Dr. Lois Adams-Rodgers

Public Present: None

JCPS Staff Present: Amy Dennes, Dr. Dena Dossett, Jodell Renn, Chalynn Comage, John LeMaster, and Shari Mattingly

Board Members Present: none

Mr. Rose called the meeting of the Audit and Risk Management Advisory Committee (ARMAC) to order at 2:05 pm. A quorum was present.

Approval of Minutes

Mr. Rose requested a motion to accept the minutes of the October 30, 2019 meeting, which was made by Dr. Keith Davis and seconded by Dr. Lois Adams-Rodgers. The minutes were approved by a unanimous voice vote.

Introductory Comments

Mr. Rose gave an overview of the meeting agenda. ARMAC is moving to holding meetings every other month. In addition, the meetings will be more conversational and driven by more question and answer time given that presentations and supporting material will be forwarded in advance of the meeting. ARMAC members are encouraged to submit preliminary questions back to management one week prior to the meeting in order for management to have a chance to prepare any comments in advance.

Progress to date on the KDE Correction Action Plan – Amy Dennes, Chief of Staff; Dr. Dena Dossett, Chief Accountability, Research and Systems Improvement

Amy Dennes and Dr. Dossett provided an overview of the KDE Corrective Action Plan (CAP) status. There are 10 overarching areas that are included in the CAP (Planning, Operations Support, Financial, Financial School, Personnel Management, Instructional Management, Career Transition Education, IDEA, Safe Crisis Management, and Early Childhood). Staff from KDE meet with JCPS every month. On alternating months, staff from KDE visits JCPS to meet with staff members and discuss the progress for each item in the CAP, including reviewing artifacts. On the opposite month, Dr. Marty Pollio, Superintendent, reports on the progress to the KDE Board and the Superintendent and his staff meets with the Commissioner and his staff in that same month. Internally, JCPS Cabinet members discuss the progress regularly. The progress of each CAP item is identified with a red, yellow or green colored circle. JCPS works with KDE in validating the status.

In the October report to the JCPS Board of Education (BOE), which provided a status as of September 2019, there were no items designated as “red” (no process/system started), 89 were “yellow” (developing) and 187 are “green” (established).

Items move from “yellow” to “green” based on whether it has been determined that the system or process and corresponding monitoring activities have been deemed fully functioning and is not an indication that the item is considered “complete”. Some items are ongoing activities, however, it has been determined that the system/process and appropriate monitoring is considered operating effectively.

Some of the large projects that have been completed and address several items in the CAP include, enhancing the policy process through updates by establishing a robust review of procedures throughout the district and standardizing their format. The district purchased, from the Kentucky State School Board Association, access to an on-line platform that offers a search feature based on topic and is accessible on-line (all CAP areas and other areas as well).

Several of the other major projects include implementing a robust process to revamp the student assignment plan with inputs from stakeholders including community leaders, parents etc. (Planning). Revising and aligning job descriptions across the district as a part of the reorganization (Personnel). Revamping the employee evaluation process for schools and central office (Personnel). Implementing comprehensive walkthroughs of every school that include interviewing staff and students, observing classrooms and providing feedback (Instructional Management, Planning, and Early Childhood). Implementing teacher backpacks with access to academic resources for every grade level and subject (Instructional Management, Planning, CTE, ECE, and Early Childhood).

A discussion was held regarding the process implemented to assist the District to proactively identify issues. Schools look at data related to the students and outcomes in their building. The Assistant Superintendents look at the same data for all of the schools in their cohort and Cabinet Members look at the same data at the district level. The Board members then look at the same data at the district level. This process ensures that everyone at all levels is looking at the same data points. The purpose is to help identify and drive student outcomes and provide supports at each level (student, school, district wide), when necessary. Another common practice that Assistant Superintendents employ is to match school administrators with others that operate schools with similar demographics and challenges to have them work together to find solutions to support improvement. In addition, through JCPS’s affiliation with the Council of the Great City Schools, JCPS has sought best practices to implement, for example, the current structure for accelerated improvement schools is modeled after a similar structure in another large urban school district in Florida.

A discussion was held regarding how JCPS monitors complaints received throughout the District. Ms. Dennes explained that there are different processes for complaints depending on the type. For example, complaints received regarding schools are tracked, monitored and evaluated by the Assistant Superintendents for their cohort of schools, bus complaints are managed through the bus compounds etc.

A conversation took place regarding the feasibility of monetizing some of the great things JCPS is doing, for example a subscription service to the teacher backpack.

Mr. Rose commended staff on the efforts made with regard to dealing with the current CAP and encouraged JCPS to look at its systems/processes to find areas that may become the next gap identified.

Committee members noted that the CAP effort was well organized and no areas of the state correction action plan appeared to be in jeopardy of not achieving or exceeding the expected remediation.

New Business

Mr. Rose shared that the topic for the next meeting will be compliance processes and investigation processes throughout JCPS. He asked for members to be considering questions they have on the topics and for staff to provide advance materials in December and any meeting handouts at least four weeks in advance so that follow up questions can be provided in advance of the next meeting.

The next meeting will be held Wednesday, January 22, 2020 in the Stewart Auditorium, First Floor, VanHoose Building.

Adjournment

Dr. Lois Adams-Rodgers made a motion to adjourn the meeting; Rhonda Mitchell seconded the motion. The meeting adjourned at 4:20 pm.