



**MONTGOMERY
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Priority 1:

Review, revise and comply with all board policies and state laws Directives:

1. Collaborate with the State Intervention Team, MPS Superintendent, and MPS district level staff to conduct and document a policy audit.

- July 10, 2018. Met with Superintendent and team leaders to discuss work session guidelines and procedures.

2. Collaborate with the State Intervention Team, MPS Superintendent and MPS district level staff to develop and document a policy review, revision, and adoption schedule/timeline in compliance with board policy.

- August 10, 2018. Spoke to Dr. Moore and Kim Pitts to establish policy review council. Board policies will be reviewed in May and December of each calendar year Committee includes chief of staff board secretaries, principals, parents make up the policy council.
- September 11, 2018. Chief of Staff present board policies (1.0-2.8) for review to the MPS school board for review. Policies will be adjusted, amended and presented for approval in 30 days.
- September 25, 2018. MPSBOE approved policy sections 1-2 after discussion and recommendations.

3. Ensure that all school board policies are aligned to state laws.

- June 15, 2018. Received redline copy of policy manual from attorney, Ms. McKey for MPS teams to review.
- August 10, 2018. Policy council will review council will review redline

4. Identify and document the structure of the policy committee and policy coordinator.

- August 10, 2018. Spoke to Dr. Moore and Kim Pitts to establish policy review council.



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5. Include and document policy review, revision, development, and adoption decisions on the regular board and work session agendas.

- August 28, 2018. Chief of Staff submitted a tentative schedule for policy review 3 times a year at regularly scheduled board meetings.



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Priority 2:

Develop, document, implement, and adhere to a code of ethics policy which defines the specific roles and responsibilities for members of a school board.

1. Participate in and document professional development focused on team building to develop trust and build positive relationships.

- July 9, 2018. Completed a meeting with AASB Executive Director to begin planning for MPS board training topics.
- July 10, 2018 Received communication from AASB staff regarding day long MPS board retreat in August or September on:
 - Board operating agreements
 - Team building
 - Superintendent/ board prioritizing MPS needs (achievement data)
 - Establishing meeting calendar for work sessions on student data
- September 6, 2018. AASB conducted a six board member meeting for group training with MPS Superintendent and CAO.

2. Conduct a literature review, case study and/or book review on highly effective governing boards and professional decorum.

- August 9, 2018. Superintendent communicated with AASB and scheduled tentative dates for MPS board training and book study-dates TBA.
- September 6, 2018. AASB scheduled “Governing for Achievement” project (1) year (5) session training.

3. Develop and document Code of Ethics and civility expectations and/or guidelines specific to the MPS Board of Education.



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- August 9, 2018. Superintendent requested support from AASB and added directive 3 to the agenda. See directive 1 & 2.
- September 6, 2018. AASB and MPS six member board members, MPS Superintendent & CAO discussed (4) characteristics for board member behavior and decorum.
- September 6, 2018. Bullying & how to handle it in an open meeting discussed.
- September 6, 2018. AASB distributed the MODEL CODE OF CONDUCT FOR LOCAL BOARDS OF EDUCATION to the following:
 - Larry Lee, Lesa Keith, Claudia Mitchell, Brenda DeRamus-Coleman, Arica Smith.
- September 11, 2018. Superintendent reviewed and discussed the school board member affirmation expectations.
- November 2018. AASB determined affirmation will be read by each new board member upon swearing in.
- September 11, 2018. School board member Mr. Larry Lee read the affirmation for school board members publically and presented a signed and witnessed copy to the Superintendent.
- September 13, 2018. Superintendent met with priority group 2 members and reviewed agenda items and directives for AdvancED standards.

4. Identify and demonstrate characteristics of a highly effective governing board and professional decorum.

- August 9, 2018. Superintendent requested support from AASB and added directive 4 to the agenda.
- November 2018 work session tentatively scheduled for 8 characteristics for for highly effective board meetings.

5. Conduct, discuss and document a board self-study prior to the start of the 2018-2019 school year.

- May 2018: Self-study completed.
- **COMPLETED**
- August 28, 2018. Superintendent confirmed five board members for



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- September 5, 2018 to conduct self-study/evaluation.
- September 6, 2018. AASB facilitated video case study of school boards using data to make school board decisions. (15) mins.

6. Formulate and document behavioral and/or productivity objectives, strategies/actions, and evaluation measures based on the results of the board self-study.

- August 9, 2018. Superintendent requested support from AASB and added directive 6 to the agenda.
- September 6, 2018. Superintendent, CAO & six MPSBOE members attended a AASB training:
 - Reviewed self evaluation
 - Set operating agreements
 - Establish board identity
 - Discussed preparations for incoming board members
 - Discussed future data use

7. Participate in professional development focused on Board Governance prior to the next Accreditation Engagement Review.

- August 9, 2018. Superintendent requested support from AASB and added directive 7 to the agenda.
- August 9, 2018. Superintendent scheduled two retreat sessions with AASB- Session 1, September 2018.
- November 2018
- September 6, 2018. Six board members, CAO & Superintendent attended board training to identify/ prioritize student achievement issues to be addressed at a later date



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Priority 3:

Implement a communications plan that ensures timely and consistent dissemination of information and awareness of the system's decisions and actions by internal and external stakeholders.

1. Reevaluate the operational effectiveness of the organizational chart and communicate the outcome to stakeholders.

- June 5, 2018. Initial review organization chart- adjusted based on attrition, ALSDE intervention staff input
- August 9, 2018. Met with Priority 3 committee to review organizational chart and draft recommendations.
- August 9, 2018. Superintendent presented a second draft for review.
- August 13, 2018. Submitted review and recommendations to HR and Superintendent.
- August 15, 2018. Superintendent will present a revised draft to ALSDE.
- September 19, 2018. MPS superintendent kept ALSDE apprised of changes.

2. Ensure principals' are accountable for communicating information to their staff.

- June 20, 2018. Completed public relations staff development for principals and CO staff.
- July 26, 2018. New teacher social media staff development completed.
- July 30, 2018. Scheduled created for principal meetings and accountability with AdvancEd priority 3 group leaders.
- August 15, 2018. Leadership Council Meeting presented the MPS Communication Flowchart and reminded school principals to ensure they provide information to all staff members in their school.



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- September 6, 2018. Priority group 3 help a meeting and key members were including- * City & County Communication Officers.
- September 10, 2018. CAO supported principal at local faculty meeting to ensure effective communication of district initiatives.
- September 20, 2018. CAO, Special Education Director and Student Services Director facilitated learning supports meeting to ease learning barriers to at-risk students.
- September 21, 2018. CAO attended and supported E D Nixon Elementary School leadership team, A-Team meeting with executive Director.

3. Establish a routine of regular meetings designed to strengthen communications within departments, between departments, and between the central office staff and the schools.

- Every Week. Weekly report, information is shared from department heads to principals and other departments via a newsletter style email.
- Monthly. Leadership Council Meetings, principals and department heads meet to discuss issues and share information.
- August 9, 2018. Flow chart, AdvancEd groups with principals included and a meeting schedule created.
- August 13, 2018. Priority 3 group presented communication plan, Flow chart, and suggested recommendations for regular meeting to the executive team.
- August 13, 2018. Calendar placed on the MPS website to show and track AdvancED meetings.
- August 14, 2018. Presented AdvancEd Priorities & Directives update at MPS work session.
- August 15, 2018. Met with Priority 3 committee group and discussed AdvancEd report, process, procedure and expectations.
- August 15, 2018. Conducted a phone conference planning session to deploy additional communication plan action steps for the communication department.

4. Provide accurate and timely information to the community.

- Ongoing. MPS Communication Plan updated annually to provide planning and direction for district communication efforts.



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- Daily. MPS communication staff sends news releases to area traditional media to promote coverage.
- Daily. MPS communication staff sends positive and informative messages to the public via social media.
- 1st of Each Month. Superintendent writes an article for *Montgomery Parents Magazine*.
- June 15, 2018. Created page on the MPS website for Intervention frequently asked questions and to provide information on AdvancEd updates.
- July 2, 2018. Parentinfo@MPS.k12.al.us is the email address for parents and the public to ask questions or seek information. Emails can be sent by clicking a single button on the front page of the MPS website.
- July 29, 2018. *Back to School Guide* inserted into approximately 30,000 issues of the *Montgomery Advertiser*.
- August 15, 2018. Principals are required to increase social media presence for their schools. Principals are required to post on average 10 posts per week/360 per year.
- September 13, 2018. Superintendent met with priority 4 group committee. A spokesperson for the group was selected to present and share findings at the administrative council September 18, 2018.
- October 23, 2018. AdvancEd updates of improvement priorities presented by principals who serve as members during the MPS leadership council.
- Ongoing meetings between the superintendent and parents through an Advisory Council. The first meeting for 2018 is October 23.
- October 23, 2018. Communications department facilitated social media use and data tracking → 41 MPS schools use Twitter & 27 use Facebook to share relevant and timely information with stakeholders. To encourage and recognize SM use, certificates were presented.
- Superintendent Moore agreed on October 25 to participate in a community meeting sponsored by the County Council PTA on November 8 at Carver High School.

5. Develop and implement effective strategies and processes to collaborate with local municipalities to end divisiveness and build working relationships.



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- May 31, 2018. Attended Montgomery Area Chamber of Commerce meeting for ALSDE presentation of AdvancED report.
- June 4, 2018. Attended a meeting with Superintendent MPS, Commissioner Dean, Donnie Mims regarding collaboration, partnerships, expectations and AdvancEd.
- July 24, 2018. Attended a meeting with Mayor, Chamber, Montgomery Education Foundation for AdvancED update.
- August 7, 2018. Attended Chamber program with workforce development, dual enrollment, CTE and STEM and Airforce partnerships.
- August 7, 2018. Sent copies of our *Back to School Guide* to city and county government officials.
- August 9, 2018. Scheduled presentation with the Montgomery Chamber of Commerce for August 30, 2018 at 7:30AM.
- August 13, 2018. Superintendent met with mayor, chamber and county commission to provide an intervention update.
- August 14, 2018. Superintendent conducted radio WLAY 1440 AM interview back to school special update, student expectations and procedures.
- August 21, 2018. Superintendent & CAO Participated in Leadership Montgomery Education Foundation Summit as panelists. Presented a unified effort between, city, county government and MPS.
- August 21, 2018. Superintendent spoke at the Montgomery Kiwanis Club meeting updating the state of MPS and BTW fire.
- August 28, 2018. Superintendent led a team of MPS staff, teachers, principals, CO members and parental engagement members in the annual review of the strategic plan.
- September 18, 2018. Superintendent participated in video teleconference with the national transition Coalition Conference.
- September 19, 2018. Superintendent presented AdvancEd update to the Montgomery Women's Business Council.
- September 19, 2018. CAO and MPS Superintendent met with ALSDE departments for financial, fiscal and AdvancED update, support and guidance.
- October 25, 2018. CAO and MPS Superintendent met with Montgomery Mayor, County Commissioner and members from the Montgomery Chamber to provide updates of the MPS AdvancED process.



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- October 25, 2018. MPS Superintendent and staff participated in the Envision Montgomery 2040 Summit at the ASU Acadome - a community conversation about the future of Montgomery.

6. Review and update board policies concerning communication.

- Policies reviewed April 11, 2018
- Policy reviewed July 1, 2018 by Priority 3 committee chair and CAO
- August 9, 2018. Priority 3 Directives 1-6 committee meeting held to review policies.
- August 13, 2018. Presented communication policies reviewed by priority 3 committee to chief of staff and Superintendent.
- September 24, 2018. Final draft of communication policies submitted to Policy Attorney for review.



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Priority 4:

Foster a culture of student-centered learning that promotes research-based practices including personalized learning, differentiation, integration of technology, collaboration, inquiry-based learning and higher order thinking.

1. Identify, implement, and evaluate professional learning on specific research-based instructional strategies that are proven to enhance student learning and engagement.

- July 25-26 2018. 50 principals participated in Transformational Academy for instructional leadership.
- June 27, 2018. Special education for administrators PD completed.
- June 27, 2018. Eleot tool PD for principals
- June 27, 2018. Bullying prevention PD for principals completed.
- June 27, 2018. Decreasing undesirable behaviors PD for principals completed.
- July 24, 2018. Content area PD for new teachers completed.
- July 24, 2018. Classroom management PD for new teachers completed.
- July 25, 2018. Differentiated instruction for new classroom teachers PD completed.
- July 25, 2018. Children with primary language other than English for new teachers PD completed.
- July 26, 2018. Webb's depth of knowledge PD for new teachers completed.
- July 26, 2018. Co-teaching with special education teachers PD for new



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teachers completed.

- July 27, 2018. Technology integration PD for new teachers completed.
- July 27, 2018. K5 Early Literacy staff development completed.
- July 27, 2018. Technology integration for classroom staff development completed.
- July 27, 2018. Academic discourse for classroom teachers staff development completed.
- July 31, 2018. Using data to inform instruction for classroom teachers staff development completed.
- July 31, 2018. Interpreting data PD for teachers, & CO staff completed.
- July 31, 2018. Completed Higher order questioning PD for teachers, CO staff
- August 2, 2018. Completed Wonders training for K1 reading teachers.
- August 2, 2018. Completed Wonders training for 2-5 reading teachers.
- August 2, 2018. Completed DIBELS NEXT training for elementary facilitators.
- August 2, 2018. Perspectives textbook training for high school English teacher completed.
- August 2, 2018. Perspectives textbook training for middle school English teacher completed.
- August 2, 2018. Completed Assessment and accountability fall training for BTC, school based tech coordinators, district tech coordinators, system sped coordinators, system 504 coordinators, system EL coordinator and Education Specialists.
- August 2, 2018. Completed Mastering the Maze process Charts 1 & 2 for Special Ed and Facilitators/Psychometrists.
- August 2, 2018. Completed Mastering the Maze process Chart 4 & 5 for Elementary Special Ed. teachers.
- August 2, 2018. Completed Mastering the Maze process Chart 4 & 5 for Secondary Special Ed. teachers.
- August 2, 2018. Completed Being an Educational Partner for Special Education Paraprofessionals.
- August 2, 2018. Completed Critical Thinking: Geometry & the Brain for Gifted teachers.
- August 2, 2018. Completed high quality instruction in ELA on all tiers for Elementary ELA teachers.
- August 2, 2018. Completed high quality instruction in ELA on all tiers for



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middle school ELA teachers.

- August 2, 2018. Completed high quality instruction in ELA on all tiers or high school ELA teachers.
- August 2, 2018. Completed elementary math for elementary math teachers.
- August 2, 2018. Completed math must haves for middle and high school math teachers.
- August 2, 2018. Completed A New Year: A renewed quest to support Learning and literacy through the school library program for K-12 librarians.
- August 2, 2018. Completed high quality instruction in social studies on all tiers for elementary social studies teachers.
- August 2, 2018. Completed the new civics test administration process training for all government and economics teachers.
- August 2, 2018. Completed high quality instruction in social studies on all tiers.
- August 2, 2018. Completed high quality instruction in social studies on all tiers for high school social studies teacher.
- August 2, 2018. Completed active shooter simulation for all principals.
- August 16, August 20-22, 2018. Professional development conducted by PD director at Garrett Elementary on differentiated instruction and equity.
- August 16, 2018. Creating writing prompts for social studies.
- August 23, 2018. Educational Technology Specialist conduct training for create use of Edgenuity in classroom. (including gifted services)
- August 28, 2018. Board approved addition to Covey Leader in Me at Brewbaker Primary.
- August 28-29, 2018. PD director monitoring and coaching of differentiated instruction at Garrett elementary.
- September 6, 2018. My perspectives PD given to support ELA textbooks.
- September 10, 2018. Instructional expectations drafted by C&I, Title I, Homeless, CTE, EL, & PD departments for MPS
- September 11, 2018. Coaching Communities PD with reading coaches group A.
- September 11, 2018. Wonders reading ELA training and PD.
- September 17, 2018. Priority 4, Directive 4: Comprehensive Assessment System (Data Protocol District Meeting) - Meeting to establish district protocols for collecting, preparing and using data to drive student



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achievement and quality instruction. Used Bernhardt's "Using Data for Continuous School Improvement" article as support.

- 2018. CAO participated in organizational and interest meeting with the MEF to develop a partnership with SAIL regarding enhanced summer learning opportunities in MPS with grant funding.
- September 26, 2018. Literacy & Leadership PD at CHS.
- September 27, 2018. Literacy & Leadership PD at JDHS.
- September 28, 2018. Literacy & Leadership PD at LHS.
- October 1, 2018. Data protocol meeting held with MPS district team on collecting, preparing and using data.
- October 1, 2018. ARI PD.
- October 2, 2018. Quality Questioning PD given.
- October 3, 2018. Renaissance Learning PD.
- October 3, 2018. CO leaders participated in Curriculum & Instruction Quarterly meeting.
- October 4, 2018. C&I Director conducted turnaround training from quarterly meeting.
- October 8, 2018. Central office leaders, principals, and teachers participated in AdvancED STEM Training designed to effectively enhance how we provide instruction in our schools.
- October 8, 2018. MPS Library/Media training on Exploring the Library Media Connection to Digital Learning, Technological Literacy, & Digital Tools.
- October 15-16, 2018. Literacy coaching community group A presented.
- October 18-19, 2018. Literacy coaching community group B presented.
- October 23-24, 2018. Literacy coaching community group C presented.
- October 24, 2018. Leadership Council and AdvancEd priority team meetings.

2. Routinely monitor implementation of student engagement through eleot observations.

- August 2, 2018. Eleot sweep visitation team selected and email invitations submitted.
- August 15, 2018. ALSDE specialist scheduled "eleot" observation walkthrough training for JDHS staff.
- August 21, 2018. Chief of Staff, MPS staff and CAO met with AdvancEd Dr. Harrison to plan "eleot" sweep calendar, team leads and expectations for



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conducting observations.

- August 27, 2018. ALSDE special scheduled and conducted faculty and administrative eleot training at Lee High School for upcoming weeps
- August 30, 2018. 15 school eleot sweep scheduled for AdvancED eleot walkthroughs (sweep)
- August 30, 2018. “eleot “ sweeps led by MPS CO staff, ALSDE, and AdvancEd staff begin in various schools throughout MPS.
- September 7, 2018. AdvancED met with MPS Chief of Staff and accountability officer to plan and schedule eleot walkthroughs for all MPS schools.
- September 11, 2018. Superintendent, accountability officer & chief of staff met with AdvancED officer to discuss the results of the eleot sweep data.
- September 20, 2018. Conducted round two of AdvancED eleot observations in 15 schools.
- October 15, 2018. Eleot sweeps final round conducted in MPS.
- October 23, 2018. Accountability department presented a summary of eleot data at regular scheduled meeting.
- October 24, 2018. AdvancEd presented summary findings of 3 comprehensive eleot sweeps → 1123 eleot observations, 60 AdvancEd, ALSDE, and MPS employees participated in the review process for 52 schools.

3. Use eleot results to expand professional development opportunities.

- September 7, 2018. AdvancED met with MPS Chief of Staff and accountability officer to schedule a date for eleot data analysis from round one of observations.

4. Identify or design and implement a comprehensive assessment system that includes the routine administration of formative measures and the use of the results from these assessments to adjust classroom instructional delivery as needed.

- June 21, 2018. Assessment calendar completed, revised and updated.
- September 25, 2018. Assessment committee met to create, edit, review, revise existing MPS assessment protocols. Submissions due October 12, 2018.



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- October 24, 2018. Assessment department shared data warehousing system during the MPS leadership council.
- October 24, 2018. Assessment department shared data protocol process leadership council.
- October 24, 2018. Assessment department shared comprehensive system presented leadership council.



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Priority 5:

Engage teachers, content area specialists, and other instructional staff in collaborative conversations about curricular processes and instructional expectations.

1. Include representative groups of teachers, content area specialists, and other instructional staff in reviewing the wealth of curriculum documents housed on the website and determine which items will be mandated for implementation and use.

- September 7, 2018. Curriculum and Instruction Director conducted an academic instional round table with the assessment department, instructional department, accountability staff and the CAO with the purpose of discussing the following items for review and edit:
 - Creation of a data protocol task force
 - Creation of a comprehensive assessment system task force
 - Creation of an instructional expectations/walkthroughs

2. Establish a means to clearly communicate instructional expectations and monitor adherence to these expectations.

- Sept 7, 2018. Academic Roundtable Discussion - Meeting to derive a deeper understanding of the system's accountability report card, establish criteria for monitoring and supporting teaching and learning, develop consensus with classroom walkthroughs, and reflect on the 2017-2018 Scantron Performance Series reporting; and discussed how effective professional learning can help us to "move the academic needle" within our system.
- Sept 10, 2018. Instructional Expectations and Monitoring Tool Subcommittee meeting - Meeting to help establish instructional expectations for the 2018-2019 school year, created a sample monitoring tool that was aligned with district's instructional expectations, and



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identified the manner in how the expectations will be communicated to teachers.

- September 27, 2018. MEF Charter application review held along with interview committee Q&A.
- October 5, 2018. ALSDE internal Review for the MEF Charter application submitted. Awaiting additional details regarding external review of MEF Charter application by November 1, 2018.
- October 11, 2018. C&I Director led discussion regarding instructional expectations regarding {grading, weighting, quality points, MPS common practices & consistency} were introduced, examined, probed and dissected by the committee.
- October 23, 2018. MPS team for Virtual Programs met to review policy, identify challenges and look for opportunities for expansion. Follow Up meeting scheduled for the week of 10/29/2018
- October 24, 2018. C&I teams presented academic office instructional expectations for teaching and learning.
- October 25, 2018. Superintendent, Student Services Director, Educational Technology Director, Chief of Staff & CAO conducted virtual program follow up and additional planning meeting. Next meeting scheduled November 1, 2018.

3. Develop, implement, and evaluate protocols and expectations for conducting eleot observations and using results to improve instructional practices.

- August 21, 2018. Chief of Staff and Director of Accountability met to define, develop, implement, and evaluate protocols and expectations for conducting eleot observations and using results to improve instructional practices.
- August 22, 2018. AdvancEd worked to conduct training and presentation development and for planning for AdvancED.
- August 22, 2018. AdvancED conducted a 30 minute training 3:30-4:15 with MPS principals.
- August 31, 2018. New Director of Curriculum and Instruction begins work.
- October 24, 2018. AdvancED presented observation overview and data results from AdvancEd eleot walkthroughs round (3).



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Priority 6:

Develop, implement, and monitor an effective budget process to strategically manage resources to meet current budgetary requirements and allocate human, material, and fiscal resources in alignment with the system's priorities.

1. Develop and implement a plan to achieve and sustain the required one month's operating balance and provide monthly updates to the Board and stakeholders during regularly scheduled board meetings and/or other venues.

- June 2017 leveraged Alabama flexibility laws to retain general fund balance pertinent to CNP department (1.6 million) and transportation department's fleet renewal (5.3 million).
- October 2017 Transitioned treasury management to new bank will average deposit interest \$200,000.00.
- June 2018 Sale of Georgia Washington Middle School completed for 9.85 million.
- Reduction of 47 FTE May 25, 2018.
- June 2018. Hired CSFO.

2. Ensure that monthly financial statements and other required information and/or documents are submitted to the Alabama State Department of Education as required by law.

- All Financial statements are currently up to date and present at MPS board meeting.
- October 23, 2018. CSFO presented monthly financial statement.



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3. Conduct an analysis of the current budget regarding the use of federal, state, and local funds to ensure that each funding source is being used to strategically support student learning and organizational effectiveness. This should be a collaborative process among the Board, administrators, and other selected staff members.

- August 1, 2018. CSFO and Intervention met with Chief of Staff, Director of Student Services, Special Education Director to discuss budgeting process, state, Federal, and local funding, steps needed to engage in the process & next steps for budgeting.
- August 10, 2018. CSFO begins review MPS financial procedural manual.
- September 8, 2018. CSFO and ALSDE staff completed powerpoint presentation for the first scheduled MPS budget hearing for 2018.
- September 11, 2018. CSFO met with the ALSDE Asst. Superintendent for finance to update budget presentation regarding annual allocations for MPS.
- September 11, 2018. CSFO presents information for FY 2019 budget. This is the first of two scheduled meetings.
- September 13, 2018. CSFO presented the budget for the second hearing and recommendation for board approval.
- October 22, 2018. CSFO solicited recommendations from the MPS Executive Council for amending travel, detached duty, per diem and daily mileage reimbursement procedures.

4. Reevaluate the use of FY2018 Local Funded Units to determine where the number of units can be reduced to aid the system in obtaining its one-month operating budget.

- October: Ongoing

5. Ensure that ALL of the proper procedures are followed during the development of FY 2019 Budget using a collaborative process among the board, district and school leaders, and other essential staff members.

- August 11, 2018. CSFO communicated and collaborated with ALSDE on protocols and procedures to best utilize potential carryover funds as fiscal



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year ends.

- August 13, 2018. Athletic director/ bookkeeper meeting scheduled. 8/15/2018 to discuss proper protocol and procedures for collecting, receipting, recording and depositing all athletic gate receipts.
- August 28, 2018. Gave monthly report and assigned budget hearing dates for 9/11 & 9/13.
- September 6, 2018. Finance Department conducted a procedural training addressing the following items:
 - Ethics, records, funding, revenues, spending, organizations and coding.
- October 19, 2018. CSFO and AdvancED Priority group 6 met and reviewed the policies related to finance for MPS. Recommendations for updates, revisions and amendments are forthcoming for board approval.
- October 22, 2018. CSFO met with maintenance and operations to discuss → new accounting codes, establishing a new procedure to cost expenditures out to each school, establish new PO and requisition procedure and established new regulatory requirements.

6. Ensure that FY 2019 Final Budget is aligned to the system's goals in regards to strategically managing resources and allocating human, material, and fiscal resources to the system's priorities and its continuous improvement efforts.

- August 13, 2018. Superintendent presents adjustments to the strategic plan and begins aligning it with MPS FY 2019 budget.
- October 15, 2018. CSFO presented and discussed each budget with the executive cabinet members during the weekly staff meeting.