

Academics

Task	Deadline	Owner
A-F Accountability	2017-2018 school year; planning will occur 2016-2017	SRO/MDE; with community input (membership organizations of the state) Statewide A-F system SRO office, MDE, DPS, ISD, academics team
Academic Plan	Align with MDE; SRO Request feedback from both	
Added instructional time (Before/After School)		
Calendar		
Career Pathways		
CTE/Early College/Dual Enrollment options		
"New Co Orientation"	Legislation	
	Board of Ed	
	SRO	
	Interim Sup	
TM		
Communications		
< District level		
< Building level leaders		
< DPS only		
< Community Members/Public Meeting		
Comprehensive Needs Assessment		
Coordinated collaboration between DPS, ISD, MDE, SRO, FRC, etc.		
Culture/Mindset		
FRC		
Procedure for approval for out of state travel (emergency request)		
Identify wrap around services partners		
Inter-agency materials		
Inventory & Evaluation of programs		
Professional Development Plan		
Staffing by Day 1		
Transportation		
Utilize Academic Advisory Council for vetting	ongoing	
< Need for consensus from all levels (district, ISD, state, etc.) to move children to the next level		
< Clarity around process (different starting points/ending points)		
< Technology concerns—licensing issues (software); how are these changes going to impact students?; utilizing technology for instructional purposes (smart boards, combined with PD)		
< Positive transition into the New Co (enrollment up; school reform closures)		
< PD---training and equipment		
< Academics and growth		
< Staffing concerns (recruitment and retention)		
< State level policies are not restricting districts from progress; give districts responsibility/autonomy→ still need results		
< Testing results (infrastructure, predictable, mechanical feedback)		
< Materials on day 1		
< School leadership; building level autonomy		
o What can we do within the current legislation?		

Academics

< Identify, Update, and Align Academic Plan		
< Community stakeholders team		
< Adding instructional time based on need		
< Laser like focus on reading, writing across curriculum		
< Community stakeholders		
< CTE/Dual Enrollment		
< Absenteeism		
< Ban Worksheets		
< Instructional framework		
< Implementation with fidelity		
< Proficiency		

CEPI List

ID	TFS	Item	Due date	Status
1		Authorized User Plan - incorporating with Comm. Plan (item 37)	6/17/16	In progress
2		Check to see if there is any close pending of 6/30 (DBA), adjust new district if necessary	6/7/16	Complete
3	64042	Rerun the list of open entities (DBA) Cheryl will identify the ticket. Verify EAA is not included (done) Verify all manual work was done correctly.	6/10/16	In progress
4		Closing building prior to 6/30 will require shifting building back from 82015 - check with Detroit and see if this scenario exists	6/7/16	Complete
5		verify apps requiring EEM data as of 6/30 - reference Tim Schalk's table in email (253.285.1 BR only)	6/3/16	Complete
6		verify apps requiring EEM data as of 6/30 - coordinate results testing < MSDS o EOY Gen Reopen (as of date) o EC EOP (fix being worked on to allow 82010 after 7/1 - item 21) o TSDL (fix being worked on to allow 82010 after 7/1 - item 21) o Early Roster (addressed in item 23) o SRM (fix being worked on to allow 82010 after 7/1 - item 21) < REP (as of date) < SID (as of date) < FID (grabs all active entities in collection window) < GAD (address in 2017)	6/9/16	Complete
6.1	64161	Monitor 2015-16 SRM for entries under 82015. (from 7/1 through 9/14). Cheryl adding list of users to be notified if issue arises. Need to verify that building is a Detroit building.	Work by 6/17 (except 6.2 work) monitor 7/1 - 9/14	In progress
6.2		EC collection: how is school facility number is validated and how operating district number is validated? Needed for 6.1	6/21/16	In progress
7		Verify all historical collection system reports are updated and request changes if necessary	6/21/16	In progress Collections to update status on all parts
7.1		REP: < Assignment Code Comparison- comparison of assignment codes and FTE value reported between prior year and current year.	6/21/16	In progress
8		FID BA - how do populate data for both districts? 82015 will not appear in this year's collection	Future	Future work
9		FID opening balances - confirm if there are concerns for 82015 starting with zero balance	Future	Future work
10	64017	64017 Direct cert list will not populate 82015 - will need ticket to create those reports (Jaci)	7/15/16	In progress
11		DQ checks on 6/30 and 7/1 to verify changes take effect correctly.	6/21/16	In progress
12	63461 64108	63461 Research how School District is Populated in the CGI Data Grid within EEM Physical Addresses (not scheduled). Risk is that 82015 child entities will list old school district on 7/1/16. NEEDS TO BE ACTIVE 7/1	6/8/16	Complete
13	63462	63462 If/When the ""New Detroit School District Becomes Active and Effective Send Updated EEM Data to CGI (scheduled for 7/1)	7/1/16	Ready to run on 7/1
14	63105	63105 EEM: Change Geographical and Transportation Relationships from 82010 to 82015 on 7/1/16	7/1/16	Ready to run on 7/1
15	63430	Updating Partition 1 in the MSDS for the New Detroit District (82015) (schedule for 6/10 and already tested)	6/10/16 17:00 to 6/13/16 AM	Complete
16		MSDS down over weekend of 6/10. Is communication needed to districts? DQ run the following week. Al: Caitlin will check with Trina	6/6/16	Complete
17	30467	District Intersect File - affect leg. Dashboard in Portal Chris, Kelsey and Dave met on 6/9 to discuss: < Kelsey is checking on the desire of the portal team, but this would be part of the trending discussion, so this answer may take a while. < Dave is talking with CSS to find out what they intend to do from a mapping perspective, and what data they will feed us in the update of the file we get from them. < Chris has identified that the file currently has Inkster and Buena Vista, referring this to Nick, issue outside of Detroit since the CSS source file has not been updated since the districts were split up.	6/21/16	In progress

CEPI

		Changing district code will trigger PEPE reprocessing of all existing DPS students		
18		Non-issue: PEPE run will be automatically when data are submitted for 82015 (won't happen until fall). Any HS student not submitted will be a MER for 82010, and then handled by GAD at a later date.	6/10/16	Complete
19		handle summer programs - We'll need to provide guidance to DPS (Collections needs to define - Cheryl lead) < Need to determine any exceptions to 82010 being used	6/10/16	Complete
20	63945	DQ check for 82010 in resident LEA or field edit in MSDS. Need some sort of BR or check. Can have impact on portal non-resident report	6/2/16	Complete
21	63950	SRM appeals to allow for 82010 to submit	7/1/16	Hold for testing
21.5	64158	EEM and MSDS staging refresh prior to 7/1 needs to be done.	6/29/16	Scheduled for 6/30
22		Shared educational entities (SEE) - need to confirm that 82015 is used. Need some sort of check ▪ AI: Investigation with DAS on approach (Cheryl) NA ▪ Impact on summer programs? NA ▪ Detroit is not a member of a SEE, nor owns any sees - no impact	6/30/16	Complete
23		If 2016-17 data in Early roster is being entered under 82010, does it need to be switched to 82015 after 7/1?	6/10/16	Complete
23.1		Request that no early roster data be entered under 82010 from this point forward	6/10/16	Complete
23.2		Check that no early roster has been submitted for 82010	6/30/16	
23.3		Investigate effort required to transfer any early roster data entered under 82010	6/17/16	Complete
24		Dave to provide list of districts with Resident LEA District of Detroit for past two years (Joel to create TFS ticket)	6/2/16	Complete
25		Submit for new NCES code	After 7/1	Scheduled 7/1
26		LDU confirmation that there is no impact on reports pulled from student history after EOY collection	6/7/16	Complete
27		Confirm impacts on LEP exits (prior year and false exits)	6/9/16	Complete
28		Research impacts	7/15/16	In progress
29		REP Researcher database impact?	TBD	Future work
30	63950	Operating district code rules - see if 82010 can be submitted after 7/1 (MSDS only). Includes TSDL, SRM, EC EOP	6/9/16	Complete
31		REP - look at date of hire edit have it accommodate change in dcodes	6/7/16	Complete
32	64095	REP- Pre-populate Fall 2016 for 82015 with all active employees from 82010 EOY 2016 submission.	6/7/16	Complete
33		Review all collections business rules for DPS impacts (focus on REP and MSDS for fall) < Initial IEP rule may need to be modified (100.16) < REP has been addressed in line 31, no other concerns.	6/16/16	Complete
33.1		Review all collections business rules for DPS impacts (focus on remainder after item 33)	TBD	
34		< MSDS Enrollment Date- BR 70.18.4 that the enrollment date must be on or after open date for district in EEM. Student enrollment dates will need to be updated (similar to when students moved to EAA district). Needs review by Trina.	6/10/16	Complete
34.1	64682	Submit TFS to have BR 70.18.4 updated to allow for 82015 to maintain 82010 enrollment date. (result of item 34)	6/16/16	Complete
35		Review all DQ business rules for DPS impacts	6/16/16	In Progress
36		Investigate changing server dates for testing purpose	6/7/16	Closed
37		Develop communication plan based on investigations < Resident LEA - (this is to communicate to all other districts reporting 82010 as the resident LEA). < Enrollment Date- (If the BR exception is in place, this will not need to be included) < Summer Program reporting < Historical Reports < Researchers < Wayne RESA < Others TBD < Include 23.1 < Address 3 MSDS reports mentioned in item 7 < Instructions for PSA office < Security/Auth. Users (Caitlin)	6/17/16	In Progress
38		Investigate postsecondary impacts for data loads	6/9/16	Complete
39		Investigate postsecondary impacts for collections	6/9/16	Complete
40		Specify which school years are with used with which FID collection and DPS impacts (releases on 8/1)	6/9/16	Complete
		Create master User Story that all tickets in this efforts can be connected to as child stories 30467 - New District Intersect View for Portal		

CEPI

41	64162	<p>63093 - (bug) Error in EEM staging when updating the parent relationship for entities 63105 - EEM: Change Geographical and Transportation Relationships from 82010 to 82015 63430 - Updating Partition 1 in the MSDS for the New Detroit District (82015) 63461 - Research how School District is Populated in the CGI Data Grid within EEM Physical Addresses 63462 - If/When the "New Detroit School District Becomes Active and Effective Send Updated EEM Data to CGI 63945 - Modify BR 210.296.4 to include old Detroit district 63950 - Exclude 82010 from BR 253.285.1-needed in production by 07/20 (appeals window) 64017 - Modify Direct Cert process for New Detroit District (82015)-due 07/15/2016 64042 - EEM: Detroit Relationship Changes from 82010 to 82015 64095 - REP Pre-Populating New Detroit District (82015) - July 7, 2016 (ish) 64108 - EEM: Update How the School District is Populated in the CGI Grid within Physical Address 64158 - MSDS and EEM Staging Refresh - Due by 6/29/2016 64161 - Monitor 2015-16 SRM, TSDL and EOP EC for Entities Under 82015 (7/1 through 9/14) 64101 - EEM: Change Official Name for District 82015 62605 - EEM: Make entity code 82015 available in EEM for creation of the new Detroit transition LEA district - Due 5/3/16 64682 - CEPIDataSystems\MSDS\2016-2017\9.00 (Fall)</p>	6/9/16	Complete
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Collection	Type	Start Date	End Date
General collections	date	Certification As of Date	
Early Childhood collections	date range	Collection Open Date	Collection Close Date
Student Record Maintenance	date	As of Date (SRM component)	
Teacher Student Data Link *	date range	7/1/{AcademicYear start}	8/31/{School Year End}
	date range	7/1/{School Year Start}	8/31/{School Year End}
Early Roster	date range	7/1/{School Year Start}	6/30/{School Year End}
all other collections	date	Today's Date	

* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.

Communications, Etc.

Item	Human	Deadline
School Code		
How do we determine graduation rate accountability (if new code has to be created)	SIS	30-Aug
e-Rate processing	IT	
Clarifying legal opinion that NewCo can legally have access to old student records	Student Records Department	1-Jul
Verify if changing school code is legally required.	RESA, SIEP	30-Jun
< Change local district code, if necessary		
< Staff communication regarding school code change		
(School code) Data reporting/ student records info transferred to RESA	Data team	
Identify departmental functions tied to the school code		
Requests to SEPI for new school code	OREAA	30-Jun
Determine if we use the current DPS logo, if there is an interim graphic, what will be permanent graphic	Coms/ enrollment	

Branding		
Determine use of Alias, marketing, brand name	Cabinet rec to Judge Rhodes	23-Jun
Enrollment message to parents that don't need to reenroll. – in mailed version of assignment letter.	Coms	30-Jun
Develop FAQ	Coms	30-Jun
Collect information for FAQ	Coms	27-Jun
Registration and enrollment form	Student Information Systems	30-Jun
Change forms at kiosk, electronic submission, paper forms	Student Records	1-Jul
Rebranding updates to: Website Printed documents Collateral Info for schools Letter head Business cards Parent communication Employee communications Partner communications Media communications Unions Benefits	Coms +	30-Jun
New Facebook page for NewCo	Coms	30-Jun
New Twitter account for NewCo	Coms	30-Jun
New Instagram for NewCo	Coms	30-Jun
New vimeo for NewCo	Coms	30-Jun
Confirm if need to retain the OldCo website.	Legal	27-Jun

Communications		
Summer School starts in OldCo ends in NewCo	Academics	
Communication of financial cutoff issues. Determine what to do with contracts crossing over July 1.	Finance/It/ Com	24-Jun
Media relations around collective bargaining	Coms	
Communication on pensions	Finance/ HR	
Transition Czar appointed to manage internal transition communications and master plan	Judge/ Alicia	24-Jun

Communications, Etc.

Set up NewCo summit meetings for teams on changes.	Appointed Czar	27-Jun
Create Back to school toolkit for all parents that includes info on NewCo.	Monica	1-Aug
Determine accessibility of Toolkit	Monica/ coms	1-Aug
Hotline staff trained	IT	30-Jun
< Break down Q/A into sections that are easily accessible and answerable	IT	27-Jun
< Set up training for hotline staff	IT	30-Jun
Prompt ORS to send a reminder to pension holders/ former DPS employees	ORS	30-Jun
Briefing to WRESA leadership teams	Randy Liepa	27-Jun
Mailed student assignment letter	Enrollment	30-Jun
Boots on the ground campaign	Coms	
Welcome to the new district letter	Coms	30-Jun
Create master timeline that goes to cabinet meetings		24-Jun
< Set up Daily/ weekly check-ins (including over holiday)	Crystal	24-Jun
Media outreach	Coms	Constant
Press release to let parents know about the hotline to call for questions – media advisory	Coms	
Set up communications ticketing system	Coms	30-Aug
Set up quarterly newsletter to address issues/ questions parents have	Monica Johnson	30-Aug
EAA transition planning and communication to parents and stakeholders	Randy	Summer
Create transition process	Randy	September
Assignment of staff member to coordinate enhancement millage	Randy	Summer
Communication on new teacher evaluation	HR	1-Aug
Human Resources		
Issue contracts for staff in new name	HR	30-Jun
CFO contract	HR	30-Jun
< Forms for new hires after June 30.	HR	27-Jun
< NewCo job posting updates	HR	27-Jun
< Update all HR processes with name change	HR	27-Jun
< Employee Evaluations completed	HR	30-Jun
< Benefits vendors need to issue under NewCo.	HR	30-Jun
< Communication on benefits changes under NewCo	HR	24-Jun
< Negotiations of benefits contracts	Carol Rodriguez	27-Jun
< Labor contracts/ collective bargaining	Lamont Satchel/ legal/ coms	30-Jun
< Decide if other (labor) contracts (non-DFT) extended or not	Labor/ legal	24-Jun
Other employer agreements outside of contract need to be carried over	Labor/ legal/ coms	
Contracts		
Risk management	Finance	
Transportation contracts	Operations	

Academics

Make sure there are no issues with center-based programs	Academics	
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Detroit Public Schools Transition Task List - Legal

Task/Item	Responsible Parties	Target Date	Status	Category	Notes
Cash flows for Newco	NEED TO COORDINATE W/FINANCE TEAM			Financial Restructuring/Borrowing	
Cash flows for Oldco	NEED TO COORDINATE W/FINANCE TEAM			Financial Restructuring/Borrowing	
Charter School Contract Renewals or Terminations	DPS	06/28/16			
Consent Agreements (i.e., statutory financial)	Miller Canfield	07/15/16			Emergency Loan documents will replace CA
Determine what to do about Sodexo judgment	NEED TO COORDINATE W/FINANCE TEAM				
Draft and Record Quitclaim Deeds	Miller Canfield	11/30/16	Not Started	Real/Personal Property	Need to inventory legal descriptions. May be Carol wants to start in September.
Draft bills of sale	Miller Canfield	07/07/16	Not Started	Real/Personal Property	Should be able to do just one for all personal property
Draft Notices	Miller Canfield		Not Started	Transition Proceedings	counterparties, banks, City of Detroit (property tax remittance), utilities, Feds, Wayne RESA, grantors, employees
Draft Transition Authorizations	Miller Canfield	06/22/16	In process	Transition Proceedings	One for DPS EM--[SEE NOTES RE Emergency Loan Authorization]; One for DPCSD TM-- spell out content so we don't forget: Name, Interim Supt, CFO, Bank Accounts (and necessary powers/certificates), auditor, acceptance of contracts?
Draft Transition Svcs Agreement	Miller Canfield	07/01/16	In process	Transition Proceedings	Allocation of liabilities (outstanding payables, claims, judgments, payment plans, past due--this is where we fill in legislature's gap re debt and obligations) audit; construction; allocation of transition dollars
EPA consent order re asbestos; MDEQ agreements re soil (reporting requirement)	DPS (Felicia)	06/23/16			Agencies need to know that NewCo. Is responsible for those agreements. Need to know from EPA/MDEQ what they'll need.
Get Highland Park Agreement signed	DPS/ Dykema (Len)/Steve Schiller/Pyllis	06/24/16			
Inventory and Transfer Vehicles	DPS (Felicia re VIN numbers), Miller Canfield doing forms	06/30/16		Real/Personal Property	PD, Harley, Motor Coach, SUVs
Inventory/review/transfer leases	DPS (Charlene Jefferson), Miller Canfield	07/01/16		Real/Personal Property	
Inventory pending investigations/audits	DPS (OIG/Legal)	06/24/16			Work collaboratively with federal and state authorities (as applicable). Work with private entities previously engaged.
Inventory Personal Property	DPS/ Miller Canfield	07/16/16	Not Started	Real/Personal Property	Need to decide at what "level" PP will be inventoried= We'll use whatever inventory lists already exist.
Inventory/Transfer Student Records	DPS IT/Records (also will be addressed in svcs agreement)	07/01/16	Not Started	Student/Academic	Split out general ed, special ed, adult ed. Records of expelled students must also be included.
Inventory and notice to workers comp and benefits contracts.	DPS	06/30/16		Human Resources	Any docs or additional action to be done by July 15.
Inventory/Review CBAs	DPS/ Miller Canfield/Clark Hill	06/30/16	Not Started	Human Resources	employees, Internal controls, Procurement, Risk Management
Inventory/Review Construction Contracts	DPS/ Miller Canfield	06/22/16	Completed	Contracts (non HR)	NO CONSTRUCTION CONTRACTS; just maintenance...which will be vendor contracts
Inventory/Review/Transfer Employee Benefits	DPS/Miller Canfield/Clark Hill		Not Started	Human Resources	determine whether we'll need outside assistance to do benchmarking, etc. Benefits expire 12/31. AON helps negotiate and benchmark prices
Inventory/Review Employment Contracts	DPS/ Miller Canfield		Not Started	Human Resources	Separate administrator/executive and other staff contracts??
Inventory/Review Grant Agreements/Applications/Pre-applications	DPS/ Miller Canfield		Not Started	Contracts (non HR)	

Detroit Public Schools Transition Task List - Legal

Task/Item	Responsible Parties	Target Date	Status	Category	Notes
Inventory/Review/Transfer Insurance Policies	DPS/Miller Canfield		Not Started	Contracts (non HR)	
Inventory/Review/Transfer Intergovernmental Agreements	DPS/Miller Canfield		In process	Intergovernmental	Federal Government, DPS provides food service to others, too. Agreements under which DPS is provider are on DPS forms. Also EAA
Inventory/Review MOUs					with colleges, partnerships, mentoring programs, dual enrollments
Inventory/Review Non-employee-related Vendor Contracts	DPS/ Miller Canfield		Not Started	Contracts (non HR)	DPS (Carol) will create list and track against notices. A lot of the contracts are on standard form.
Inventory/Review Oldco Policies & EM Orders (transfer/revise)	Miller Canfield	06/30/16			Procurement, Risk Management; Ethics; TM needs to adopt policies...assess which are subject to review. Triage which need to be in
Inventory/Review Pending Litigation	DPS/Miller Canfield		Not Started	Litigation	Lawsuits filed; Worker's comp cases; EEOC/MDCR Charges; Arbitrations. Get database list (not for full access)
Inventory/Review sales contracts	DPS/Miller Canfield				
Inventory/Review settlement agreements	DPS/Miller Canfield				and pay them
Inventory/Review Software Licenses	DPS/ Miller Canfield		Not Started	Contracts (non HR)	
Inventory/Review Special Ed Contracts	DPS/ Miller Canfield		In process	Contracts (non HR)	Might be easiest to reexecute existing contracts with Wayne RESA
Inventory/Review/Transfer Master Services Agreements	DPS/ Miller Canfield				
List of AP <30 days	DPS				
List of AP >90 days	DPS				
List of Liabilities to stay with Oldco	DPS/Miller Canfield/Finance Team			Financial Restructuring/Borrowing	
List of Liabilities to tfr to Newco	DPS/Miller Canfield/Finance Team			Financial Restructuring/Borrowing	
Notice to city clerk re name/elections, etc.	DPS (DPS communications re PSA, etc.)	7/26 is deadline			Talk to Chris Thomas??... SOSdo a PSA regarding election and board
Notice to EAA	DPS/Miller Canfield			Intergovernmental	
Notices to Employees	DPS Communications/Miller Canfield/Clark Hill			Human Resources	
Notices to Unions	DPS Communications/Miller Canfield/Clark Hill			Human Resources	
Oldco Deficit Elimination Plan	DPS/Miller Canfield/Finance Team			Financial Restructuring/Borrowing	Will need DEP approval as part of restructuring '11 and '12 SANs
Loan App. and requesting approvals from Bd of Ed for Emerg Loan App, restructuring of '11 and '12 SANs and transfer of assets	Miller Canfield		In process	Financial Restructuring/Borrowing	Need to circulate by 1st thing 6/21 and have executed and sent to Bd of Ed by COB on 6/21
Policies for Newco	DPS (possibly multiple departments) Miller Canfield				Employees, Internal controls, Procurement, Risk Management
Produce fixed asset list	DPS (Carol will remind Marios)			Real/Personal Property	per PA 192
Reach out to US Department of Ed					Also reach out to Congressional delegation
Reminder re budget hearing next week					

Detroit Public Schools Transition Task List - Legal

<u>Task/Item</u>	<u>Responsible Parties</u>	<u>Target Date</u>	<u>Status</u>	<u>Category</u>	<u>Notes</u>
Review agreements with Department of Elections					
Review contract with department of Recreation	DPS				
Review contract with DPD				Intergovernmental	
Review DOJ agreement	Phyllis				
Review OCR agreements	Phyllis				Pending matters and agreements wrapping up....
SAN EMMA Notices	DPS/ Miller Canfield/Dykema		In process	Financial Restructuring/Borrowing	'11 and '12 Notice almost done. Need to prepare separate notice for '15 SAN and UTGO Bonds
Split budgets into two completely separate documents. Publish Oldco budget hearing notice and conduct same	DPS			Financial Restructuring/Borrowing	
Status of properties under contract for sale	DPS				
Verify requirements for Construction Code Compliance after transfer	DPS coordinate with the State. Miller Canfield will check research. Run through John Walsh.				Does transfer trip new standards? Statute states that transfer is NOT A CHANGE IN OCCUPANCY
Transfer postal account	DPS (Felicia)	07/08/16			
Transfer Fisher BLDG condo interest (And notices)	DPS (Carol)	06/30/16			
Inventory/Transfer Personnel Records	DPS/ Miller Canfield				
OldCo MPERS Agreement	DPS/State				
Transfer Payroll	IT/Payroll	07/01/16			

MDE

MDE_DPS Working To-Do List **DRAFT 6.20.16**

Legal

Task	Assigned to	Due Date	Notes
Revise Memorandum of Agreement (MOA)	MDE: OFS and OFM	In process	required to address federal grant high risk status

Property

Task	Assigned to	Due Date	Notes
Review audit of inventoried equipment purchased with federal funds and approve transfer to NewCo	MDE: OFS and OSE and DPS-Marios/E&Y	Within 30 days of receiving CPA report	DPS has contracted with CPA firm to conduct inventory

Communications

Task	Assigned to	Due Date	Notes
Meet every two weeks with Detroit	MDE: OFS and OFM	Ongoing	review current MDE related issues, problem solve

Financial

Task	Assigned to	Due Date	Notes
Implement all previously planned state aid, grants management (state and federal) Plans	MDE: OFS, OFM, OSSS - Grants Coordination	ongoing	See attached list of grants.
Audits and monitoring	MDE: OFS, OFM, OSSS - Grants Coordination, and assigned grant offices	ongoing	NewCo inherits all of the audit and monitoring findings of OldCo. MDE will need to follow up on these until resolved.
Transfer grant carryover funds from OldCo to NewCo	MDE: OSSS - Grants Coordination	Within 30 days of Detroit filing FER	After FERs are Filed
Process authorization forms for MEGS+, Cash Management System, Food Nutrition System-Fiscal Reporting System.	MDE: OFS, OFM, OSSS - Grants Coordination, and assigned grant offices	July 15,2016	This is contingent on NewCo entering data correctly
Review all State Aid grants and authorizations payable to OldCO.	MDE: OSSS - Grants Coordination and assigned grant offices	July 15, 2016	
Review all State Aid grants payable to NewCo. Ensure NewCo is payable entity for School Year 2017 (July 1, 2016-June 30, 2017)	MDE: OSSS - Grants Coordination and assigned grant offices	July 15, 2016	Specific MDE Offices will process grant approvals in a timely fashion
Establish an indirect rate for NewCo.	MDE: OFM	August 1, 2016	Consistent 34 CFR 75.560
Create Federal grant Transition Applications for NewCo to run activities starting July 1, 2017.	MDE: OSSS - Grants Coordination and assigned grant offices	August 1, 2016	Maintain total grant awards between OldCo and NewCo
Create MEGS+ change request to address programming changes in MEGS+ and CMS.	MDE: OSSS - Grants Coordination	Ongoing	
Coordinate the submission of transition applications for NewCo.	MDE: OSSS - Grants Coordination	July 15, 2016	
Approve grants and record approved amounts for NewCo.	MDE: Assigned grants offices	August 15, 2016	
Track all FY2017 federal grants to be submitted by NewCo.	DPS: OldCo/NewCo; MDE: OSSS - Grants Coordination	Ongoing	
Ensure all Federal grants for OldCo have an end date of 6/30/16.	DPS: OldCo; MDE: OSSS - Grants Coordination	Completed	
Identify Federal grants that will fund summer programs by NewCo.	DPS: OldCo; MDE: OSSS - Grants Coordination and assigned grant offices	Completed	MDE will coordinate with MDE Program Office and NewCo to ensure grant awards are adjusted to allow for continuation of summer programs.
Approve all NewCo grants promptly so that there are no cash flow problems	MDE: OSSS - Grants Coordination and assigned grant offices	Within 15 days of Detroit submitting	
Verify Sate aid payment systems recognize NewCo to ensure timely payments	MDE - Office of State Aid & School Finance	July 10, 2016	

Governance

Task	Assigned to	Due Date	Notes
MDE will verify that NewCo has adopted or revised and adopted all current OldCo policies and procedures, monitor implementation using CPA agreed upon procedures or other monitoring/auditing activities.	MDE: OFS and OFM	August 1, 2016 approval by CEO; within 45 days of new board being installed	Transition Manager will have to approve and adopt policies for NewCo soon after switch. Board may have to reaffirm at later date.

Other

Task	Assigned to	Due Date	Notes
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MDE

<p>Implement and validate functionality of planned CEPI and MDE systems changes to recognize NewCo district codes, relationships to schools and other agencies, students and teachers, for purposes of grants management, cash management, assessment and accountability.</p>	<p>CEPI and MDE</p>	<p>Ongoing</p>	<p>Systems Include: CEPI SYSTEMS: EEM, FID, SID, REP, MSDS Longitudinal data base. MDE SYSTEMS: Grants Management - MEGS+, GEMS/Mars, State Aid; Financial management: CMS, Audits, MAIN, Food and Nutrition: MiND, FNS-FRS; Assessment: Secure site, Tested roster Accountability: classroom, teacher, building, district levels (history and current); School and district improvement planning tools: ASSIST Teacher Certification: MOECS; Special Education: CIMS/Catamaran; Early childhood/Great Start: 21st Century EZReports, Child Outcomes Highscope; CTE: CTEIS; Special populations: MEDS; Other: Data Hubs, SIG, TRIG **See attached information from CEPI</p>
<p>Verify NewCo has trained all staff on new policies and procedures</p>	<p>MDE: OFS and OFM; NewCo</p>	<p>January 1, 2017</p>	<p>Conflict of interest related policies and procedures (all staff). Establish new culture through policies and procedures that are job specific.</p>
<p>Verify federal grants management systems and reporting systems recognize NewCo as the responsible entity in place of OldCo</p>	<p>MDE: OSSS - Grants Coordination and assigned grant offices</p>	<p>Ongoing</p>	

**Transfer date"= July 1, 2016

Transition Team Recommendations
Finance, Legal Communications

FINANCE	
1.	Add: Liquidity Covenant to be enacted by the State Legislature as part of the final legislation to
	a. For so long as OldCo has amounts that have not been repaid the following liquidity covenant
	i. NewCo shall maintain a rolling 12-month forecast of cash receipts and
	ii. NewCo shall maintain sufficient cash on hand so that:
	iii. The sum of cash on hand at each month end, plus
	iv. Projected cash to be received for the succeeding 12 months, minus
	v. Projected cash to be expended for the succeeding 12 months
	vi. Is not less than zero at any month-end for the succeeding 12 months.
	b. If NewCo desires to issue State Aid notes in the future it will make application to the Michigan
	c. NewCo shall not issue new State Aid notes without the express written permission of the Michigan
	i. First be applied to bring current any unpaid amounts owing by NewCo to the
	ii. Next be applied to bring current any past due undisputed amounts owing to
	iii. Last be applied to specific projects that have been approved by the Michigan
	iv. The Michigan State Treasurer is not authorized to alter the priority use of
2.	Transition from NewCo to OldCo
	a. Convert OldCo financial system to NewCo
	i. Set up new bank accounts and corresponding general ledger accounts by July
	ii. Update payroll/payables system to issue payroll and accounts payable check
	iii. Update payroll system to recognize NewCo EIN (employer identification
	iv. Set-up OldCo in secondary financial system through series of journal entries
	v. Solution creates better audit trail, simplifies set up and eliminates duplicate
3.	Consolidate Inspector General and Auditor General Departments
	a. Auditor General – focused on control/process improvement and oversight to prevent issues from
	b. Inspector General – forensic investigation on specific issues identified.
4.	Hire an external firm to do a full study of the accounting and payroll process focused on identification of
5.	Improve processing and controls for Accounts Payable
	a. Continued implementation of proposed changes to accounts payable process identified in spring of
	i. Centralize receipt of vendor invoices to eliminate departments holding
	ii. Entry of invoices at time of receipt for timely recording of obligations.
	iii. Additional level of approval oversight (Network Leaders) to prevent collusion.
	b. Plan and start implementation of accounts payable processing automation.
	i. Review internal and external (Transcepta, Scan One, Dolphin, etc.) solutions
	c. Coordinate with the procurement team on communications with vendors and employees related to
	i. Goal is to eliminate year-end amnesty program, which circumvents budget/purchasing controls. Vendors and school employees need to understand that no
6.	Complete implementation of accounts payable automation
	a. Eliminate/significantly reduce in paper and manual processes while improving accuracy and
7.	Improve internal controls through purchase order requirement prior to submission of invoices by vendors.
	a. Develop and implement plan to utilize PeopleSoft workflow capabilities to automate vendor
	b. Reduce paper and email traffic.
	c. Better invoice/transaction approval tracking and control.
	d. Elimination of manual time as routing is automatic.
8.	Implement accounting and payroll process improvements based on identification by external firm.
	a. Elimination of all significant and material weaknesses identified in year-end audit

Transition Team Recommendations
Finance, Legal Communications

9. Implement accurate and timely interim-reporting process
10. Re-assess long-term needs after 24 months, in Spring 2018.
LEGISLATIVE
11. Address services to be provided by one of these entities to the other
12. Identify, in a series of schedules:
a. vendor contracts to be assigned
b. vendor contracts to be retained by OldCo
c. governmental contracts to be assigned
d. real and personal property to be transferred
e. software licenses and whether they will be assigned or retained by OldCo subject to a service
f. pending or threatened litigation, including the parties, subject, status and amount, if any, claimed
g. collective bargaining agreements
h. federal grants
i. private sector grants, restrictions and assignability
j. construction contracts
13. Each schedule should identify any restrictions on assignment, the duration and purpose.
14. Where services are to be provided the agreement should express duration and how the expense of
15. Each schedule should have a statement allowing for corrections, additions and subtractions as better
16. With all the uncertainty that has been created, each of DPS's stakeholders are understandably anxious.
a. Parents of students
b. Employees and their bargaining units
c. Vendors
d. Investors, rating agencies and credit enhancers of DPS debt (by posting on EMMA)
e. Governmental entities
f. Private sector donors, especially foundations
g. Volunteers
h. Charter schools authorized by DPS
COMMUNICATIONS
17. <u>Org. Structure</u> : Start the NewCo with a new organizational structure that recognizes the necessary connections between the currently disparate departments' responsibilities for reaching unique audiences. This committee will not assume to create the organizational structure for the district administration which must take into account a variety of factors; however, this group recommends the integration of
18. <u>Offense</u> : Organize staff and resources in a manner that maximizes talent and output and that places dedicated resources on proactive time-sensitive activities based on a coordinated editorial calendar and
a. Institute regular media briefings for the Supt. and other education leaders as appropriate.
b. Create a message map of positive statements about the New Co and data points that support
c. Engage an internal ambassador council to ensure messages being used externally are first shared
19. <u>New Communications-driven website</u> : Give Communications the lead role, with assistance from internal IT and other sources, for immediate redevelopment of the district website that emphasizes customer and client

Transition Team Recommendations
Finance, Legal Communications

20. <u>Extended entry plan</u> : Develop a 6-month plan for Interim Supt. Meriweather's outreach and communications based on academic and strategic planning, school year communications and other priorities that showcase her as the spokesperson for the school district; integrate an ongoing narrative regarding DPS
21. <u>Maximize the value of a NewCo</u> : Engage counsel to measure public opinion and develop a professional rollout of the New DPS brand which takes into account the district's long heritage and strong roots, along with
22. <u>Audit</u> : Conduct a thorough audit and review of all Communications structures and practices and make
23. <u>Positive Governance</u> : Use the new elected board, the conclusion of the EM, the roles of the Financial Oversight Board, the voluntary citywide schools committee, as well as planned election/millage requests,
24. <u>Alumni Power</u> : Establish and coordinate an active alumni council, database, framework, advisory
25. <u>DPS social/alternative media platforms</u> : Determine which platforms make the most sense for DPS and its schools and departments, and create a much more robust presence throughout. In some cases, there are free
26. <u>Ambassador Network</u> : Formalize Ambassadors at all levels, internally and externally, with ongoing messaging points, tips and best practices, as well as opportunities for feedback such as coffee chats. Also,
27. <u>Our Student and Teachers</u> : Lift up the work, accomplishments and successes of DPS students and educators as a uniquely-DPS asset and the most integral part of the district narrative, through profiles,
28. <u>Routinely post success stories</u> and progress on aspects of the district that have the strongest interest from many stakeholders (media, legislators, community leaders, parents) including but not limited to enrollment,

Treasury Working To-Do List **DRAFT 6.23.16****Financing/MISC**

Task	Assigned to	Due Date	Notes
Refinance 2011 & 2012 bonds	Bond Finance	In process	Resolutions are expected to go to the BOE 6/21

Emergency Loan Board

Task	Assigned to	Due Date	Notes
Set up \$150m Loan- application and structure	Bond Finance/DPS		Resolutions are expected to go to the BOE 6/21
Set up ELB meeting (one scheduled for 6/28)	Bond Finance	Tentative 7/15	(payroll 7/12)
Resolution to existing DPS Board of Ed	Bond Finance/DPS	June 21, 2016	Board has 10 days to approve/disapprove and 7 days to propose and alternative plan (PA 436 pg 15)
Emergency loan agreement	Bond Finance/DPS	Before ELB	

OldCo

Task	Assigned to	Due Date	Notes
Create final debt payoff schedule and amounts (create priorities)	DPS-Marios/E&Y		DPS/EY working on now
Tax collection (Tax intercept agreement) and ensure payments are made to appropriate places? (Trustee?)	Bond Finance/DPS		Will go with the refi and new ELB loan
Negotiate payment plan with MPSERS & vendors	Bond Finance/DPS	After ELB	
Complete L-4029 send to municipalities	DPS-Marios	Before June 30	COMPLETE
Meet with Office of Financial Management (OFM)	DPS (SF will coordinate)	After CFO appointment	Meet with Mike Moody (CFO and Audit Firm)
Ren Zone (On State Aid)			Howard Hiediman (Treas)

Transition Manager

Task	Assigned to	Due Date	Notes
Create Name for New District (new accounts for everything)	Transition Mgr	COMPLETE	Detroit Public Schools Community District
Appointment needed from Gov's office	Nick/Brian Breslin	June 21, 2016	HB5384, pg 15 line 8
Public budget hearing (published 6 days prior to meeting) OldCo	DPS-Marios/E&Y	TBD	
Create & Adopt Budget OldCo	DPS-Marios/E&Y	Before June 30	Does not require FRC Approval
Public budget hearing (published 6 days prior to meeting) NewCo	DPS-Marios/E&Y	Published 6/16	
Create & Adopt Budget NewCo	DPS-Marios/E&Y	June 30, 2016	to recommend to FRC (6/27)
Appoint an Interim Superintendent	Transition Mgr	July 1, 2016	HB5384, pg 16 line 27
Prepare for November elections	Transition Mgr	September 1, 2016	
Establish accounting system, transfer student records, transfer Federal grants, buildings and fixed assets	Transition Mgr	July 1, 2016	
Prepare final EM orders	Transition Mgr	December 31, 2016	Prior to Board of Ed coming back
Set up transfer of services agreement (NewCo providing services to OldCo)	DPS Attorney	asap	

Financial Review Commission

Task	Assigned to	Due Date	Notes
Develop Structure and Needs of the office	Bond Finance		
By-Laws need to be amended or create new	FRC Staff		complete- will be presented at 6/24 FRC meeting
Post/Hire an Executive Director (PD draft ready)	Bond Finance		
Set up FRC subcommittees & meetings dates	FRC Staff		
Identify our immediate items needed for approval (i.e.. budget, contracts, etc.)	Bond Finance/FRC Staff	June 28, 2016	Tentative date for budget consideration
Approve the appointment of the CFO (within 45 days) for NewCo	Bond Finance/FRC Staff	August 15, 2016	SB711, page 9 line 26
Create website for DPS FRC on Treasury's site	Bond Finance		
Logistics- Office space, phones, etc.	Bond Finance		

*Bond Finance= Mary, Shelbi, John B., Valerie

**Transfer date= July 1, 2016