

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**March 11, 2021**

**OFFICE OF ACCREDITATION**

G. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1

Background Information: In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

Program offices have reviewed their applicable section(s) of the CAPs and have approved the provided corrective actions and timelines for the following districts:

1. Benton County School District
2. Newton Municipal School District
3. North Panola School District
4. Quitman County School District
5. South Pike School District
6. Wayne County School District
7. Wilkinson County School District

Based on review(s) by program offices, the following districts' CAPs are not being recommended for approval. Additions or revisions are needed before a recommendation for approval can be made. Program offices will work with these districts to revise the CAPs.

1. Carroll County School District
2. Hazlehurst City School District
3. Jackson Public School District
4. Leland School District
5. North Bolivar School District

Recommendation: Approval

Back-up material attached

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
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**OFFICE OF ACCREDITATION**

- G. 1. Corrective Action Plan for Benton County School District in Accordance with Accreditation Policy 2.8.1

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11 ).

The Benton County School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Benton County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 - Annual Financial Audit

Recommendation: Approval

Back-up material attached

# Corrective Action Plan

District Name: Benton County School District District Number: 0500 Date CAP Approved by Local School Board: 2/8/2021

**Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.**

- 4.1: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records.
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the local school board has received, reviewed and discussed, as reflected in official minutes of the regularly scheduled monthly meeting, the financial reports required by state law and/or the State Board of Education.
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including the year-end data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education by the fifteenth day of October, each year, in accordance with state law and/or the State Board of Education.
- 4.7: The most recent annual financial data of the school district, as submitted to the MS Department of Education, verifies a 7% fund balance of the district maintenance fund.

**REGULATIONS:** Miss. Code Ann. § 7-7-211(e), § 37-9-18(1-2), § 37-17-6(18), § 37-37-7(2)(e), § 37-37-13, § 37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

Please use form on next page and additional sheets as needed.

# Corrective Action Plan

**District Name:** Benton County School District      **District Number:** 0500      **Date CAP Approved by Local School Board:** 2/8/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Standard 4.0 - The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>Violation - The school district did not submit their fiscal year 2019 audit report by the September 30, 2020 deadline. This is the 4th consecutive year for violation of Standard 4.0.</p>	<p>The school district has completed the FY19 audit, and is awaiting the final audit report to be submitted by the audit firm to the Office of State Auditor for approval. Filing and approval is estimated at being completed by April 2021.</p> <p>Upon approval, the audit firm will immediately begin the FY20 financial audit. The firm estimates finalization and approval of the FY20 financial audit by June 30, 2021.</p> <p>The district FY20 audit will be completed and filed before the June 30, 2021 deadline. The audit firm will promptly schedule the FY21 financial audit for the fall of 2021. From this point forward, the annual financial audit will be scheduled and conducted in a timely manner</p>	<p>Business Manager</p> <p>Superintendent of Education</p> <p>Benton County Board of Education</p>	<p>Annual financial audits are filed and approved no later than nine months after the end of the district's fiscal year.</p>	<p>FY 19 financial audit will be completed and filed by April 30, 2021.</p> <p>FY20 financial audit will be completed and filed by June 30, 2021.</p>

Please use additional sheets as needed.

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**OFFICE OF ACCREDITATION**

G. 2. Corrective Action Plan for Newton Municipal School District in Accordance with Accreditation Policy 2.8.1.

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Newton Municipal School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Newton Municipal County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 - Annual Financial Audit

Recommendation: Approval

Back-up material attached

# Corrective Action Plan

District Name: Newton Municipal School District District Number: 5130 Date CAP Approved by Local School Board: 01/21/2021

**Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.**

- 4.1: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records.
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the local school board has received, reviewed and discussed, as reflected in official minutes of the regularly scheduled monthly meeting, the financial reports required by state law and/or the State Board of Education.
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including the year-end data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education by the fifteenth day of October, each year, in accordance with state law and/or the State Board of Education.
- 4.7: The most recent annual financial data of the school district, as submitted to the MS Department of Education, verifies a 7% fund balance of the district maintenance fund.

**REGULATIONS:** Miss. Code Ann. § 7-7-211(e), § 37-9-18(1-2), § 37-17-6(18), § 37-37-7(2)(e), § 37-37-13, § 37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

Please use form on next page and additional sheets as needed.

## Corrective Action Plan

**District Name:** Newton Municipal School District     
 **District Number:** 5130     
 **Date CAP Approved by Local School Board:** 01/21/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Newton Municipal School District is deficient in Standard 4, the local school board obtains an annual financial audit of the school district; no later than nine months after the end of the district's fiscal year.</p> <p>4.5 Annual Audits for the following fiscal years ending in 2016, 2017, 2018, and 2019 indicates that financial reports were not received, reviewed and discussed as reflected in official minutes of the regularly scheduled monthly meeting.</p>	<p>The administration will provide accurate, timely financial reports to the school board at each regular meeting.</p> <p>The administration will continue to utilize consultants to ensure all bank statements will be reconciled monthly and all adjustments and other general ledger closing entries will be completed.</p>	<p>Business Manager</p>	<p><i>N/A</i></p>	<p>Financial Statements and documentations will be updated monthly and the monthly reports will be included in the school board meeting packets.</p> <p>The District will utilize consultants for monthly financial statements preparation.</p>

Please use additional sheets as needed.

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**OFFICE OF ACCREDITATION**

- G. 3. Corrective Action Plan for North Panola School District in Accordance with Accreditation Policy 2.8.1

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11 ).

The North Panola School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The North Panola School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 -Annual Financial Audit

Recommendation: Approval

Back-up material attached



# Corrective Action Plan

District Name: North Panola School District District Number: 5411 Date CAP Approved by Local School Board: 2/4/2021

**Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.**

- 4.1: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records.
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the local school board has received, reviewed and discussed, as reflected in official minutes of the regularly scheduled monthly meeting, the financial reports required by state law and/or the State Board of Education.
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including the year-end data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education by the fifteenth day of October, each year, in accordance with state law and/or the State Board of Education.
- 4.7: The most recent annual financial data of the school district, as submitted to the MS Department of Education, verifies a 7% fund balance of the district maintenance fund.

REGULATIONS: Miss. Code Ann. § 7-7-211(e), § 37-9-18(1-2), § 37-17-6(18), § 37-37-7(2)(e), § 37-37-13, § 37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

Please use form on next page and additional sheets as needed.

## Corrective Action Plan

**District Name:** North Panola School District     
 **District Number:** 5411     
 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is not in compliance with Standard 4 based on the audit report for the fiscal year ending June 30, 2019.</p>	<p>The district has an agreement with McKenzie CPA, PLLC to complete an annual audit.</p> <p>The annual audit for the year ending in 2020 is due March 31, 2021, and the audit report will be submitted on time as required.</p>	<p>Business Manager</p>	<p>Complete Audit submitted to the Board of Education and MDE</p>	<p>Before March 31, 2021</p>

Please use additional sheets as needed.

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**OFFICE OF ACCREDITATION**

- G. 4. Corrective Action Plan for Quitman County School District in Accordance with Accreditation Policy 2.8.1

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Quitman County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Quitman County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 - Annual Financial Audit

Recommendation: Approval

Back-up material attached

## Corrective Action Plan

District Name: Quitman County School District District Number: 6000 Date CAP Approved by Local School Board: 1/13/2021

**Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.**

- 4.1: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records.
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the local school board has received, reviewed and discussed, as reflected in official minutes of the regularly scheduled monthly meeting, the financial reports required by state law and/or the State Board of Education.
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including the year-end data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education by the fifteenth day of October, each year, in accordance with state law and/or the State Board of Education.
- 4.7: The most recent annual financial data of the school district, as submitted to the MS Department of Education, verifies a 7% fund balance of the district maintenance fund.

REGULATIONS: Miss. Code Ann. § 7-7-211(e), § 37-9-18(1-2), § 37-17-6(18), § 37-37-7(2)(e), § 37-37-13, § 37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

## Corrective Action Plan

**District Name:** Quitman County School District     
 **District Number:** 6000     
 **Date CAP Approved by Local School Board:** 1/13/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Quitman County School District did not submit audits for FY' 14, FY'15, FY'16, FY' 17, FY'18, FY'19 in a timely manner, which was no later than (9) months after the district's fiscal year.</p>	<p>The Annual Audits for FY'14, FY'15, FY' 16, FY' 17, and FY' 18 have been approved by the State Auditor's Office. FY' 19 &amp; FY'20 are being completed by Reeves, CPA, PLLC Firm</p>	<p>Superintendent Business Manager</p>	<p>Audits Completed</p>	<p>Submission of FY' 19 and Fy'20 by 03/31/21 Deadline</p>
<p>All previous years' audits have been submitted and approved. The district is now current on all audits. The 2019 Audit was originally due on 03/31/20. The deadline was extended to September 30, 2020 (6 mos.), but the district was not able to meet this deadline due to our Auditor becoming ill.</p>	<p>The Annual Audit ending on June 30, 2019 and June 30, 2020 will be finalized and submitted to the State Auditor's Office on within the extended time frame.</p>	<p>Superintendent Business Manager</p>	<p>Completed Audits will be submitted to State Auditor's Office and MDE</p>	<p>Submission by 03/31/21</p>

Please use additional sheets as needed.

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**OFFICE OF ACCREDITATION**

G. 5. Corrective Action Plan for South Pike School District in Accordance with Accreditation Policy 2.8.1

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The South Pike School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The South Pike School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 10 - Compulsory School Attendance
- Process Standard 14 - Graduation Requirements
- Process Standard 14.1 - Minimum Carnegie Unit Requirements
- Process Standard 14.2 - High School Exit Exams
- Process Standard 14.5 - Participation in Graduation Ceremonies
- Process Standard 22 - Alternative Education Program

Recommendation: Approval

Back-up material attached

## Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2-4-2021

**Standard 10: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law.**

**REGULATIONS: Miss. Code Ann. § 37-13-91, § 37-37-7(2)(b), (c), and (d), § 37-37-13, and Miss. Admin. Code 7-3: 30.1 and 30.2, State Board Policy, Chapter 30, Rule 30.1 and 30.2**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standard 10, based on receipt of documented response from the District outlined in letters dated December 4, 2018 and January 29, 2019. The District failed to provide evidence to dispute the allegation that a student was granted due process in a suspension.</p> <p>The District also knowingly documented the suspended student incorrectly as present instead of absent.</p>	<p>The <b>SPSD will</b> ensure compliance of Standard 10 through the implementation of the "Due Process" procedures as outlined in the district's handbooks.</p>	<p>Principal</p>	<p>Internal Audit</p>	<p>Immediately</p>
	<p>Trainings will be held with all school level administrators on proper procedures for "Due Process" as outlined by the SPSD handbook.</p>	<p><b>MSIS</b> Personnel Assistant Superintendent Superintendent</p>	<p>Sign-In Sheets Agenda Minutes</p>	<p>Spring 2021</p>
	<p>School administrators will send documentation of suspensions and recommendations of expulsions to district level personnel to ensure "Due Process" procedures were followed.</p> <p>The SPSD will report all absences, including suspensions in their student attendance report and MSIS and identify the reason and/or disposition</p>	<p>Assistant Superintendent Principal School Administrators</p> <p>Principal/Designee</p>	<p>Completed Expulsion Packets</p> <p>MSIS School Attendance Report</p>	<p>Immediately</p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2-4-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	School office staff will attend annual SAM Spectra conference presented by Central Access.	MSIS/SAM Spectra District Personnel Principals	Travel request Professional Development forms Training Materials	As trainings occur/Spring 2021
	School office staff responsible for attendance will maintain active documentation of all daily attendance activity (suspensions, check-in and out).	Principals	Attendance Documentation	Immediately
	The District will report all student suspensions or expulsions, to the MOE Attendance Officer assigned to the school, as they occur and in a timely manner.	Principal/Designee	Attendance Report MDE	Immediately
	The District will report students who have accumulated 5, 10, and 12 absences in a timely manner.	Principal/Designee	MDE Monthly Report	Immediately

Please use additional sheets as needed.



# Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2-4-2021

**Standard 14: The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education.**

**14.1: Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendices A-1 through G. (See Appendix A) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.**

**14.1.1: Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.**

**14.1.2: Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.**

**14.1.3: Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3.**

**14.1.4: Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.**

**14.1.5: Innovative Programs**

**14.1.6: Early Exit Diplomas**

**14.2: Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.**

**14.3: Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program."**

**14.4: Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. (See Appendix G.)**

**14.5: The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.**

**Note: Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual.**

**REGULATIONS: Miss. Code Ann. § 37-16-7 and §§ 37-16-11(1)(2), Miss. Admin. Code 7-3: 28.2-28.3, State Board Policy Chapter 28, Rules 28.2-28.3, Miss. Admin. Code 7-3: 34.1, State Board Policy Chapter 34, Rule 34.1, Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rules 36.1-36.4, Miss. Admin. Code 7-3: 74.19, State Board Policy Chapter 74, Rule 74.19 and Appendices A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10, A-11, and G of the Mississippi Public School Accountability Standards, 2018, and 34 C.F.R. §§ 300.320(b), 300.324(c)**

Please use form on next page and additional sheets as needed.

## Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2-4-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed the records of all 105 graduating seniors at South Pike High School for School Year 2018-2019. The District failed to provide documentation to verify all graduating seniors earned the minimum number of Carnegie units and/or met one (1) of the options in lieu of passing all four (4) End-of-Course(EOC) tests.</p> <ul style="list-style-type: none"> <li>• The District allowed six (6) students who did not earn the minimum number of Carnegie units required for graduation to graduate and participate in graduation exercises. (Process Standard 14.1)</li> <li>• The District allowed one (1) student who did not pass all four (4) EOC tests or meet one (1) of the options outlined in Appendix A-5 of the Mississippi Public School Accountability Standards, 2019, in lieu of a passing score, to graduate and participate in graduation exercises. (Process Standard 14.2)</li> </ul>	<p>The District will establish a Review Committee to review cumulative folders of high school seniors to ensure that folders have documented evidence that students have earned the minimum number of Carnegie units required to graduate, prior to graduation.</p> <p>The District will ensure that the local board policies and student handbooks are aligned and provide accurate and consistent information to staff, parents, and students regarding graduation requirements.</p> <p>The District will ensure that appropriate staff attend any MDE trainings regarding graduation requirements.</p> <p>The District will review, cross reference, and verify assessment requirements for each senior. This includes the cross reference of the concordance table with assessment requirements and other approved options for students to meet EOC subject area test requirements.</p>	<p>Curriculum Coordinator</p> <p>Superintendent Curriculum Coordinator</p> <p>High School Counselor High School Principal</p> <p>High School Counselor High School Principal</p>	<p>Cumulative Folder Check-list</p> <p>District Policy Student Handbook</p> <p>Request to attend Professional Development Form</p> <p>Graduation Assessment Options Student Record Checklist</p>	<p>May 2021</p> <p>May 2021</p> <p>May 2021</p> <p>May 2021</p>

Please use additional sheets as needed.





## Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2-4-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The review of records also determined the following areas of noncompliance:</p> <ul style="list-style-type: none"> <li>• Thirty-nine (39) of the approximately 40 graduates who graduated with the District Option, lacked a signed parent consent form. (Process Standard 14.1.2)</li> </ul>	<p>The District ensures that all students will complete an Individual Success Plan (ISP) prior to exiting Grade 8. Five (5) year plans will be developed with students and counselors beginning in seventh (7th) grade. ISPs will become part of and remain in the student's cumulative file for the duration of high school. ISPs will be reviewed and revised annually if applicable. This individualized schedule is developed with the student and his/her parents while the student is enrolled in Grade 8.</p> <p>The District has developed a Consent Form for parents of students opting out of Appendix A-2 requirements. The district requires the high school to place a signed copy in the student cumulative record. The District has developed an Opt-Out Form as a means of cross-referencing students (via parental consent) who choose to complete the graduation requirements specified in Appendix A-1. (Process Standard 14.1.2)</p>	<p>Seventh (7th) and Eighth (8th) Grade Guidance Counselor High School Guidance Counselor</p> <p>High School Counselor High School Principal</p>	<p>Completed ISP's</p> <p>Parental Consent Form Opt-Out Form (for cross-referencing)</p>	<p>Immediately</p> <p>Immediately</p>

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** South Pike School District     
 **District Number:** 5712     
 **Date CAP Approved by Local School Board:** 2-4-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During classroom observation and interviews, teachers from the traditional school providing instructional services with the exception of one (1) teacher solely assigned to the elementary school level students are providing service during planning period which is not in compliance with Standard 24. A desk audit was conducted on May 29, 2019, by the Office of Compulsory School. The district was unable to clear violations.</p>	<p>The <b>SPSD</b> Handbook and District Policies are posted on the District's Website</p> <p>The District has hired and assigned to the Alternative School, two certified teachers to ensure the continuing education of students and classroom supervision at all times.</p>	<p>Technology Coordinator</p> <p>Alternative School Administrator Human Resource Director</p>	<p>Review of District Website</p> <p>Board Agenda/Minutes</p>	<p>Immediately</p> <p>Immeidately</p>

Please use additional sheets as needed.

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**March 11, 2021**

**OFFICE OF ACCREDITATION**

G. 6. Corrective Action Plan for Wayne County School District in Accordance with Accreditation Policy 2.8.1

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Wayne County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Wayne County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Policy 2.1 - Data Reporting
- Process Standards 1 and 1.1 - Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 - Governance: School Board Policies
- Process Standards 1 and 1.3 - Governance: School Board Duties Responsibilities
- Process Standard 4 and 4.1 - Annual Financial Audit: Fixed Asset System
- Process Standard 4 and 4.2 - Annual Financial Audit: Zero-Fund Balance
- Process Standard 4 and 4.4 - Annual Financial Audit: Unqualified Opinion
- Process Standards 6 and 6.1 - Residency Verification
- Process Standard 8 - Student Records



- Process Standard 14 - Graduation Requirements
- Process Standard 14.1 - Minimum Carnegie Unit Requirements
- Process Standard 14.1.4- Individualized Career and Academic Plan (iCAP)
- Process Standard 14.2 - End of Course (EOG) Exams
- Process Standard 14.5 - Participation in Graduation Ceremonies
- Process Standard 17.6 - Elementary and Secondary Education Act

Recommendation: Approval

Back-up material attached

# Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964***

**1.1: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.**

**REGULATIONS: Miss. Code Ann. § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, and § 37-151-5(h)**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Miss Code Ann § 37-9-14 outlines the management responsibilities of the school district superintendent as required by State law which includes implementing plans, procedures, programs, and systems to achieve clearly defined, desired results.	The School Board appointed a new superintendent that assumed the position effective January 1, 2020. The School Board conducted a work session with MSBA to review the management responsibilities of the superintendent.	Superintendent	Yearly evaluation by the school board	Completed

# Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent failed to provide effective educational leadership in key areas including the oversight and management of fiscal and day-to-day operations and the effective development and implementation of District policies.</p> <p>Examples include, but are not limited to the following:</p> <p>The Superintendent failed to implement appropriate standards of governance.</p> <p>The Superintendent failed to comply with financial accountability requirements.</p> <p>--The District failed to submit financial audit reports for Fiscal Years 2015, 2016, 2017, and 2018 by the March 31, 2016, 2017, 2018, and 2019 deadlines; and</p>	<p>All financial audits have been submitted for Fiscal Years 2015, 2016, 2017, and 2018. Financial audit for FY2019 was submitted by the deadline.</p>	<p>Superintendent Asst. Superintendent Business Manager</p>	<p>Audit</p>	<p>Completed--up to date</p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>--The District failed to submit the financial audit reports for Fiscal Year 2018 to the Office of the State Auditor.</p> <p>The Superintendent failed to ensure that all graduating seniors of school year 2018-2019 met all graduation requirements.</p>	<p>The 2018 Financial Audit has been submitted and cleared with OSA.</p> <p>In reviewing the records for graduating seniors for 2018-2019, no one graduated that had not met all graduation requirements. There is a detailed explanation in the CAP for standard 14.</p>	<p>Superintendent Asst. Superintendent Business Manager</p> <p>Superintendent High School Principal Counselors District Audit Team</p>	<p>2018 Audit</p> <p>Records for 2018-19 Seniors</p>	<p>Completed</p> <p>A request for a verification of compliance has been requested with MDE.</p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964***

**1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.**

**REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent and Board failed to implement policies that clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to serve all students.</p> <p>The Superintendent and Board also failed to ensure that the District operates according to school board policies and procedures that comply with state and federal statutes and State Board of Education policies and process standards. Current Board policies do not serve as the basis of operation for the District.</p>	<p>The School Board appointed a new superintendent that assumed the position effective January 1, 2020. The School Board conducted a work session with MSBA to review the management responsibilities of the superintendent.</p>	<p>Superintendent School Board</p>	<p>Yearly Evaluation by School Board</p>	<p>Completed</p>

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Examples include, but are not limited to, the following:</p> <p>--Ensuring that the District operates according to school board policies and procedures that comply with state and federal statutes and State Board of Education policies and process standards.</p> <p>--Complying with financial accountability requirements.</p> <p>--Ensuring all graduating seniors of school year 2018-2019 met all graduation requirements.</p>	<p>The School Board had MSBA to conduct a session with the new Superintendent and Asst. Superintendent in January of 2020 to go over duties of the offices, compliance with policies and standards.</p> <p>The School Board appointed a new business manager in August of 2020. The new business manager complete the required course work that outlines the accountability requirements. MDE appointed a financial advisor to assist in the financial decisions that are made for the district.</p> <p>In reviewing the records for graduating seniors for 2018-2019, no one graduated that had not met all graduation requirements. There is a detailed explanation in the CAP for standard 14.</p>	<p>Superintendent Asst. <b>Superintendent</b> School Board <b>MSBA</b></p> <p>Superintendent Business Manager MDE Financial Advisor</p> <p>Superintendent High School Principal Counselors District Audit Team</p>	<p>Superintendent Yearly Evaluation</p> <p>Annual Audits</p> <p>Records for 2018-19 Seniors</p>	<p>Completed</p> <p>Completed</p> <p>A request for a verification of compliance has been requested <b>withMDE.</b></p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>--Ensuring compliance with the elementary and Secondary Education Act as amended by the Every Student Succeeds Act of 2015 (ESSA)</p> <p>Based on a review of Board minutes and Board policies, it is not evident that there is a structured procedure in place for reviewing, revision, and rescinding policies. Policies are revised when it is necessary as when notified by the MSBA, but there is no indication that a schedule has been established to provide an annual or routine review of all policies.</p> <p>Discrepancies, irregularities, and inconsistencies exist between Board policies and other District documents, such as the student handbooks. Some policies and procedures published in the student handbooks are inconsistent with current state statutes, State Board of Education policies, and/or District policies including policies pertaining to attendance and graduation requirements.</p>	<p>A new federal programs director was hired effective 1/6/2020. All findings are being corrected. The complete list of actions for correction are listed in the CAP plan for 17.6</p> <p>A schedule has been established to review all policies annually. Policies were being reviewed, however the date was not being recorded on the policy. The dates of review are now being included on the policies and in board minutes.</p> <p>The School Board contracted with MSBA to review all board policies to ensure that all policies were aligned to State Board of education and legislative mandates. All policies were updated where necessary. The District compliance director reviewed all student handbooks to ensure that all were aligned with School Board policy.</p>	<p>Superintendent Federal Programs Director Business Manager</p> <p>Superintendent School Board Board Clerk</p> <p>School Board MSBA District Compliance Director</p>	<p>MCAPS Marathon Reports Spreadsheets</p> <p>Policy Review Dates Board Minutes</p> <p>Board Policies Student Handbooks</p>	<p>January 6, 2020 and ongoing</p> <p>Ongoing</p> <p>Completed</p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Examples include, but are not limited to, the following:</p> <p>--The second paragraph under "Tardiness" on Page 22 of the high school handbook is inconsistent with Board Policy JBD.</p> <p>--Board Policy IDDI, Advanced Placement Policy addresses the guidelines for a GED Program and is not related to Advanced Placement (The title of the policy fails to accurately describe the content of the policy.)</p> <p>The District failed to publish current and consistent information in Board policy and in the 2019-2020 student handbooks regarding graduation requirements. Graduation requirements listed in the student handbook are incorrect.</p> <p>--The high school handbook fails to list the current graduation requirements.</p>	<p>Changes were made to the Handbook to match Board Policy. MDE verified compliance.</p> <p>This policy has been corrected.</p> <p>Graduation requirements were added to the high school handbook.</p>	<p>School Principals Superintendent Compliance Director</p> <p>Superintendent School Board Board Clerk</p> <p>High School Principal Superintendent</p>	<p>Handbooks</p> <p>Policy</p> <p>Handbook</p>	<p>Completed</p> <p>Completed</p> <p>Completed---a compliance visit has been requested</p>

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Wayne County School District     
 **District Number:** 7700     
 **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
--Page 36 of the 2019-2020 high school student handbook incorrectly states that the Mississippi Diploma Options begin with incoming freshman of 2019-2020, rather than incoming freshman of 2018-19.	High school handbook was revised to state that the Mississippi Diploma Options begin with incoming freshman of 2018-19.	High School Principal Superintendent	Handbook	Completed---a compliance visit has been requested.

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the Federal Civil Rights Act of 1964**

- 1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Board failed to effectively perform its duties in accordance with applicable federal and state statutes, State Board of Education Policies, and process standards.	The School Board appointed a new superintendent that assumed the position effective January 1, 2020. The School Board conducted a work session with MSBA to review the management responsibilities of the superintendent.	Superintendent School Board	Yearly Evaluation by School Board	Completed

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Examples include, but are not limited, to the following:</p> <p>--Ensuring implementation of appropriate standards of governance.</p> <p>--Ensuring that the District operates according to school board policies and procedures that comply with state and federal statutes and State Board of Education policies and process standards.</p> <p>--Complying with financial accountability requirements.</p>	<p>The School Board appointed a new superintendent that assumed the position effective January 1, 2020. The School Board conducted a work session with MSBA to review the management responsibilities of the superintendent.</p> <p>The School Board appointed a new business manager in August of 2020. The new business manager complete the required course work that outlines the accountability requirements. MDE appointed a financial advisor to assist in the financial decisions that are made for the district.</p>	<p>Superintendent School Board</p> <p>Superintendent Business Manager MDE Financial Advisor</p>	<p>Yearly Evaluation by School Board</p> <p>Annual Audits</p>	<p>Completed</p> <p>Completed</p>

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>--Ensuring all graduating seniors of school year 2018-2019 met all graduation requirements.</p>	<p>In reviewing the records for graduating seniors for 2018-2019, no one graduated that had not met all graduation requirements. There is a detailed explanation in the CAP for standard 14.</p>	<p>Superintendent High School Principal Counselors District Audit Team</p>	<p>Records for 2018!19 Seniors</p>	<p>A request for a verification of compliance has been requested withMDE.</p>
<p>--Ensuring compliance with the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act of 2015.</p>	<p>A new federal programs director was hired effective 1/6/2020. All findings are being corrected. The complete list of actions for correction are listed in the CAP plan for 17.6.</p>	<p>Superintendent Federal Programs Director Business Manager</p>	<p><b>MCAPS</b> Marathon Reports Spreadsheets</p>	<p>January 6, 2020 and ongoing</p>
<p>Policy BBBCB regarding School Board Members' visits to school fails to comply with Miss. Code Ann §§37-7-301(£) and 37-7-306(4). The procedure in the District's policy allows the option of visiting the schools as individuals. However, neither statute provides for visits in that matter.</p>	<p>In reviewing this policy, the District contacted MSBA for assistance. MSBA states that the policy is correctly written.</p>	<p>Superintendent School Board <b>MSBA</b></p>	<p>Board Policy</p>	<p>Completed</p>

Please use additional sheets as needed.

# Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

**Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.**

- 4.1: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records.
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the local school board has received, reviewed and discussed, as reflected in official minutes of the regularly scheduled monthly meeting, the financial reports required by state law and/or the State Board of Education.
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including the year-end data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education by the fifteenth day of October, each year, in accordance with state law and/or the State Board of Education.
- 4.7: The most recent annual financial data of the school district, as submitted to the MS Department of Education, verifies a 7% fund balance of the district maintenance fund.

REGULATIONS: Miss. Code Ann. § 7-7-211(e), § 37-9-18(1-2), § 37-17-6(18), § 37-37-7(2)(e), § 37-37-13, § 37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

Please use form on next page and additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Process Standard 4.1</p> <p>The most recent annual financial audit report (FY 2019) of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records. Miss. Code Ann §37-17-6(18)</p> <p>Violation-Per #2019-006, the following items were noted while testing capital assets:</p> <ol style="list-style-type: none"> <li>1. Assets were not properly recorded on the books. Assets were not categorized by threshold properly. Therefore asset balances did not agree with the support given by the district. Adjustments were made that were approved by the district to tie the ending asset balances to the support provided.</li> <li>2. Capital assets are not being reconciled monthly to the ledger.</li> </ol>	<p>The district hired a new business manger in July 2019, a new superintendent and assistant superintendent in January of 2020. The district has implemented better internal controls for asset purchases, disposal and transfers. The business manager, alp clerk and fixed asset clerk will ensure that all transfers and disposal forms will be completed and submitted to the school board for approval. In addition inventory of school asset is conducted on a monthly bases and reconciled to the fixed asset ledger by the financial clerk at each school and the district fixed asset clerk.</p>	<p>Business Manager Fixed Asset Clerk A/P Clerk</p>	<p>Monthly reconciliations are reviewed by the business manager and the district fixed asset clerk to ensure completeness of the procedures.</p>	<p>Implementation procedures are already in place and continue to be monitored on a daily bases.</p>

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District     
 **District Number:** 7700     
 **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Process Standard 4.2</p> <p>The most recent annual financial audit report (FY 2019) of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principals) for all funds of the school district. Miss Code Ann §37-61-19</p> <p>Violation: Per Finding #2019-001, budgetary controls were not in place to prevent the district from expending funds in excess of its available resources during the fiscal year. For the General Fund a deficit fund balance of \$30,089,833 was reported in the audit for the fiscal year ended June 30, 2019. The districts cash and cash equivalent balance in the General fund is also a deficit balance of \$21,948.551.</p>	<p>Budgetary controls are now in place that results in controlling spending only of resources that are available. The district made the necessary expenditure cuts in order to become financially stable and start meeting our current needs. The district is now complying with Miss Code Ann §37-61-19 to ensure that expenditures do not exceed resources available.</p>	<p>Superintendent Asst. Superintendent Business Manager School Board</p>	<p>Budget is monitored by Business Manager, Superintendent, Asst. Superintendent and School Board to insure adherence to this policy</p>	<p>Implementation procedures are already in place and continues to be monitored on a daily basis.</p>

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Process Standard 4.4</p> <p>The most recent annual financial audit report (FY 2019) of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district. Miss Code Ann. §37-9-18 (2) and §37-61-29</p> <p>Violation: The auditor issued modified audit opinions as follows:</p> <p>Governmental Activities: Qualified                      General Fund: Adverse                      Sixteenth Section Principal Fund: Adverse                      Aggregate Remaining Fund Information: Qualified</p> <p>Bases for Qualified Opinion on the Governmental Activities: Per the audit report, "The Wayne County School District did not properly record entries relating to the Sixteenth Section</p>	<p>All entries are now being recorded monthly to insure sixteenth section is correctly stated. In addition sixteenth section bank statements and financial report are reconciled on a monthly basis. All sixteenth section trust fund loan have been brought current.</p>	<p>Superintendent                      Asst.                      Superintendent                      Business Manager                      School Board</p>	<p>Sixteenth Section transactions are reviewed monthly to insure that correct financial information is achieved all sixteenth section loans have been brought current.</p>	<p>Implementation procedures are already in place and continue to be monitored on a daily bases.</p>

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Trust fund loans that have a material effect on the cash and cash equivalent and restricted assets for governmental activities. Due to the significance of this matter with the Wayne County School District's records, we were unable to satisfy ourselves as to the fair presentation of the cash and cash equivalents and the restricted assets."</p> <p>Basis for the Adverse Opinion on the General Fund and Sixteenth Section Principal Fund: Per the audit report, "The Wayne County School District did not properly record the amounts due for Sixteenth Section Principal Trust Fund loans that were presented for due to/from other funds and advances to and from for general fund and sixteenth section principal fund information. Having obtained sufficient audit evidence, we conclude that misstatements are both material and pervasive to the financial statements. Due to the nature of the Wayne County School District's records, we were unable to satisfy ourselves as to the fair</p>	<p>All sixteenth section amounts due for sixteenth section principal trust fund loan that are presented for due to/from other fund and advances to and from general funds are recorded timely and documented in order to insure there is no material misstatement.</p>	<p>Business Manager Superintendent Asst. Superintendent School Board</p>	<p>Sixteen Section transactions are reviewed monthly. All due to/from are also reviewed by Business Manager, Superintendent, and School Board</p>	<p>Implementation procedures are already in place and continue to be monitored on a daily basis</p>

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>presentation of the due to/from other funds and advances to/from other funds.</p> <p>Basis for Qualified Opinion on the Aggregate Remaining Fund                      Information: Per the audit report, "The Wayne County School District did not maintain or record adequate records for supporting amounts presented for due to/from other funds for the food service fund and aggregate remaining fund information. due to the nature of the Wayne Count School District's records, we were unable to satisfy ourselves as to the fair presentation of the due to/from other funds.</p>	<p>Wayne County School District is now maintaining adequate records for amounts presented for due to/from of the funds for food services. Food Service bank statements are being reconciled monthly and all transfers are done monthly.</p>	<p>Business Manager                      Food Service Director                      Superintendent Asst.                      Superintendent                      School Board</p>	<p>Food Service transactions are reviewed monthly. All due to/from are reviewed monthly by Business Manager, Food Service Director, Superintendent and School Board</p>	<p>Implementation procedures are already in place and continue to be monitored on a daily.basis.</p>

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

**Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements**

**6.1: Residency requirements**

**REGULATIONS: Miss. Code Ann. § 37-15-29 and Miss. Admin. Code 7-3: 68.1, State Board Policy Chapter 68, Rule 68.1**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed student records for School Year 2018-2019 (i.e. cumulative folders and permanent records) in six (6) schools in the Wayne County School District. Four (4) of those schools failed to provide the required residency documentation.</p> <p>The following findings represent a sample of student records reviewed in each school.</p> <p>Beat Four School The MDE reviewed 47 records (9) of the records lacked valid proof of residency.</p> <p>Wayne Central School The MDE reviewed 10 records. Three (3) of the records lacked valid proof of residency.</p>	<p>The District had each school to review and train all individuals on residency verification.</p> <p>A district audit team was formed to audit the records at each school to verify residency verification for each student. The team will do random audits throughout the year.</p>	<p>School Principals MSIS Clerks District Audit Team</p>	<p>Current Proof of residency and validation.</p>	<p>Farms and proofs of residency collected during registration.</p> <p>Student records updated by Aug. 30 of each school year and/or as new students enroll.</p> <p>District audits will occur randomly throughout the year beginning Sept. 1.</p> <p>MDE follow-up visit to verify compliance has been requested.</p>

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

**Standard 8: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments.**

**REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the Mississippi Public Schools Accountability Standards, 2018, and the Mississippi Cumulative Folders and Permanent Records Manual of Directions**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed students' records for School Year 2018-2019 (i.e. cumulative folders and permanent records) in six (6) schools in the Wayne County School District. Five (5) schools failed to provide the required documentation to verify compliance with the Mississippi Cumulative Folders and Permanent Records Manual of Directions.</p> <p>The following findings represent a sample of student records in each school.</p> <p>Beat Four School                      --The MDE reviewed 47 records.                      --Nine (9) of the 47 records reviewed lacked enrollment information on the</p>	<p>During a PLC time each employee that maintains or is responsible for student records viewed the 2 videos on the MDE Office of Accreditation's website for Cumulative Records and Permanent Records.</p> <p>Each employee that maintains or is responsible for student records was given a printed copy of the Mississippi Cumulative Folder and Permanent Records Manual of Directions.</p> <p>All records were examined for and corrections were made as needed. Information was added as needed.</p>	<p>School Principals                      Counselors                      Teachers                      MSIS Clerks                      District Audit Team</p>	<p>All information recorded</p> <p>All labels added</p> <p>All documents current, present, and in order</p>	<p>All records updated at the beginning of the year by Aug. 30.</p> <p>All labels affixed as they arrive. (ACT, State Testing, etc.)</p> <p>All end of year information recorded by June 10.</p> <p>District Audit Team will begin audits on or after September 1.</p>

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>permanent record and cumulative folder. --Two (2) of the 47 records reviewed failed to record the parents name on the permanent record.</p> <p>Buckatunna School --The MDE reviewed 61 records. --Three (3) of the 61 records reviewed failed to record the parents name on the permanent record.</p> <p>Wayne Central School --The MDE reviewed 10 records. --Two (2) of the 10 records reviewed lacked a school official's signature.</p> <p>Waynesboro Riverview School --The MDE reviewed 11 records. --Two (2) of the 11 records reviewed lacked a school official's signature. --One (1) of the 11 records reviewed lacked the daily attendance record. --One (1) of the 11 records reviewed lacked dates enrolled/withdrawn/graduation.</p>	<p>A district audit team was formed to audit the records at each site.</p>			<p>MDE follow-up visit to verify compliance has been requested.</p>

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Wayne County School District     
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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Wayne County High School --The MDE reviewed 82 records. --One (1) of the 82 records reviewed failed to record the parents name on the permanent record. --Four (4) of the 82 records reviewed failed to record complete data on cumulative records.				

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

**Standard 14: The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education.**

**14.1: Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendices A-1 through G. (See Appendix A) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.**

**14.1.1: Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.**

**14.1.2: Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.**

**14.1.3: Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3.**

**14.1.4: Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.**

**14.1.5: Innovative Programs**

**14.1.6: Early Exit Diplomas**

**14.2: Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.**

**14.3: Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program."**

**14.4: Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. (See Appendix G.)**

**14.5: The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.**

**Note: Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual.**

**REGULATIONS: Miss. Code Ann. § 37-16-7 and §§ 37-16-11(1)(2), Miss. Admin. Code 7-3: 28.2-28.3, State Board Policy Chapter 28, Rules 28.2-28.3, Miss. Admin. Code 7-3: 34.1, State Board Policy Chapter 34, Rule 34.1, Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rules 36.1-36.4, Miss. Admin. Code 7-3: 74.19, State Board Policy Chapter 74, Rule 74.19 and Appendices A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10, A-11, and G of the Mississippi Public School Accountability Standards, 2018, and 34 C.F.R. §§ 300.320(b), 300.324(c)**

## Corrective Action Plan

**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District failed to publish current and consistent information in Board policy and in the 2019-2020 student handbooks regarding graduation requirements. Specifically, information pertaining to requirements for graduation, which begins on page 36 of the 2019-2020 high school student handbook. The handbook fails to list the current graduation requirements as specified in the Mississippi Public School Accountability Standards 2019. Instead, the handbook incorrectly lists the graduation requirements as beginning with the incoming freshmen of 2019-2020 instead of incoming freshmen of the 2018-2019 school year.</p>	<p>The corrected date was immediately changed in the 2019-2020 Handbook for <b>WCHS</b>. The 2019-2020 Handbook on page 36 now states "Begins with incoming Freshmen of 2018-2019."</p>	<p>High School Principal High School Counselors</p>	<p>2019-2020 Handbook 2020-2021 Handbook</p>	<p>Immediately  WCSDhas requested a visit fromMDE to verify compliance.</p>
<p>The MDE reviewed the records of 194 graduating seniors at Wayne County High School for School Year 2018-2019. The District listed 196 students on the Commencement Program. Two (2) students listed on the Commencement Program could not be identified in <b>MSIS</b>.</p>	<p>We disagree with this finding. All students listed on the MSIS report were identified in MSIS. Two students on the MSIS report were not on the commencement program due to one student passed a state exam and the other student was an SCD who decided not to return the following school year.</p>	<p>High School Principals High School Counselors <b>MSIS Clerk</b></p>	<p>MSIS Report Commencement Program</p>	<p>Immediately  WCSDhas requested a visit fromMDEto verify compliance.</p>

Please use additional sheets as needed.



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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District failed to provide documentation to verify all graduating seniors earned the minimum number of Carnegie units and/or met all four (4) end-of-course assessments or met one (1) of the options in lieu of a passing score.</p> <p>Process Standard 14.1 The District allowed 23 students who did not earn the minimum number of Carnegie units required for graduation to graduate and participate in graduation exercises.</p>	<p>All of the graduating seniors of Wayne County High School met one of the following diploma track requirements as set forth by the Wayne County School District and MDE: Traditional, Career, or District. The other students who did not meet those requirements were Certificate of Completion students. The 2019 graduates of Wayne County did meet the criteria set forth by the local district and the state of Mississippi.</p>	<p>High School Principals Counselors MSIS Clerk</p>	<p>Graduation Path Identified Transcript of Credits Proof of passing EOC tests.</p>	<p>Immediately WCSDhas requested a visit fromMDEto verify compliance.</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Process Standard 14.2 The District allowed eight (8) students who did not pass all four (4) end-of-course assessments or meet one (1) of the options outlined in Appendix A-5 of the Mississippi Public School Accountability Standards, 2019, in lieu of a passing score, to graduate and participate in graduation exercises.</p>	<p>The 8 students have been identified from MDE that did not take a state test. These students have been identified as transfers from another state or a private institution.</p> <p>Procedures have been reviewed with those that are enrolling students from out of state or a private institution on how to properly mark the information on the student records at the time of enrollment. All records have been corrected. The district audit team will check this when conducting internal audits.</p>	<p>High School Principal Counselors MSIS Clerk</p>	<p>All information accurately recorded on the records.</p>	<p>Immediately</p> <p>WCSDhas requested a visit fromMDEto verify compliance.</p>

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Process Standard 14.5 The District allowed 30 students to participate in graduation exercises without documentation to support that they had met the minimum graduation requirements outlined in Process Standards 14.1 and 14.2.</p> <p>Of the 194 senior records reviewed, two (2) lacked grade labels on cumulative folders.</p>	<p>The graduates of Wayne County High School who graduated with less than 26 credits were students under the Career Pathway, District Pathway, or a Certificate of Completion. These students' inserts have been labeled to specify Career or District. The students who graduated with a Certificate of Completion were already labeled. All students are now labeled accordingly as to which path they completed. MDE stated that two students did not have grade level stickers present on their Cumulative folders. Wayne County High School found one student that lacked a grade level sticker, this oversight was immediately corrected WCHS was unable to locate the additional pupil that lacked this missing label.</p>	<p>High School Principal Counselors MSIS Clerk</p>	<p>All documentation and notations are properly done on student records for graduation.</p>	<p>Immediately</p> <p>WCSD has requested a visit from MDE to verify compliance.</p>

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Process Standard 14.1.4 The District failed to provide documentation of all Grade 7 students having an Individual Success Plan (ISP) prior to exiting the Grade 7 at the following schools:</p> <p>Beat Four School Buckatunna School Clara School Wayne Central School Wayne Riverview School</p>	<p>The district was using a different form to track individual plans for each student. However, as a result of the audit, all schools in the district are now using the ISP form as posted on the MDE website. All 7th grade students complete this form during the 4th nine weeks. All students in grades 8-12 will update these annually.</p>	<p>Elem. Principals Cyber Foundations Teachers High School Principal Counselors MSIS Clerks</p>	<p>Updated ISP plans for each student</p>	<p>Immediately</p> <p>WCSDhas requested a visit fromMDE to verify compliance.</p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 2/3/2021

**Standard 17: The school district is compliant with state and/or federal requirements for the following programs:**

**17.6: Elementary and Secondary Education Act: Titles I, II, III, IV, V, VI, X, and any other federally funded programs and grants.**

**REGULATIONS:** The *Elementary and Secondary Education Act of 1965 (ESEA)* as amended by the *Every Student Succeeds Act of 2015 (ESSA)*: §§ 1003A(d), 1112(e), 1114(b), 1116(b)-(h), 3116(c), 4205(a)(3), 4205(a)(10) [20 U.S.C. §§ 6301, et seq.]; Education Department General Administrative Regulations (EDGAR): 2 C.F.R. §§ 200.302(b), 200.308 - 200.309, 200.313(d), 200.317 - 200.326, 200.402 - 200.405; Miss. Code Ann. §§ 27-103-159, 31-7-1, et. seq. (*Purchase Law Summary (June 2016)* ([http://www.osa.ms.gov/downloads/Purchase\\_Law\\_Update.pdf](http://www.osa.ms.gov/downloads/Purchase_Law_Update.pdf))); *Mississippi Public School Asset Management Manual* (<http://www.osa.state.ms.us/documents/property/PublicSchMan08.pdf>)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Findings are based on the analysis of data collected during the on-site evaluation, including (a) interviews conducted with District staff, (b) observations of instructional programs and staff, (c) analysis of official source documentation in accordance with 34 §C.F.R.80.20(b)(6), (d) analysis of official reports/documents submitted to the MDE, and (e) completed evaluation forms.	The district hired a new Federal Programs Director, Superintendent, and Asst. Superintendent that took office Jan. 1, 2020. The district hired a new office manager that began his duties on August 5, 2019.	School Board Superintendent		Immediately

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator A5: The District/Subgrantee maintains written policy and/or procedures to periodically review its accounts to ensure that all transactions (including refunds and recoded transactions) have been accurately and properly recorded. 2 C.F.R. §200.302; 34 C.F.R. §76.702</p> <p>The District failed to provide a written board policy and/or procedure to periodically review its accounts to ensure that all transactions (including refunds and recoded transactions) have been accurately and properly recorded.</p>	<p>A procedure was created and approved by the school board at the Feb. 2020 meeting.</p>	<p>Federal Programs Director Business Manager</p>	<p>Follow procedures for review of accounts.</p>	<p>Completed</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator A6: The District/Subgrantee maintains written policy and/or procedures to ensure that the District's budget and accounting record align with the approved funding application, maintaining separate accounting records for each federal grant which reflects the approved line items and amount by program year. 2.C.F.R. §200.302; 34 C.F.R. § 76.702</p> <p>The District provided a written policy and/or procedure; however, the District failed to produce source documentation that could substantiate the policy and/or procedure is being followed.</p> <p>Documents viewed on-site do not support the proper alignment between the District's budget and accounting records and the approved Mississippi Comprehensive Automated Performance-based System (MCAPS) budget.</p>	<p>The Federal Programs Director and Business Manager have worked diligently to align the FY 21 MCAPS budget with Marathon. Also the FPD and Business Manager have worked to align MCAPS carryover for FY19 and FY20 to current Marathon budget with appropriate program codes.</p>	<p>Federal Programs Director Business Manager</p>	<p>MCAPS Marathon Budget Reports</p>	<p>January 6, 2020 and ongoing.</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator B1: The District has board policy and/or procedures in place to demonstrate the process for the following:</p> <ul style="list-style-type: none"> <li>--ensuring that it meets the limitations on the amount of carryover funds or otherwise minimize the amount of funds it carries over into a subsequent fiscal year;</li> <li>--monitoring award balances during the fiscal year</li> <li>--planning for carryover funds, when applicable, for the subsequent fiscal year</li> <li>--clearly capturing the separate fiscal year funding; and</li> <li>--ensuring that carryover funds are prioritized over the use of current year funds.</li> </ul> <p>2 C.F.R. §200.309; 2 C.F.R. §200.343 (b); 34 C.F.R. §76.707; 34 C.F.R. §76.709</p> <p>The District provided a written policy and/or procedure; however, the District failed to produce source documentation that could substantiate the policy and/or procedure is being followed.</p>	<p>Process is being made to expend or obligate all FY19 and FY20 funds by Sept. 30, 2021.</p> <p>FPD is monitoring campus expenditures and district expenditures to ensure FY 19 and FY20 funds are expended or obligated by Sept. 20, 2021. Goal is to limit carryover amount of FY 21 funds to 15%.</p> <p>LEA planning team has ongoing meetings concerning carryover funds.</p> <p>Weekly communication with business manager concerning separate fiscal year funding and carryover funds.</p> <p>MCAPS budget revisions are made as necessary.</p>	<p>Federal Programs Director Business Manager LEA Planning Team</p>	<p>Marathon Reports Spreadsheets Request of Funds/Draw Down Documentation</p>	<p>January 6, 2020 and ongoing.</p>

Please use additional sheets as needed.



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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator D2: The District has board policy and/or procedures in place to demonstrate controls that protect against waste, fraud and abuse for identifying and assessing risks to compliance and successful operation within different elements of the organization and how to respond to any identified risks. 2. C.F.R. §200.303</p> <p>The District provided a written policy and/or procedure; however, the District failed to produce source documentation that could substantiate the policy and/or procedure is being followed.</p>	<p>A Federal Grants Management Procedures/Internal Control Manual was developed and approved by the board. The federal programs director trained all applicable faculty on the correct procedures. A copy of the manual has been made available to all schools and programs.</p>	<p>Federal Programs Director(s) Administrators Superintendent Business Manager</p>	<p>Multi step approval for all procurement Board approves all payments Business Manager and Federal Programs Director meet weekly Monthly draw downs All purchases must be a part of the plan and meet the criteria set forth for purchases</p>	<p>Feb. 26, 2020 and ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator F8: The District/Subgrantee has board policy and/or procedures for proper disposal of equipment that addresses the disposal of equipment with a fair market value of &gt; \$5,000. 2 C.F.R. §200.313</p> <p>The District failed to provide written board policy and/or procedure for proper disposal of equipment that addresses the disposal of equipment with a fair market value of &gt; \$5,000.</p>	<p>The district adopted a procedure that coincided with federal guidelines for proper disposal of equipment with a fair market value of &gt; \$5,000.</p>	<p>Building Fixed Asset Coord.                      School Principals                      District Fixed Asset Coord.                      Federal Programs Director                      Business Manager                      Superintendent                      School Board</p>	<p>Disposal Records                      Fixed Asset Reports</p>	<p>Immediately</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator H5: The District/Subgrantee determines that purchases with federal funds comply with federal cost principles (e.g. reasonable, necessary, allocable, etc.).</p> <p>The District provided a written policy and/or procedure; however, the District failed to produce source documentation that could substantiate the policy and/or procedure is being followed.</p> <p>A review of source documentation revealed Purchase Order 75065, dated 4/24/17, and paid August 1, 2017, in the amount of \$4,488 to Curriculum Associates, LLC was paid from function 3900, Parent and Family Engagement. The purchase is not allowable from function 3900.</p> <p>Questioned Cost of the FY18 Title I, Part A Program in the amount of \$4,488.</p>	<p>Policies and procedures for purchases were reviewed with all and the importance of maintaining accurate source documentation.</p> <p>Funds that were used for the questioned cost were mailed to MDE by check# 51279 on 1/30/2020. MDE received the check on 1/31/2020. The check cleared our bank on 2/17/2020.</p>	<p>Federal Programs Director Business Manager School Principals</p>	<p>Source Documentation must be submitted with PO request and receiving information submitted for payment.</p>	<p>Immediately</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator P2: Funds are drawn down from the MCAPS or requested regularly in correlation to expenditures. 34 C.F.R. §76.707; 2 C.F.R. §200.309; 2 C.F.R. §200.343(b)</p> <p>The District failed to provide budget and accounting records that were aligned with the MDE approved MCAPS budgets. District expenditures exceeded function and object totals multiple times; however, the District reduced those requests to the allowable budgeted limits keeping the requests within the allowable limits. See Compliance Indicator A6.</p>	<p>MCAPS budget has been properly coded in Marathon by fiscal year.</p> <p>Federal Programs Director has a new experienced administrative assistant that is ensuring procurement requests align with budget.</p> <p>Federal Programs Director and business manager communicate weekly concerning grant records.</p>	<p>Federal Programs Director Business Manager Administrative Assistant</p>	<p>POs Budget Reports Request for Funds</p>	<p>January 6, 2020 and ongoing</p>

Please use additional sheets as needed.

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**District Name:** Wayne County School District      **District Number:** 7700      **Date CAP Approved by Local School Board:** 2/3/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator P3: Funds are being requested and reported as expended monthly to satisfy the intent of each federal program. 34 C.F.R. §76.707; 2 C.F.R. §200.309; C.F.R. §200.343(b)</p> <p>The District failed to provide budget and accounting records that were aligned with the MDE approved MCAPS budgets. District expenditures exceeded function and object totals multiple times; however, the District reduced those requests to the allowable budgeted limits keeping the requests within the allowable limits.</p>	<p>MCAPS budget has been properly coded in Marathon by fiscal year.</p> <p>Federal Programs Director has a new experienced administrative assistant that is ensuring procurement requests align with budget and that requests do not exceed function and object totals.</p> <p>Federal Programs Director and business manager communicate weekly concerning grant records.</p>	<p>Federal Programs Director Business Manager Administrative Assistant</p>	<p>POs Budget Reports Request for Funds</p>	<p>January 6, 2020 and ongoing</p>

Please use additional sheets as needed.

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**March 11, 2021**

**OFFICE OF ACCREDITATION**

G. 7. Corrective Action Plan for Wilkinson County School District in Accordance with Accreditation Policy 2.8.1

**Executive Summary**

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Wilkinson County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Wilkinson County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 1 and 1.1 -Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 - Governance: School Board Policies
- Process Standards 1 and 1.3 - Governance: Local School Board
- Process Standard 2 - Licensed Professional Staff
- Process Standard 2.2 - No More Than 5% of FTE Working Outside Area of Endorsement

Recommendation: Approval

Back-up material attached

# Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 2/10/2021

**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964***

**1.1: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.**

**REGULATIONS: Miss. Code Ann. § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, and § 37-151-S(h)**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent failed to provide effective educational leadership in key areas including management of district personnel, effective implementation of policies, and the development of board and community relations.	The Superintendent has begun hosting monthly administrators' meetings with district personnel and site based principals. These meeting agendas include, but are not limited to the discussion of policy-driven decision making, professional development on management, and parental/community involvement within the school.	Superintendent Principal District Administrators Federal Programs Director	Yearly updates of current policies and educational strategies. Needs Inventory Evaluation Rubric	November 2020

## Corrective Action Plan

**District Name:** \_\_\_\_\_ Wilkinson County      **District Number:** \_\_\_\_\_ 7900      **Date CAP Approved by Local School Board:** \_\_\_\_\_ 2/10/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent failed to ensure that the District operates according to school board policies and procedures that comply with State and Federal statues and SBE policies and standards.</p>	<p>The Superintendent ensures that each decision that is being made is policy-driven. It is a requirement for all district personnel to attach a copy of the policy that was referenced in order to justify why each decision was/has been made.</p>	<p>Superintendent Principal District Administrators Department Supervisors</p>	<p>biweekly updates of each department</p>	<p>March 2021</p>
<p>The Superintendent does not demonstrate a relationship with the Board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity.</p>	<p>The newly appointed Superintendent began scheduling monthly work sessions that included all board members, principals, district personnel, and community representation. During these work sessions, the vision, mission, and expectations of The Wilkinson County School District are discussed along with developing and implementing a plan to carry out the vision, mission and expectations of the district.</p> <p>Monthly messages will be sent out using the AIMS System where a recorded message from the Superintendent is sent to parents, students, faculty, staff, and all affiliates of the school district promoting positivity and expectations.</p>	<p>Superintendent Board Members Principal District Administrators Community Representation</p>	<p>Monthly work sessions evaluations</p>	<p>Monthly</p>

Please use additional sheets as needed.



## Corrective Action Plan

District Name: Wilkinson County School District District Number: 7900 Date CAP Approved by Local School Board: 2/10/2021

**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964***

**1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.**

**REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The School Board has failed to adopt, maintain, and implement policies that are current and clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to effectively implement an educational system that supports principals and teachers and ensures decisions are made consistently for all students.</p>	<p>Current district policies were board approved June 2018. An electronic copy of Wilkinson County School District's Policies are located on the district website: <a href="http://www.wilkinson.k12.ms.us">www.wilkinson.k12.ms.us</a> under the heading Departments listed WCSD Governing Policies. A print copy of The Wilkinson County School District's Policies are available in the central office on the desk outside of the Superintendent's Office.</p>	<p>School Board Members Board Attorney Superintendent District Technology Coordinator</p>	<p>Yearly update of current policy and procedures  Data analysis of recorded incidents at the school level</p>	<p>Annually</p>

## Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 2/10/2021

**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-:151-5(h), and the Federal Civil Rights Act of 1964**

**1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.**

**REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Staff members indicated that a least one (1) board member circumvents the District's chain of command and interferes with the administration's ability to implement board policies.	A chain of command flow chart has been developed to ensure that all persons employed with The Wilkinson County School District are aware of procedures and chain of command within the district. This flow chart has been distributed and thoroughly discussed with board members in work sessions and district personnel in PLCs.	Board Members	Monthly evaluations of board proceedings and additional training opportunities throughout the school year.	Annually

## Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 2/10/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Board Members are actively engaged in the day-to-day operations of the District.</p>	<p>Board members attend annual <b>MSBA</b> Conferences. They actively participate in various trainings to ensure they are aware of the policies and procedures to follow as fellow board members of school districts.</p> <p>Board members will re-frame from engaging in the day to day operations.</p>	<p>Superintendent Board Members</p>	<p>Monthly evaluations of board proceedings and additional training opportunities throughout the school year.</p>	<p>Annually/ Ongoing</p>

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Wilkinson County School District District Number: 7900 Date CAP Approved by Local School Board: 2/10/2021

**Standard 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.**

**REGULATIONS: Miss. Admin. Code 7-3: 2.1, State Board Policy Chapter 2, Rule 2.1**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District has a teacher that is teaching an academic core subject without the proper endorsement.	The Wilkinson County School District has incorporated a teaching and learning coordinator that is responsible for educators being properly licensed and endorsed in the respective content areas.	Teaching/Leaming Coordinator  Principal  Business Manager  Superintendent	Quarterly licensure updates	ongoing