

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 15, 2024

OFFICE OF ACCREDITATION

- L. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1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the *Mississippi Public School Accountability Standards, 2023*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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. Carroll County School District
2. East Jasper School District
3. George County School District
4. Hazlehurst City School District
5. Jackson Public School District
6. North Bolivar Consolidated School District**
7. Vicksburg-Warren School District

**Denotes CAPs require additional revisions by the District before program office approvals.

The following districts remain under investigation by the Office of Student Assessment, therefore the CAPs for Process Standard 16 are under review by the Office of Student Assessment and **are not** included in the backup material:

- Canton Public School District
- Greenville Public School District
- Hollandale School District
- Wilkinson County School District
- Jackson Public School District

Recommendation: Approval

Back-up material attached

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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February 15, 2024

OFFICE OF ACCREDITATION

- L. 1. Corrective Action Plan for Carroll 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the *Mississippi Public School Accountability Standards, 2023*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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).

On October 26, 2023, the Commission on School Accreditation assigned the Carroll County School District a PROBATION status. 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 Carroll County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 4 and 4.6 – Annual Financial Audit: Compiling and Reporting Financial Data

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Carroll County School District

District Number: 0800

Date CAP Approved by Local School Board: 1/01/2024

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: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/01/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The FY16 audit report indicates a violation of Standard 4.6. The district did not submit the original budget to the Board for approval and did not do a final amended budget.</p> <p>The FY17 audit report indicates a violation of Standard 4.6. The district did not submit the original budget to the Board for approval and did not do a final amended budget.</p>	<p>The district has submitted an original budget and advertised the public budget meeting each year since the FY16 violation. The district will continue to submit an original budget for Board approval and advertise to the public each year.</p>	<p>Superintendent Business Manager</p>	<p>Board Minutes</p>	<p>June 30, 2024</p>
<p>The FY18 audit report indicates a violation of Standard 4.6. The district did not properly record all receivables for the current year, prior balances were carried over and not properly recorded. The district did not properly record accrued payroll at the end of the year to reflect the final payroll transaction.</p>	<p>Accounts receivable, payroll and accruals will be adjusted to reflect correct end of year balances. The Business Office Staff will implement a procedure for recording receivables, payables, and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system will be put in place to ensure proper balances.</p>	<p>Business Manager Business Staff</p>	<p>Budget Reports</p>	<p>June 30, 2024</p>
<p>The FY19 audit report indicates a violation of Standard 4.6. The district did not make principal interest payments on 16th Section Loans, payroll expenditures were calculated incorrectly, payables were misstated and did not reflect correct balances.</p>	<p>16th section loan interest payments will be made on time, payroll and payables will be calculated correctly</p>	<p>Business Manager</p>	<p>Budget Reports</p>	<p>June 30, 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/01/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>In FY20, the audit report indicates a violation of Standard 4.6. The district had unrecorded claims payable as of June 30, 2020. The district did not review subsequent disbursements after fiscal year end and accrue unpaid claims as of June 30, 2020. The year-end financial statements were misstated for unpaid claims at June 30, 2020. An adjustment was proposed to management and made to reflect these balances on the audited financial statements.</p> <p>There was also prepaid asset for workers compensation premiums on the year-end financial statements that did not exist that caused the financial statements to be materially misstated. The year-end financial statements were materially misstated for a prepaid asset at June 30, 2020. Also, there was not enough workers compensation expense reported on the fund financial statements. An adjustment was proposed to management and made to reflect these balances on the audited financial statements.</p>	<p>Payroll and accruals will be adjusted to reflect correct end of year balances. The Business Office Staff will implement a procedure for recording receivables, payables, and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system will be put in place to ensure proper balances.</p>	<p>Business Manager Business Staff</p>	<p>Audit Report</p>	<p>June 30, 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/01/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The FY21 audit report indicates a violation of Standard 4.6. The auditor noted there were unrecorded claims payable as of June 30, 2021. The year-end financial statements were misstated for unpaid claims at June 30, 2021. An adjustment was proposed to management and made to reflect these balances on the audited financial statements.</p>	<p>Payroll and accruals will be adjusted to reflect correct end of year balances. The Business Office Staff will implement a procedure for recording receivables, payables, and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system will be put in place to ensure proper balances.</p>	<p>Business Manager Business Staff</p>	<p>Audit Report</p>	<p>June 30, 2024</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
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OFFICE OF ACCREDITATION

L. 2. Corrective Action Plan for East Jasper 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, 2023*, 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).

On October 26, 2023, the Commission on School Accreditation assigned the East Jasper School District a PROBATION status. 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 East Jasper School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 4 and 4.1 – Annual Financial Audit: Fixed Asset System

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: East Jasper Consolidated School District

3111

District Number: 3111 Date CAP Approved by Local School Board: 1/16/2024

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: East Jasper Consolidated School District District Number: 3111 Date CAP Approved by Local School Board: 1/16/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.1 Finding #SL2018-F in the FY 18 Audit Report, the auditor noted that the review of the control system and substantive testing of fixed asset transactions revealed deficiencies in the following areas: Twelve (12) depreciable assets were tagged and added to the subsidiary records but not included in the financial statements. This happened when assets were not appropriately marked as depreciable assets. These assets totaled \$446,905.92 and included four (4) buses. Forty (40) additional items meeting the threshold for tagging and for inventory inclusion but not meeting the threshold for depreciation were also not included in the subsidiary records, the inventory is not included in the annual physical count and is not verified through the annual physical inventory process. Controls surrounding the safekeeping of the equipment are greatly compromised when a reconciliation between the subsidiary records and the physical</p>	<p>Conduct a physical inventory annually. Building level administrators or designees will be responsible for fixed assets at their location by signing a statement. They will also accept responsibility for conducting a campus level assessment of assets received at their location two (2) times during the current fiscal year.</p> <p>The Business Manager and Fixed Assets Clerk are responsible for assigning tag numbers and recording fixed assets on the inventory. Once items are tagged, the Business Manager and Fixed Assets Clerk will verify entries and provide the property</p>	<p>Business Manager Fixed Assets Clerk Property Manager: Campus Administrators and Designee(s) Department Director/Coordinator or and/or Designee Business Manager Fixed Assets Clerk Property Manager: Campus Administrators and Designee(s) Department Director/Coordinator or and/or Designee</p>	<p>Annual Fiscal Year Audit Internal Fixed Assets Audits Fixed Assets Inventory Reports Internal Fixed Assets Audits Fixed Assets Inventory Reports</p>	<p>Within nine (9) months after the close of the fiscal year Fall and Spring Semester of each year July 1 – June 30 Yearly Fall and Spring Semester of each year July 1 – June 30 Yearly</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District **District Number:** 3111 **Date CAP Approved by Local School Board:** 1/16/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>count is not performed. The auditor further noted three instances where coding for the purchase of assets meeting the criteria to be tagged and added to the subsidiary record was incorrect with respect to object code. This makes it more difficult to capture the asset when the inappropriate object code is used.</p> <p>4.1 Per Repeat Finding #SL2019-C in the FY19 Audit Report, the auditor noted that the review of the control system and substantive testing of capital asset transactions revealed inclusion in the subsidiary records that were not identified and added by the district. The cost of these five (5) items was \$28,436.70. The auditor noted eight (8) items that were approved for disposal and later sold as surplus property that remained on inventory and had not been deleted at the time of fieldwork. The original cost of these eight (8) items was \$310,217.00 and included seven (7) school buses. During the physical</p>	<p>manager acquiring the items with a signed and dated copy of the newly entered inventory as verification of appropriate entry.</p> <p>Attend fiscal updates and accounting management system training.</p> <p>Equipment will be valued at historical cost or fair market value at the date of donation or purchase.</p> <p>Requests for disposal of fixed asset items will be submitted by the property manager for Board approval before items are removed from the fixed asset inventory.</p>	<p>Business Manager Fixed Assets Clerk Facilities Director</p> <p>Business Manager Fixed Assets Clerk Property Manager:</p> <p>Campus Administrators and Designee(s)</p> <p>Department Director/Coordinator and/or Designee Superintendent</p>	<p>Agendas</p> <p>Annual Fiscal Year Audit</p> <p>Internal Fixed Assets Audits</p> <p>Internal Fixed Assets Audits Board Minutes</p>	<p>As Available</p> <p>Within nine (9) months after the close of the fiscal year</p> <p>Fall and Spring Semester of each year</p> <p>July 1 – June 30 Yearly</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District District Number: 3111 Date CAP Approved by Local School Board: 1/16/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>observation of capital assets, the auditor was not able to locate one (1) smartboard. The district responded that the SmartBoard had been retired and replaced. However, the original asset remained on inventory. During the testing of non-payroll expenditures, eight (8) instances were noted where an incorrect object code was used when purchasing capital fixed assets.</p> <p>4.1 Per Finding #2020-002, during the auditor's review of the control system and substantive testing of capital asset transactions revealed deficiencies in the following areas: Two (2) items meeting the threshold for capitalization were not added to the district's subsidiary records and were not included in the district's financial statements. The cost of the two (2) items was not recorded and were not included in the district's financial statements. The cost of the two (2) items was \$27,797.</p>	<p>Business Manager and Fixed Assets Clerk are responsible for assigning tag numbers and recording fixed assets on the inventory. Once items are tagged, the Business Manager and Fixed Assets Clerk will verify entries and provide the property manager acquiring the items with a signed and dated copy of the newly entered inventory as verification of appropriate entry.</p>	<p>Business Manager Fixed Assets Clerk Property Manager: Campus Administrators and Designee(s) Department Director/ Coordinator and/or Designee</p>	<p>Annual Fiscal Year Audit Internal Fixed Assets Audits Fixed Assets Inventory Reports</p>	<p>Within nine (9) months after the close of the fiscal year Fall and Spring Semester of each year July 1 – June 30 Yearly</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District District Number: 3111 Date CAP Approved by Local School Board: 1/16/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During the testing of non-payroll expenditures, we noted two (2) instances where an incorrect object code was used when purchasing capital assets.</p>	<p>The district will review and refine policies and implement procedures and internal controls with regard to the purchase, disposal, and transfer of fixed assets by reconciling them monthly to current month additions and Board-approved disposals of equipment.</p>	<p>Business Manager Fixed Assets Clerk Property Manager: Campus Administrators and Designee(s) Department Director/ Coordinator Business Manager Fixed Assets Clerk</p>	<p>Fixed Assets Inventory Reports</p>	<p>July 1 – June 30 Yearly</p>
<p>The effect was an understatement of accumulated depreciation of \$1,112. An audit adjustment was proposed and accepted, by the district, to record the assets to the subsidiary records.</p>	<p>The district will also require a bi-annual inventory of all capital assets within the district. Proper paperwork should be submitted when an asset is moved to a new location within the district.</p>	<p>Property Manager: Campus Administrators and Designee(s) Department Director/Coordinator and/or Designee</p>	<p>Annual Fiscal Year Audit Internal Fixed Assets Audits</p>	<p>Within nine (9) months after the close of the fiscal year Fall and Spring Semester of each year</p>

Corrective Action Plan

District Name: East Jasper Consolidated School District District Number: 3111 Date CAP Approved by Local School Board: 1/16/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.1 Per Finding #2021-001, the auditor's review of the control system and substantive testing of capital asset transactions revealed deficiencies in the following areas:</p> <p>Three (3) items meeting the threshold for capitalization were not added to the district's subsidiary records, depreciation records and were omitted from the district's financial statements. An audit adjustment was made to record</p>	<p>The district will be utilizing a new software program (Brightly) to help input and track fixed assets. The Facilities Director who implements this software for maintenance work orders will be assisting the Fixed Assets Clerk, Business Manager, and Property Managers with maintaining accurate records of fixed assets inventory using this program.</p> <p>At the end of each fiscal year, the Property Manager or other responsible official will conduct an inventory of fixed assets, verify the existence and condition of fixed assets, and reconcile fixed assets records.</p>	<p>Facilities Director</p> <p>Business Manager Fixed Assets Clerk Property Manager:</p> <p>Campus Administrators and Designee(s)</p> <p>Department Director/Coordinator or and/or Designee</p> <p>Facilities Director</p>	<p>Fixed Assets Inventory Reports</p> <p>Internal Fixed Asset Audit</p> <p>Annual Fiscal Audit</p>	<p>January 2024 - onward</p> <p>End-of-Year in June</p> <p>Within nine (9) months after the close of the fiscal year</p>

Corrective Action Plan

District Name: East Jasper Consolidated School District District Number: 3111 Date CAP Approved by Local School Board: 1/16/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>and correct his omission. The cost of the three items was \$20,978 and related depreciation was \$6,923. The effect was an understatement of capital assets in the amount of \$20,978 and an understatement of accumulated depreciation of \$6,923.</p>	<p>The district will review and refine policies and implement procedures and internal controls with regard to the purchase, disposal, and transfer of fixed assets by reconciling them monthly to current month additions and Board-approved disposals of equipment.</p>	<p>Business Manager Fixed Assets Clerk Property Manager: Campus Administrators and Designee(s) Department Director/Coordinator and/or Designee</p>	<p>Annual Fiscal Audit</p>	<p>Within nine (9) months after the close of the fiscal year</p>
	<p>The district will also require a bi-annual inventory of all capital assets within the district. Proper paperwork should be submitted when an asset is moved to a new location within the district.</p>	<p>Business Manager Fixed Assets Clerk Property Manager: Campus Administrators and Designee(s) Department Director/Coordinator or and/or Designee</p>	<p>Internal Fixed Asset Audits</p>	<p>Fall and Spring Semester of each year</p>

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 15, 2024

OFFICE OF ACCREDITATION

L. 3. Corrective Action Plan for George 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, 2023*, 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).

On October 26, 2023, the Commission on School Accreditation assigned the George County School District a PROBATION status. 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 George 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, Administrative Duties
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: Local School Board
- Process Standard 8 – Student Records

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

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
<p>The (former) superintendent failed to provide effective educational leadership in key areas including the oversight and management of day-to-day operations and the effective development and implementation of District Policies</p>	<p>The Superintendent established Audit Meetings with every Principal and Director. At these meetings every Principal and Director were given a copy of the MS Public School Accountability Standards. The Superintendent reviewed each non-compliant standard. He also reviewed board policy and procedures.</p>	<p>Superintendent</p>	<p>Attendee Survey</p>	<p>07/01/21-09/22/21</p>
<p>Examples include, but are not limited to, the following: The (former) Superintendent failed to</p>	<p>The Superintendent established Audit Meetings with every Principal and Director. At these meetings every Principal and Director were given a copy of the</p>	<p>Secondary Curriculum Director</p>	<p>Attendee Survey</p>	<p>07/01/21-09/22/21</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>implement appropriate standards of governance. (See also Process Standards 1.2 and 1.3)</p> <p>The (former) Superintendent 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. (See also Process Standards 1.2 and 1.3)</p> <p>Based on information obtained in confidential interviews with District staff, the Board failed to assign all executive and administrative duties to the (former) superintendent. The Board routinely interferes in the day-to-day operations of the District by assigning administrative authority to individuals other than the (former) superintendent and not permitting the (former) Superintendent to perform the duties prescribed by law.</p>	<p>MS Public School Accountability Standards. The Superintendent reviewed each non-compliant standard. He also reviewed board policy and procedures.</p> <p>The Superintendent established Audit Meetings with every Principal and Director. At these meetings every Principal and Director were given a copy of the MS Public School Accountability Standards. The Superintendent reviewed each non-compliant standard. He also reviewed board policy and procedures.</p> <p>-The School Board refrains from and does not interfere in the day-to-day operations of the school district.</p> <p>-An organizational chart was created with a list of the superintendent and district administrators' responsibilities.</p>	<p>Superintendent</p> <p>Superintendent</p> <p>Superintendent</p>	<p>Attendee Survey</p> <p>Monthly board meetings</p> <p>Board Approved organizational chart of responsibilities</p>	<p>07/01/21-09/22/21</p> <p>January 2020 - Current</p> <p>Board Approved July 8, 2021 June 9, 2022 July 6, 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Specifically, Board members instructed the (former) Superintendent not to take personnel action against licensed school staff members accused of fraudulently allowing students to graduate by having other students complete work assignments and tests for them.</p>	<p>-The School Board Members have attended extra trainings offered by MSBA. All 5 members and the Superintendent attended the MSBA Annual Conference in February 2021. Three Board Members and the Superintendent attended the MSBA Southern Region Leadership Conference in July 2021. Three Board Members and the Superintendent attended the Fall Leadership Conference in November 2021. Four Board Members and the Superintendent attended the MSBA Annual Conference in February 2022. Four Board Members and the Superintendent attended the Southern Region Leadership Conference in August 2022.</p>	<p>School Board</p>	<p>Training Certificates of Completion</p>	<p>02/16/21-11/30/23 February 2021 July 2021 November 2021 February 2022 August 2022</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Two Board Members and the Superintendent attended the MSBA Fall Leadership Conference in November 2022.</p> <p>Four Board Members and the Superintendent attended the Annual MSBA Conference in February 2023.</p> <p>The Board President and the Superintendent attended the MSBA Fall Leadership Conference in November 2023.</p>			<p>November 2022</p> <p>February 2023</p> <p>November 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

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 (former) 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. The (former) 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 board secretary established a yearly calendar for the board to review all policies. On the first of the month the board secretary emails the board members assigned sections of the policies. The board reviews them during the month. At the next regular board meeting the board will let the School Administration know if any changes to policy need to be made.</p>	<p>Board Secretary</p>	<p>All Board Policy can be viewed on the District Website</p>	<p>Sept. 10, 2021-February 01, 2022, Sept. 02, 2022 - March 07, 2023 Sept. 05, 2023 - May 7, 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

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
<p>The Board failed to effectively perform its duties in accordance with applicable federal and state statutes, State Board of Education Policies, and process standards. Examples include, but are not limited to, the following:</p> <p>Ensuring implementation of appropriate standards of governance (See also Process Standard 1.2); according to school board policies and procedures that comply with state and federal statutes and State Board of</p>	<p>The School Board Members have attended extra trainings offered by MSBA. All 5 members and the Superintendent attended the MSBA Annual Conference in February 2021. Three Board Members and the Superintendent attended the MSBA Southern Region Leadership Conference in</p>	<p>Board Members and Superintendent</p>	<p>Training Certificates of Completion</p>	<p>February, 2021 - November, 2023 February 16, 2021 July 18 - 19, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District District Number: 2000 Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Education policies and process standards (See also Process Standards 1.2)</p>	<p>Three Board Members and the Superintendent attended the Fall Leadership Conference in November 2021.</p> <p>Four Board Members and the Superintendent attended the MSBA Annual Conference in February 2022.</p> <p>Four Board Members and the Superintendent attended the Southern Region Leadership Conference in July, 2022.</p> <p>Two Board Members and the Superintendent attended the MSBA Fall Leadership Conference in November 2022.</p> <p>Four Board Members and the Superintendent attended the Annual MSBA Conference in February 2023.</p> <p>The Board President and the Superintendent attended the MSBA Fall Leadership Conference in November 2023.</p>			<p>November 16, 2021</p> <p>February 21-23, 2022</p> <p>July 24-26, 2022</p> <p>November 15, 2022</p> <p>February 21-22, 2023</p> <p>November 14, 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District District Number: 2000 Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Additionally, based on information obtained in confidential interviews with District staff and observations by the MDE auditors, the MDE is concerned that the Board may be in violation of the Open Meetings Act. Specific examples include, but are not limited to the following:</p> <p>On October 21, 2019, the MDE received an email notice at 10:59 a.m. from April McDonald, attorney for the George County School District that the District would be having a special-called board meeting on October 24, 2019 at 5:30 p.m. to discuss the transition of the new superintendent. However, on October 24, 2019 at 5:55 p.m. (the night of the special-called meeting) the MDE received an email from attorney McDonald stating that the meeting had been moved to Monday at 6:00 p.m. (October 28th) due to a rescheduled ballgame and the potential for bad weather. (The notice was received 30 minutes after the meeting was to have taken place.)</p>	<p>-The School Board refrains from and does not interfere in the day-to-day operations of the school district.</p> <p>-An organizational chart was created with a list of the superintendent and district administrators' responsibilities.</p> <p>-All principals report to the Superintendent of Education and not the School Board.</p> <p>-The School Board follows the Open Meetings Act. All School Board meetings are viewed by MDE through a live feed.</p> <p>-All school board meetings are posted prior to each monthly or special called meeting on the district website and posted on the district office front door.</p>	<p>Superintendent</p> <p>Superintendent</p> <p>Superintendent</p> <p>School Board</p>	<p>Monthly board meetings</p> <p>Board Approved organizational chart of responsibilities</p> <p>All meetings can be attended by the public and are live streamed on the GCSD YouTube channel</p>	<p>January 2020 - ongoing</p> <p>Board Approved July 8, 2021 June 9, 2022 July 06, 2023</p> <p>March 2020-ongoing</p>

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE received complaints from individuals that on the night of October 28, 2019 the Board did meet but the meeting was never called to order or adjourned. Rather, Board members came into the District office and went upstairs, met, and later came downstairs and left, despite individuals in attendance waiting for the public meeting to take place. Video footage of the meeting from the District's security system support the allegation. The official signed minutes from the October 28, 2019 meeting that were approved by the Board on November 5, 2019 failed to indicate any call to order or adjournment, nor do they reference any executive session, only who was present and that a "work session was held to discuss personnel matters". Video footage shows the secretary laying materials on the table but board members never even pick it up. It also appears that the door to the building may have been locked throughout the night, thus appearing to prevent anyone.</p>	<p>The School Board Members have attended extra trainings offered by MSBA. All 5 members and the Superintendent attended the MSBA Annual Conference in February 2021. Three Board Members and the Superintendent attended the MSBA Southern Region Leadership Conference in July 2021. Three Board Members and the Superintendent attended the Fall Leadership Conference in November 2021. Four Board Members and the Superintendent attended the MSBA Annual Conference in February 2022. Four Board Members and the Superintendent attended the Southern Region Leadership Conference in July, 2022.</p>	<p>School Board</p>	<p>Training Certificates of Completion</p>	<p>February 16, 2021 - November 14, 2023 February 16, 2021 July 18 - 19, 2021 November 16, 2021 February 21-23, 2022 July 24-26, 2022</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District District Number: 2000 Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>from being able to enter without having someone come unlock it and let them in.</p> <p>On Tuesday, November 5, 2019, two (2) MDE officials attended the George County School Board meeting. The agenda contained an item for second consideration and final approval of several policies, one (1) of which pertained to recording of board meetings. When it came time for the Board to go into executive session one of the MDE officials introduced herself and asked for permission to enter into executive session with the Board. The Board President responding yelling and pointing at the MDE official stating he was "sick of ya'll coming to our meetings and getting in our face". He then said they had already told the MDE official that they had discussed it with their attorney (who was not present for the meeting) and that they would not be letting her in the executive session. During his response he pointed at the</p>	<p>Two Board Members and the Superintendent attended the MSBA Fall Leadership Conference in November 2022.</p> <p>Four Board Members and the Superintendent attended the Annual MSBA Conference in February 2023.</p> <p>The Board President and the Superintendent attended the MSBA Fall Leadership Conference in November 2023.</p>			<p>November 15, 2022</p> <p>February 21-22, 2023</p> <p>November 14, 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District District Number: 2000 Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>other MDE official and started yelling and asking him was he recording the meeting saying he did not have the authority to record the meeting. Another Board member made a statement about the policy they had just approved and asked him did he not pay attention to their policy about recording. The Board remained in executive session over two (2) hours. When they returned from executive session, the Board President announced that no action was taken during the executive session and that they would be tabling the policy that was discussed earlier until next month to allow them to make more revisions to it. No motion was made to table it. A copy of the policy in question was later obtained by MDE. The policy stated that individuals can record the meetings provided that they do not disrupt the meeting in doing so or block the view of others in attendance with their recording. Based on information obtained in confidential interviews with District staff the Board prohibited the</p>				

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>(former) superintendent from handling personnel and other matters at the high school and had the (former) high school principal report directly to the Board.</p> <p>On December 31, 2019, the Board President directed the technology coordinator to disable the email account of the outgoing superintendent and to forward all emails of the outgoing superintendent to the incoming superintendent. This type of directive is an administrative duty of the (incoming) superintendent, not a board member.</p>				

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

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
<ul style="list-style-type: none"> -Records failed to list daily attendance records. -Records failed to document enrollment and withdrawal information. -Permanent Records were paper copies rather than original records. -Records failed to contain birth certificate information and verification. -Records documented verification on the cumulative folder but not on the permanent record. -School initials were used for the birth verification rather than individual who verified. -Cumulative folders failed to match the permanent record. -Records failed to include courses taken and final grades (grade labels). -Records failed to include score reports/labels for end of course assessments or evidence the student met one of the options in lieu of passing the assessments. 	<ul style="list-style-type: none"> Training Secretaries, Registrars, Administrators, Counselors, Teachers -Secretary, Registrar, Principal, Counselor Training held on July 29, 2020. -Secretary, Registrar, Principal, Counselor Training held – July 29, 2021. -April 7, 2022 - MDE Office of Accreditation - Cumulative Record Training -June 28, 2022 - Registration Procedure Training (Registrars/Principals) -May 20, 2022-End of Year Cumulative Record Training -August 3, 2022-Beginning of Year Secretaries/Registrar Training -Mississippi Cumulative Folders and Permanent Records manual of Directions will be disseminated and reviewed. -Online Tutorials for Cumulative Folders and Permanent Records Part A and Part B will be viewed and reviewed at training. -Teachers will be trained by school personnel 	<ul style="list-style-type: none"> District Data Coordinator/MSIS Primary School Registrars School Administrators District Level Administrators School Counselors 	<ul style="list-style-type: none"> Schools audit individual cumulative folders and make corrections that include: <ul style="list-style-type: none"> -Making CUM and Insert Match -Birth Certificate Verification -Originals and not copies -Enrollment and withdrawals are recorded -Attendance is recorded -Parent information recorded 	<ul style="list-style-type: none"> December 31, 2021 March, 2022 Spring, 2022 January 31, 2023

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Corrective Action Implemented</p> <ul style="list-style-type: none"> -Cumulative Records and Inserts purchased and disseminated. -Periodic reminders sent out from District Administration to target findings. 	<p>District Data Coordinator/MSIS Primary</p> <p>District Data Coordinator/MSIS Primary</p>		<p>Ongoing</p> <p>Ongoing</p>
	<ul style="list-style-type: none"> -All cumulative records and permanent records reviewed and corrected to target all findings. 	<p>District Data Coordinator/MSIS Primary</p> <p>School Registrars</p> <p>School Counselors</p> <p>School Administrators</p>		<p>Ongoing</p>
	<ul style="list-style-type: none"> -Cumulative Record color coded folder system implemented - colored folders purchased and disseminated to all schools. 	<p>District Data Coordinator/MSIS Primary</p> <p>School Registrars</p> <p>School Counselors</p>		<p>Ongoing</p>
	<ul style="list-style-type: none"> -Records will include scores for end of course assessments or evidence the student met one of the options in lieu of passing assessments. -Records will include courses taken and final grades. 	<p>School Administrators</p> <p>School Counselors</p> <p>School Registrars</p>		<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

George County School District

District Number: 2000

Date CAP Approved by Local School Board:

12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Follow up MDE site visit findings: Central Elementary School only (all other schools in the district have been cleared for Standard 8)</p> <p>-Transfer record not recorded correctly -Previous school record not recorded correctly -Appropriate Proof of Birth/Age Documentation not present -</p>	<p>-Site Visits held in 2020-2021. -Site Visits held in the Spring of 2022. -Site Visits held in the Fall of 2022.</p> <p>-Periodic internal audits of cumulative records and permanent records are conducted to ensure records are maintained in accordance with with Mississippi Cumulative Folder and Permanent Records Manual of Directions.</p> <p>- End of Year Cumulative Record Training for registrars and counselors held May, 2023 to review transfer of record procedures.</p> <p>- Beginning of the Year Cumulative Record Training for registrars held August, 2023. Review of MDE Cumulative Record Maintenance Manual.</p>	<p>District Data Coordinator/MSIS Primary District Level Administrators</p> <p>District Data Coordinator/MSIS Primary</p> <p>District Data Coordinator/MSIS Primary School Registrars Counselors District Data Coordinator/MSIS Primary School Registrars Counselors</p>	<p>Site Visit Rubric and Checklist Cumulative Record Rubric Summary reports provided to individual schools with corrective action noted.</p> <p>Cumulative Record Rubric</p>	<p>2020-2021 Academic Session 2021-2022 Academic Session</p> <p>Ongoing</p> <p>May, 2023</p> <p>August, 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: George County School District

District Number: 2000

Date CAP Approved by Local School Board: 12/5/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>A letter from the hospital signed by the attending doctor was used as proof of age documentation instead of a Birth Certificate.</p>	<ul style="list-style-type: none"> - External audit of 100% of Central Elementary School Records conducted in September, 2023. All determined errors corrected by school personnel. - MDE targeted assistance phone conversation with MDE Office of Accreditation to clarify questions regarding home school entries and new immunization exemption entries. 	<p>External Auditor School Registrar School Administrator</p> <p>District Data Coordinator/MISIS Primary</p>	<p>-External audit rubric/evaluation notes</p>	<p>September, 2023</p> <p>September 20, 2023</p>
<p></p>	<ul style="list-style-type: none"> - Internal Site Visit to be conducted in February, 2024. - District Office Administrators will conduct periodic review of records. 	<p>District Data Coordinator/MISIS Primary District Level Administrators</p>	<p>Site Visit Rubric and Checklist Cumulative Record Rubric Summary reports provided to individual schools with corrective action noted. Cumulative Record Rubric</p>	<p>February 21, 2024</p> <p>Ongoing</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 15, 2024

OFFICE OF ACCREDITATION

- L. 4. Corrective Action Plan for Hazlehurst City 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, 2023*, 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).

On October 26, 2023, the Commission on School Accreditation assigned the Hazlehurst City School District a PROBATION status. 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 Hazlehurst City School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standard 8 – Student Records
- Process Standards 14 and 14.1 – Graduation Requirements: Minimum Carnegie Unit Requirements
- Process Standards 14 and 14.2 – Graduation Requirements: High School Exit Exams
- Process Standards 14 and 14.5 – Graduation Requirements: Participation in Graduation Ceremonies
- Process Standard 16 – Statewide Assessment System
- Process Standard – 17.4 State and Federal Programs: Special Education Programs
- Process Standards 21 and 21.1 – Promotion/Progression/Retention Policies: Uniform Grading Policy
- Process Standards 24 and 24.1 – Planning Time
- Process Standard 26 – High School Curriculum
- Process Standards 29 and 29.1 – Pupil Transportation: Quarterly Bus Inspections
- Process Standards 29 and 29.2 – Pupil Transportation: Bus Drivers

Licenses

- Process Standard 30 – School Facilities
- Process Standard 31 – School Safety Plans

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

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
Board policies do not serve as the basis of operation for the district.	The HCSD has adopted all board policies to serve as the basis of operation. HCSD Board of Trustees review board policies each month as listed on the Board Policy Review Calendar. As policies are revised, updates are provided on the district website.	Board Members Superintendent Board Clerk	Board Policy Review Calendar Work Session Board Agendas District Website	July 2023 - (ongoing)
Some board policies are published and referenced in the student handbook, but the same process is not implemented in the personnel handbook	The HCSD has developed student handbooks as well as personnel handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians. These handbooks are created annually.	Superintendent Board Clerk	Board Approved Student & Personnel Handbooks disseminated to students/parents and faculty	September 2023 October 2023 July 2024 August 2024 (ongoing)

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>There is no structured process in place for reviewing, revising, and rescinding policies. Based on a review of board minutes and interviews, policies are dealt with on an as needed basis. None of the policies adopted by the Board in 2014 have been placed in the District's policy manual.</p>	<p>The HCSD Board of Trustees has established a systematic process for reviewing and revising school board policies. Policies are reviewed each month as listed on the Board Policy Review Calendar. When policy revisions are approved, changes are communicated to all school district staff through district website and email. Parents are alerted of updates through Active Instant Messenger (AIM).</p>	<p>Superintendent Board Members</p>	<p>Board Policy Review Calendar Work Session Agendas and Minutes District Websites Email (Policy Updates)</p>	<p>July 2023 - (ongoing)</p>
<p>The District is not implementing its Public Comment Policy (BCAF) appropriately. Individuals or organizations are put on the agenda under Public Comments when they should be listed as an agenda item. Sometime action by the board is required and it would be inappropriate to limit their presentation to three minutes as required by the Public Comment Policy.</p>	<p>The HCSD has ensured Board Policy BCAF is implemented. The district reviews all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. If the general public requires more than (3) minutes and possibly require board action, the Board of Trustees follow the process outlined in Policy BCBI, which ensures individuals or organizations are listed as an agenda item.</p>	<p>Superintendent Board Members Board Clerk</p>	<p>Board Policy BCAF Board Agendas Public Comment Sign-in Sheet Board Minutes</p>	<p>July 2023 - (ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

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, 2023*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>While an immunization Form 121 was located in folders at all schools, as students received an updated Form 121 the dates were not recorded on either the cumulative folder or the permanent record.</p> <p>*Hazlehurst Elementary School - Samples 37 of 796</p> <p>-Mother's name was not on one cumulative folder</p> <p>*Hazlehurst Middle School - Sample of 20 of 297</p> <p>-None of the records had indicated that the student had transferred from the elementary to the middle school. Until this year, the two schools have been a K-8 school so that information will have to be added.</p> <p>-One student's name was incomplete on records</p> <p>-One record had an incorrect birth</p>	<p>After the training with MDE on cumulative folders all members of the district's leadership team will carefully review all folders for incomplete documentation and will make the necessary corrections identified during the on-site visit.</p> <p>Counselors will review each folder to ensure completion for accurate documentation. A transcript analysis will be conducted by the counselor and/or the designated personnel at each school.</p> <p>Counselors and/or designated personnel will request the records from the previous school of the student.</p>	<p>Counselors Records Clerks Principals Assistant Principals</p>	<p>Each counselor will utilize the checklist titled Required Information for Cumulative and Permanent Records to complete the record review process and will assist by the record clerks. Additionally, each principal will periodically conduct a quarterly audit to ensure organization and completion of the cumulative folders.</p>	<p>Completed Quarterly December 2023 March 2024 August 2024 June 2025 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>certificate.</p> <ul style="list-style-type: none"> -One permanent record had no initials verifying birth information -One father's name was not on birth certificate but was on cumulative and permanent records. -One record indicated the wrong state of birth. -Six records showed incomplete parents' names as compared to the birth certificate. <p>Hazlehurst High School - Sample of 39 of 496</p> <ul style="list-style-type: none"> -Records had stickers that overlapped the space to record immunizations. -One senior graduated (2014-15), had a non-passing grade with 0.0 credit for a course but when counting total credits for the year a credit was counted. 	<p>After the training with MDE on cumulative folders all members of the district's leadership team will carefully review all folders for incomplete documentation and will make the necessary corrections identified during the on-site visit.</p> <p>Counselors will review each folder to ensure completion for accurate documentation. A transcript analysis will be conducted by the counselor and/or the designated personnel at each school.</p> <p>Each site's principal will conduct an integrity check each nine weeks for cumulative folders of returning and students new to the school.</p>	<p>Records Clerks Principals Assistant Principals</p>	<p>Each counselor will utilize the checklist titled "Required Information for Cumulative and Permanent Records" to complete the record review process and will assist by the record clerks. Additionally, each principal will periodically conduct a quarterly audit to ensure organization and completion of the cumulative folders.</p>	<p>Completed Quarterly December 2023 March 2024 August 2024 June 2025 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

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, 2023, 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: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school district is noncompliant with Standards 14, 14.1, 14.1.2, and 14.5.</p> <p>-Of the 20 records sampled from the records of the 69 graduates one student did not have a required half credit in PE, and three students did not have the required two math credits above Algebra I.</p> <p>-There were three students from the sample of 20 who did not have the required courses to graduate but did participate in graduation exercises.</p> <p>-In reviewing the 2015 senior records, a class entitled Interventions was listed that provided 1 credit for 9th graders and .5 credit for 10th graders. This class was not listed in the approved course list and when questioned was told that the course was offered as a tutorial for students who were not performing well academically.</p>	<p>The HCSD Board of Trustees has reviewed and revised the district graduation policy to reflect all options for graduation. The HCSD high school and principal has created checklist to ensure that all students that will exit HCSD have met all of the requirements as established by the local board and the State Board of Education to include all required courses.</p> <p>The HCSD high school principal and counselor will comply with the quarterly audits of the student checklist regarding graduation requirements to include approved required courses. HCSD principal and counselor will meet with all students scheduled for graduation to confirm or deny graduation privileges prior to the start of graduation exercises. Any student that does not meet the requirements will not be allowed to participate in the graduation exercises.</p>	<p>HCSD Board of Trustees Superintendent HCSD High School Principal Counselor</p> <p>HCSD high school principal and counselor</p>	<p>HCSD high school principal and counselor will perform quarterly audits of each student scheduled for graduation to ensure all necessary requirements are met.</p> <p>Audits should be done throughout the year on all students scheduled to graduate.</p>	<p>November 2023- (Present & ongoing)</p> <p>November 2023- (present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>HCSD high school principal and counselor has created a checklist to ensure that all students scheduled to exit HCSD have met all of the requirements as established by the local board and the State Board of Education. Each cohort of students are closely monitored for missing state assessment scores and are offered alternate routes of satisfying this requirement such as completion by means of achieving adequate scores on ACT, ASVAB, Work Keys, etc. Each student is also evaluated according to the concordance table for the year the assessment was taken.</p>	<p>HCSD High School Principal Counselor</p>	<p>HCSD high school principal and counselor will perform quarterly audits of each student scheduled for graduation to ensure all necessary requirements are missed. HCSD high school principal and counselor will also have checklist forms for all students enrolled at HHS and will monitor students as they take exits examinations.</p>	<p>November 2023- (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Standard 16: The school district adheres to all requirements of the Mississippi Statewide Assessment System.

REGULATIONS: Miss. Code Ann. §§ 37-16-1 through 4, § 37-16-9, Miss. Admin. Code 7-3: 36.1, State Board Policy Chapter 36, Rule 36.1, Miss. Admin. Code 7-3: 74.2, State Board Policy Chapter 74, Rule 74.2, Miss. Admin. Code 7-3: 78.1 and 78.7, State Board Policy Chapter 78, Rule 78.1 and Rule 78.7, and Appendix F of the *Mississippi Public School Accountability Standards, 2018*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district used an outdated District Test Security Plan. The italicized text within the District's Test Security Plan was copied almost word-for-word from MDE's sample language provided in 2017.</p> <p>The test security plan failed to comply with requirements regarding secure storage, handling, and returning of materials. The District's Test Security Plan contained information that conflicted with the individual schools' test security plans regarding accessibility to the secure storage areas. The Plan failed to include a list of personnel involved in the test administration.</p> <p>The District Test Security Plan should require that the DTC investigates all irregularities. The Plan noted that the</p>	<p>The District Test Security Plan was updated on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>June 2023-Ongoing</p>

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Superintendent will conduct all irregularities/investigations.</p> <p>Hazlehurst Elementary School: The following findings are based on the review of the School Test Security Plan:</p> <ol style="list-style-type: none"> The plan contained conflicting information about the handling of testing materials. The Plan failed to comply with the requirements regarding secure storage, handling, returning of materials, and individuals who had access to secure storage areas. The student illness section was incomplete. The Plan referenced test booklets and the breaking of bands of booklets for paper test but failed to reference test tickets/login slips for computer-based assessments. 	<p>The district updated the District Test Security Plan on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>June 2023-Ongoing</p>

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 1/11/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The following findings are based on the review of the on-site monitoring during the Spring 2022 testing window:</p> <ol style="list-style-type: none"> The School Test Coordinator had not printed classrooms student login tickets or provided the Test Administrator Manual to the administrators for the Kindergarten Readiness Assessment. Students were assigned and grouped to classrooms different than what was noted in the testing portal. The school failed to have computers ready for testing. Computer screens displayed an incorrect testing vendor login screen. Teachers were unprepared to administer the assessment. They were perplexed and continually asked for help. 	<p>The School Test Coordinator will train teachers who will administer the Kindergarten Assessment. The training will include but not limited to the following:</p> <ul style="list-style-type: none"> - Printed student log-in student tickets - Students assigned to classrooms as noted in the testing portal. - Computers used for testing will be prepared and logged on to the correct testing vendor displayed prior to the testing session. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 1/11/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Hazlehurst Middle School</p> <p>The following findings are based on the review of the School Test Security Plan:</p> <ol style="list-style-type: none"> The plan contained conflicting information about the handling of testing materials. The Plan failed to comply with the requirements regarding secure storage, handling, returning of materials, and individuals who had access to secure storage areas. The Plan referenced test booklets and the breaking of bands of booklets for paper test but failed to reference test tickets/login slips for computer-based assessments. 	<p>The District Test Security Plan was updated on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 1/11/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Hazlehurst High School</p> <p>The following findings are based on the review of the School Test Security Plan:</p> <ol style="list-style-type: none"> The plan contained conflicting information about the handling of testing materials. The Plan failed to comply with the requirements regarding secure storage, handling, returning of materials, and individuals who had access to secure storage areas. The student illness section was incomplete. The Plan referenced test booklets and the breaking of bands of booklets for paper test but failed to reference test tickets/login slips for computer-based assessments. The Plan referenced scratch paper being returned the vendor. The MDE abolished this practice in 2014-2015. 	<p>The District Test Security Plan was updated on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

Hazlehurst City School District

District Number: 1520

12/7/2023

District Name: _____ Date CAP Approved by Local School Board: _____

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

17.4: Special Education Individuals with Disabilities Education Act (IDEA) (20 U.S.C §§ 1400, et. seq.)

REGULATIONS: Child Find – Initial Evaluation (CFI): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; Miss. Admin. Code 7-3: 74.19, State Board Policy Chapter 74, Rule 74.19, §§ 300.111, 300.301, 300.304 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The evaluation team reviewed two (2) student records identified through a random selection (Prong 2) in the area of Child Find in order to review implementation of Child Find Procedures in accordance with 34 C.F.R. 300.301 and Chapter 74, Rule 74.19. A review of special education records, district documents indicated following:</p> <p>CFI-4 One (1) of two (2) student records reviewed indicated the district failed to hold a MET meeting within 14 calendar days of receiving a written parent request. (Student 25)</p>	<p>Upon review of (Student 25) IEP file, there was a parent request from 8/30/2012. Further review of (Student 25) IEP file provided evidence of a parent written request for a MET meeting. The MET meeting was scheduled for 9/4/2012 at 11:00 a.m.; the parent gave consent for an initial evaluation on 9/04/2012. (Student 25) received an initial comprehensive evaluation ruling on 11/02/2012 where</p>	<p>Superintendent, Special Programs Director, Child Find Coordinator</p>	<p>Copies of the written parent request, parent invitation response form Child Find/MET Committee Meeting, Parent Invitation Response Form, Receipt of</p>	<p>Within 30 days (March 2018-April 2018), The Child Find Coordinator submitted the appropriate documentation as evidence to OSE.</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>student was eligible for OHI: ADD/ADHD & LI. (Student 25) latest comprehensive reevaluation was conducted on 11/2/2015 to determine appropriate eligibility. The most appropriate eligibility for (Student 25) is OHI: ADD/ADHD. (Student 25) upcoming three-year reevaluation will be conducted before or by 11/2/2018.</p> <p>The Child Find Coordinator will submit the appropriate documentation as evidence to OSE.</p> <p>The Child Find Coordinator will review each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p> <p>Note: This corrective action will require a review of random files (Prong 2) in order to verify implementation. The OSE will request randomly selected files for review through a desk audit.</p>	<p>Child Find Coordinator</p>	<p>Safeguard documentation, Consent form and Determination of Eligibility report will be submitted to the OSE.</p> <p>Child find/ Eligibility File Review Checklist</p>	<p>Within 90 days (March 2018-May 2018), The Child Find Coordinator reviewed each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Delivery of Services/Free Appropriate Public Education/Least Restrictive Environment (FAPE/LRE). Reconvene the IEP Committees to revise IEP's with all required components to meet the unique needs of the students in accordance with Mississippi Department of Education (MDE) policy 74.19.</p>	<p>Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in the following areas: IEP Present Level of Academic Achievement Functioning Performance (PLAAFP) IEP IMPACT STATEMENT IEP SPECIAL CONSIDERATIONS IEP ACADEMIC AREAS IEP BEHAVIORAL NEEDS IEP FUNCTIONAL AREA NEEDS IEP DEVELOPING BASELINE DATA IEP DEVELOPING MEASURABLE GOALS/ SHORT TERM INSTRUCTIONAL OBJECTIVES</p>	<p>Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators</p>	<p>Sign-in Sheets of the specific professional development; PowerPoint Presentation of the specific professional development; Agenda of the specific professional development</p>	<p>Within 90 days (March 2018-May 2018) the district provided professional development to special education teachers and appropriate staff regarding the development and implementation of IEP's and in accordance with MDE policy 74.19. June 2024 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-2 One of twenty five student records reviewed indicated the PLAAPPs did not provide detailed and targeted summaries of current daily academic, behavior and functional performance. Baseline data was not provided for developing measurable goals. (Student 25)</p>	<p>(Student 25): Reconvene IEP meetings to revise PLAAPP statements to provide detailed summaries of current daily academic, behavior and functional performance in order to meet the student's individual needs in accordance with MDE policy 74.19.</p> <p>Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in accordance with MDE Policy 74.19</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p> <p>Special Education Teachers General Education Teachers Therapists Administrators & Appropriate Staff members</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p> <p>Powerpoint Presentation of the specific professional development; Sign-in sheets of the specific professional development; Agendas of the specific professional development</p>	<p>Within 30 days (March 2018-April 2018), the district reconvened IEP meetings to revise PLAAPP statements in accordance with MDE policy 74.19.</p> <p>Within 90 days (March 2018-May 2018) the district provided professional development to special education teachers and appropriate staff regarding the development and implementation of IEP's findings</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-3 Two of twenty five student records reviewed indicated the IEP's did not include statements of how the disability affects student involvement and progress in the general education curriculum. (Students 12 & 25)</p>	<p>(Student 12 & 25): Reconvene IEP meetings to revise the PLAAFP statements to indicate how the disability affects student involvement and progress in the general education curriculum in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p>	<p>Within 30 days (March 2018-April 2018), the district reconvened IEP meetings to revise the PLAAFP statements; Parents concerns; academic areas in accordance with MDE Policy 74.19.</p>
<p>DS-4 Two of the twenty five student records reviewed indicated the IEP's did not include concerns of the parents. (Student 22 & 25)</p>	<p>(Student 22 & 25): Reconvene IEP meeting to address parent concerns in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p>	
<p>DS-5 Seven of the twenty five student records reviewed indicated the IEP's did not address the academic areas of need for the students. (Students 7, 9, 12, 18, 19, 21 & 25)</p>	<p>(Students 7, 9, 12, 18, 19, 21 & 25): Reconvene IEP meetings to address academic areas of need in order to meet the requirements of the student's individual needs in accordance with MDE policy. (STIO's)</p>	<p>Special Education Teachers General Education Teachers</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>(Student 25) One (1) of twenty-five (25) student records reviewed indicated the IEP did not identify address the functional areas of need for the student. (Student 25)</p>	<p>(Student 25) Reconvene the IEP committees to revise the IEP to identify and address functional areas of need.</p>	<p>Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators</p>	<p>Parent Invitation, Written Notice Documentation, Review/ Revised Completed IEP's</p>	<p>Within 30 days (March 2018-April 2018), the district reconvened IEP meetings to revise the IEP to address the functional areas of need as well as special considerations in accordance with MDE policy 74.19.</p>
<p>DS-9 (Student 25) One (1) of (25) student records reviewed indicated the IEP did not address special considerations. (Student 25)</p>	<p>(Student 25) Reconvene the IEP committee to revise the IEP to identify special considerations that address the needs of the student and support annual goals</p>	<p>Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators</p>	<p>Parent Invitation Written Notice Documentation, Review/Revised Completed IEP's</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Standard 21: The district follows an established board policy that defines criteria for the academic promotion/progression/retention of students. Such criteria prohibit the retention of students for extracurricular purposes.

21.1: The school district implements a uniform grading policy.

21.2: A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale in accordance with the Mississippi High School Activities Association (MHSAA). This portion of the standard will be jointly monitored and enforced by the State Board of Education and the MHSAA.

REGULATIONS: Miss. Code Ann. §§ 37-11-64, 65, and 66, and Miss. Admin. Code 7-3: 2.3, State Board Policy Chapter 2, Rule 2.3

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Board policies and District publications regarding the promotion, retention, and progression of students are inconsistent.</p> <p>-Policy IHE, Promotion and Retention, references RCSD, making it unclear if this policy is for the Hazlehurst School District.</p> <p>-On February 2, 2018, the Board adopted Policy IHA, Grading System, with revisions adopted on January 16, 2019; however, based on the wording and the red font, the Auditors could not determine whether this is a sample policy provided by the Mississippi School Board Association (MSBA). -Although officially adopted by the Board, several policies contain the</p>	<p>The HCSD will review and revise Board policies to ensure that the language is consistent with the language in all District publications including the Student Handbook.</p> <p>The HCSD will remove the language referencing Sample Policy Disclaimer from the official Board policies.</p> <p>The HCSD will revise the Student Handbook to ensure that the Handbook contains accurate information regarding attendance.</p> <p>The HCSD will revise the Student Handbook to ensure that it does not contain conflicting information.</p>	<p>Superintendent Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Board Policy Review Calendar Updated District Website Email (Policy Updates) Updated faculty and student handbooks</p>	<p>August 2023-June 2024 Present & Ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Board, several policies contain the wording used in the MSBA's Sample Policy Disclaimer.</p> <p>-Information on page 11 of the Student Handbook regarding attendance incorrectly states that students must be in attendance 180 days.</p> <p>- On page 14 of the Student Handbook under promotion and retention, mastery of objectives is listed as a minimum or passing grade of 65; however, on page 13 under the grading scale, passing is listed as 60 and above.</p> <p>-Information in the Student Handbook on page 17 regarding grade level classification conflicts with the information in board policy IHE, Promotion and Retention</p>				

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Standard 24: Each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or departmental planning.

- 24.1:** If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week, exclusive of lunch period. If the school utilizes any form of a modular/block schedule, the instructional planning time provided is a minimum of either 225 minutes per week or an average of 225 minutes per week per instructional cycle, exclusive of lunch period.
- 24.2:** Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of lunch period.

REGULATIONS: 7 Miss. Admin. Code Pt. 3, Ch. 2, R.2.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Hazlehurst Middle School</p> <p>The District failed to provide one (1) classroom teacher with an unencumbered period during the teaching day to be used for individual or departmental planning.</p> <p>Hazlehurst City School District</p> <p>The District failed to provide one (1) classroom teacher with an unencumbered period during the teaching day to be used for individual or departmental planning.</p>	<p>The District will ensure that each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period during the teaching day to be used for individual or departmental planning.</p> <p>The school utilizes a traditional six-period or seven-period day schedule. The instructional planning time provided for secondary teachers will be a minimum of 225 minutes per week, exclusive of lunch period.</p>	<p>District MSIS Coordinator</p> <p>School-site MSIS personnel</p> <p>Administrators</p>	<p>2023-2024 District Master Schedule</p> <p>Matrix Review of instructional schedules with signature and date of reviewers</p>	<p>August 2023- June 2024 (Present & Ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Standard 26: The curriculum of each high school at a minimum consists of required and approved courses that generate at least 33½ Carnegie units annually. Any request for an exemption from teaching the courses listed in Appendix B must be submitted in writing to the Commission on School Accreditation for review and action.

REGULATIONS: Miss. Code Ann. § 37-1-3(2), Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3, and Appendices B and C of the *Mississippi Public Schools Accountability Standards, 2018*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on a review of the data in MSIS provided by the HCSD for the 2021-2022 school year, The District failed to provide students with access to the following required course offerings:</p> <ul style="list-style-type: none"> Physics Mississippi Studies College and Career Readiness Course Advanced Placement Mathematics Advance Placement Social Studies <p>The District failed to provide a curriculum that, at a minimum, consists of required and approved courses that generate at least 33 1/2 Carnegie units annually.</p> <p>The District's MSIS data continues to show comprehensive health as a course offering. Comprehensive health is not an acceptable course and should not be offered.</p>	<p>The District shall provide the required curriculum as published in Appendix B of the Mississippi Public School Accountability standards.</p> <ol style="list-style-type: none"> 1. The District will revise list of course offerings that includes required and approved courses that make up the 33 ½ required Carnegie units. 2. The District will provide a curriculum that consists of required and approved courses that make up the 33 1/2 required Carnegie units. 3. The District will remove Comprehensive Health as a course offering. 4. The HHS 2023-2024 will be updated to reflect the noted changes. 	<p>High School Principal Counselor Director of Accreditation, Compliance, & Accountability MSIS District Coordinator</p>	<p>HHS List of Course Offerings HHS 2023-2024 Master Schedule</p>	<p>August 2023 (Present & Ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Standard 29: The school district complies with the applicable policies of the State Board of Education and state and federal laws in the operation of its transportation program. The school district implements Nathan’s Law as a priority for promoting school bus safety.

29.1: All buses are inspected on a quarterly basis and are well-maintained and clean.

29.2: Each bus driver has a valid bus driver certificate and a commercial driver’s license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two (2) hours of in-service training per semester.

29.3: Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.

29.4: Emergency bus evacuation drills are conducted at least two (2) times each year.

REGULATIONS: Miss. Code Ann. § 37-41-53, § 63-1-33, § 63-1-73, § 63-3-615, and § 97-3-7, and Miss. Admin. Code 7-3: 81.3, 81.4, 81.6, 81.7, and 81.9, State Board Policy Chapter 81, Rule 81.3, 81.4, 81.6, 81.7, and 81.9.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district failed to provide documentation regarding quarterly bus inspections, well maintained, and cleaned.	The district shall ensure and document that all buses are inspected quarterly. The district shall have on file quarterly inspection documentation.	Superintendent Director of Transportation Transportation Clerk	Completed quarterly inspection documentation	August 2023-Ongoing
The district failed to provide documentation that each bus driver has a valid bus driver certificate and a commercial driver’s license and operates the bus according to all specified safety	The district shall ensure and document that all bus drivers completed the required MDE sanctioned two (2) in-service training hours per semester with sign-in sheets.	Superintendent Director of Transportation Transportation Clerk	Copy of valid bus driver commercial driver’s license/ driver certificate Copy of bus driver’s	August 2023-Ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two (2) hours of in-service training per semester.</p>			<p>year Motor Vehicle Reports Copy of agendas and sign-in sheets (2 hour in-service)</p>	
<p>Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.</p>	<p>The district shall ensure that buses arrive at their designated school sites prior to the start of the instructional day. The district shall have on file daily arrival time of buses.</p>	<p>Superintendent Director of Transportation Transportation Clerk</p>	<p>Bus arrival logs</p>	<p>August 2023-Ongoing</p>
<p>Emergency bus evacuation drills are conducted at least two (2) times each year.</p>	<p>The district shall ensure and document that bus evacuation drills are conducted at least two times each year. Documentation will be kept on file.</p>	<p>Superintendent Director of Transportation Transportation Clerk</p>	<p>Completed evacuation drills log</p>	<p>August 2023-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Standard 30: The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms in each school will be air-conditioned.

REGULATIONS: Miss. Code Ann. § 37-7-301(c)(d)(j), §§ 37-11-5 and 49, and § 45-11-101

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on an on-site visit between December 2021 and October 2022, the HCSD was found to be noncompliant at the following facilities/locations:</p> <p>Hazlehurst Elementary School Exterior</p> <ul style="list-style-type: none"> - No "Visitor Parking" signs - No "Handicap Parking" signs - No main utilities shut-off labeled 	<p>The District will develop a comprehensive list to address all noted facility deficiencies. Facilities will be monitored ongoing to ensure a safe and secure environment. The District will develop a procedure which requires that prior to the beginning of each school year, a complete and comprehensive safety survey be completed of the school buildings and grounds and reported to the superintendent and school board.</p> <p>Hazlehurst Elementary School: Exterior</p> <ul style="list-style-type: none"> -Install "Visitor Parking" signs -Install "Handicap Parking" signs - Label main utilities shut-off 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>March 2024 -Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Interior</p> <ul style="list-style-type: none"> -There is no two-way intercom between the office and the classrooms -No main utility shut-offs map posted in main lobby -No Asbestos Management Plan on file in main office -No Material Safety Sheet (MSDS) on file in main office <p>E-Wing</p> <ul style="list-style-type: none"> -Inoperable emergency lights in hallway -The egress window is too high for students to exit the classroom -Unprotected outlets in classrooms -Classroom 505 - egress obstructed / egress unmarked -Classroom 507 has more than 20% covered with paper on the walls -Classroom 501 has paper covering egress window, egress not marked -Unprotected light in faculty restroom 	<p>Interior</p> <ul style="list-style-type: none"> - Install a two-way intercom between the office and all classrooms -Post main utility shut-offs map in main lobby -Place Asbestos Management Plan in Main Office -Place a MSDS plan on file in main office <p>E-Wing</p> <ul style="list-style-type: none"> -Repair or replace emergency lights in hallway -Install steps in classroom for egress of windows -Cover all unprotected outlets in classrooms -Remove obstruction from in front of egress window in Classroom 505 and mark egress window -Remove excess paper from Classroom 507 walls -Remove paper covering egress window, mark egress window classroom 501 -Cover unprotected light in faculty restroom 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>March 2024 -Ongoing</p>

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>-Classrooms 509 and 510 - egress obstructed</p> <p>-Classroom 514 - egress window is unmarked</p> <p>-Classroom 513 - egress window is cracked</p> <p>Long Hall</p> <p>-Classroom 418 - extension cord being used as a permanent power source</p> <p>-Classroom 411 - egress window covered with curtains</p> <p>-Classrooms 407 and 412 - thermostat is broken</p> <p>Short D Hall</p> <p>-Door closer is missing on egress door</p> <p>Hazlehurst Middle School Findings:</p> <p>Interior</p> <p>-No main utilities shut-off map posted in main lobby</p> <p>-No two-way intercom between the office and the classrooms</p>	<p>-Remove obstruction from in front of egress window in Classrooms 509 and 510</p> <p>-Mark egress window in Classroom 514</p> <p>-Replace cracked egress window in Classroom 513</p> <p>Long Hall</p> <p>-Remove extension cord in Classroom 418 as a permanent source</p> <p>-Remove curtains from over the egress window in Classroom 411</p> <p>-Replace broken thermostat in Classrooms 407 and 412</p> <p>Short D Hall</p> <p>-Replace missing door closer on egress door</p> <p>Hazlehurst Middle School:</p> <p>Interior</p> <p>-Post main utilities shut-off map in main lobby</p> <p>-Install a two-way intercom system between the office and classrooms</p>	<p>Superintendent</p> <p>Director of Maintenance</p> <p>Custodial/Maintenance Staff</p> <p>Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies</p> <p>-Pictures with noted date of repair & signatures</p> <p>-Repair reports</p> <p>- Ongoing monitoring logs</p>	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -No Asbestos Management plan on file in main office - No MSDS on file in main office <p>C-Wing</p> <ul style="list-style-type: none"> -Blocked egress window with computers and tables in Classrooms 303, 305, and 309 -Paper covering egress window in Classroom 310 <p>B-Wing</p> <ul style="list-style-type: none"> -Library egress window obstructed with computers/tables; egress window will not open -Bookshelves blocking egress window in Room 207 -Extension cord used as a permanent power source -Egress door sticking -Inoperable emergency light 	<ul style="list-style-type: none"> -Need an asbestos management plan on file in the main office -Place a MSDS plan on file in the main office <p>C-Wing</p> <ul style="list-style-type: none"> -Remove obstruction from in front of the egress window in Classrooms 303, 305, and 309 -Remove paper off the egress window in Classroom 310 <p>B-Wing</p> <ul style="list-style-type: none"> -Remove obstruction from egress window in the library and repair egress window so it can open -Remove bookshelves in front of egress window in Classroom 207 -Remove extension cord as permanent source -Repair egress sticking door -Repair/replace emergency light 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

Hazlehurst City School District

1520

12/7/2023

Date CAP Approved by Local School Board:

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Parent Center</p> <ul style="list-style-type: none"> -Expired fire extinguisher <p>A-Wing</p> <ul style="list-style-type: none"> -Classroom 100 - extension cord used as a permanent power source -Classroom 102 - glass missing -Inoperable emergency/Exit lights in 	<p>Parent Center</p> <ul style="list-style-type: none"> -Inspect and update fire extinguisher <p>A-Wing</p> <ul style="list-style-type: none"> -Remove extension cord being used as a permanent power source in Classroom 100 -Replace missing glass in Classroom 102 -Repair/ replace emergency/ exit lights in hallway 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies</p> <ul style="list-style-type: none"> -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs 	<p>March 2024-Ongoing</p>
<p>Hazlehurst High School Findings:</p> <p>Interior</p> <ul style="list-style-type: none"> -No Asbestos Management plan on file in main office -No MSDS plans in the main office -The school lacks a two-way intercom between the main office and classrooms -No main shut-off value map posted in the main lobby -Boarded up windows in the main office -Unlocked custodial/storage areas at the time of visit -Unprotected light in custodial closet 	<p>Hazlehurst High School:</p> <p>Interior</p> <ul style="list-style-type: none"> -Provide up-to-date Asbestos Management Plan in main office -Provide MSDS plans on chemicals -Install a two-way intercom system in the building -Post a main shut-off map in the main lobby -Replace window pane in main office -Lock custodial closet -Cover unprotected light in custodial closet 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Exterior</p> <ul style="list-style-type: none"> -Outside air conditioning unit unsecured -Main utilities unmarked (i.e., gas, water, and electrical) -No "Visitor Parking" signs -No "Handicap Parking" signs -Fence broken down and weeds covering the fence <p>A Hall Downstairs</p> <ul style="list-style-type: none"> -Inoperable exit signs throughout building -Inoperable emergency lights throughout building -Unprotected light at egress downstairs A-hall -Damaged tread in stairwells -Panic bar missing cover in stairwell <p>A Hall Upstairs</p> <ul style="list-style-type: none"> -Missing ceiling tile -Electrical panel unlocked -Blank plate falling out of panel -Panel unlabeled 	<p>Exterior</p> <ul style="list-style-type: none"> -Secure all outside air conditioning units -Mark all main utilities -Mark all "Visitor Parking" signs -Mark all "Handicap Parking" signs -Repair fence and remove weeds on the fence <p>A Hall Downstairs</p> <ul style="list-style-type: none"> -Repair/replace exit signs throughout building -Repair/replace emergency lights throughout building -Cover unprotected lights at egress downstairs A Hall -Replace damaged tread in stairwells -Repair/replace panic bar in stairwell <p>A Hall Upstairs</p> <ul style="list-style-type: none"> -Replace missing ceiling tiles -Lock electrical panel -Replace plate in panel -Label panel 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>March 2024- Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board:

12/7/2023

District Name:

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Classrooms A Hall Up/Downstairs</p> <ul style="list-style-type: none"> -Classrooms A-1, A-2, A-3, and A-4 - paper above egress window -Classroom A-5 - outlet cover missing -Hole in outlet box -Glass missing and covered with cardboard -Classroom A-8.1 - unlocked chemical room door -Expired fire extinguisher -Broken bottles on flammable cabinet -No MSDS in Labs A-8.1 and A-8.2 -Obstructed egress door between classrooms -Classroom A-8.2 - missing ceiling tile - No MSDS sheets for chemicals in A-8.2 -Classroom A-7 - no emergency cut-off valve at teacher's station -Classroom A-10 - damaged window -Classroom A-6 - broken window covered with plywood -Classroom A-11 - egress window has paper above it that prevents it from opening 	<p>Classrooms A Hall Up/Downstairs</p> <ul style="list-style-type: none"> -Remove paper from egress windows Classrooms A-1,A-2,A-3, & A-4 -Replace outlet cover Classroom A-5 -Plug hole in electrical box -Replace glass in window -Lock chemical door in classroom A-8.1 -Replace outdated fire extinguisher -Remove broken bottles -Provide MSDS for all chemicals in Labs A-8.1 and A-8.2 -Remove obstruction from behind egress door -Replace missing ceiling tile in Classroom A-8.2 -Add emergency gas cut-off valve at teacher's station in Classroom A-7 -Replace damaged window in Classroom A-10 -Replace broken window in Classroom A-6 -Remove paper from egress window in classroom A-11 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies</p> <ul style="list-style-type: none"> -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs 	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Cafeteria</p> <ul style="list-style-type: none"> -Broken window in seating area -Hole in the ceiling by serving line -Broken thermostat in kitchen area -Blocked electrical panels -Panels unlocked and unlabeled -Women's restroom has unprotected light, missing cover over light switch -Paint peeling from ceiling in kitchen area -Unprotected light on back porch of kitchen -Hole in ceiling in kitchen area -Hole above freezer wall outside kitchen - Dry food stored too close to ceiling -Unprotected light under the vent a hood -Broken light under the vent a hood <p>Short Wing Hall</p> <ul style="list-style-type: none"> -Ceiling tile missing by exit door near restroom -Damaged emergency light by Classroom B-4 -Inoperable exit signs 	<p>Cafeteria</p> <ul style="list-style-type: none"> -Replace broken window in seating area -Repair hole in ceiling by serving line -Replace broken thermostat in kitchen -Remove carts from in front of panels -Lock panels and label them -Cover unprotected lights in women's restroom and cover light switch -Remove and paint ceiling in kitchen area -Cover unprotected light on back porch of kitchen -Repair hole in ceiling in kitchen -Repair hole above freezer by back porch -Remove dry food less than 24" from ceiling -Cover the unprotected light under the vent-a hood -Replace the broken light under the vent-a-hood <p>Short Wing Hall</p> <ul style="list-style-type: none"> -Replace ceiling tile by exit door -Replace damaged emergency light by Classroom B-4 -Repair exit signs 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies</p> <ul style="list-style-type: none"> -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs 	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Short Wing Hall Classrooms</p> <ul style="list-style-type: none"> -Classroom B-6 - exposed wires above smartboard -Classroom B-3 - egress will not open, handle missing -Unprotected light in janitor closet <p>C-Wing Hall</p> <ul style="list-style-type: none"> -Pipe hanging through the ceiling (trip hazard) -Inoperable exit signs 	<p>Short Wing Hall Classrooms</p> <ul style="list-style-type: none"> -Conceal wires above smartboard in classroom B-6 -Replace door handle in classroom B-3 to allow egress -Cover light in janitor closet <p>C-Wing Hall</p> <ul style="list-style-type: none"> -Strap pipe to wall or remove the pipe -Repair or replace exit signs in the hall 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies</p> <ul style="list-style-type: none"> -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs 	<p>March 2024- Ongoing</p>
<p>C-Wing Classrooms</p> <ul style="list-style-type: none"> -Classroom C-1 - open box behind teacher's desk -Classroom C-2 - broken thermostat by smartboard 	<p>C-Wing Classrooms</p> <ul style="list-style-type: none"> -Cover open box behind teacher's desk in Classroom C-1 -Replace broken thermostat in Classroom C-2 			
<p>D-Wing Hall</p> <ul style="list-style-type: none"> -Closed per Facilities Director and Superintendent <p>Band Hall</p> <ul style="list-style-type: none"> -Ceiling tile missing -Fire extinguisher not hanging on wall -Inoperable exit sign 	<p>D-Wing Hall</p> <ul style="list-style-type: none"> -Not inspected; closed per Facilities Director and Superintendent <p>Band Hall</p> <ul style="list-style-type: none"> -Replace missing ceiling tile in band hall -Place fire extinguisher on wall or place in a case 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -Inoperable emergency light -Egress exit blocked -Need steps for egress window -Cover missing from electrical box under the electrical panel -Electrical panel unlocked -Seating capacity not posted -Hole in right side of electrical panel -Electrical panel unlabeled -Window boarded up in teacher's office -Unprotected light in server room 	<ul style="list-style-type: none"> -Repair or replace the exit sign -Repair or replace the emergency light -Remove blockage from in front of egress -Build steps for egress window -Lock electrical panel -Post seating capacity -Replace missing cover on electrical box under electrical panel -Place blank in hole on the electrical panel -Label electrical box -Replace glass in boarded up window in teacher's office -Cover unprotected light in server room 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>March 2024- Ongoing</p>
<ul style="list-style-type: none"> Old Gymnasium -Old gym is unsafe/uninhabitable for human occupancy 	<p>Old Gymnasium -Gym will not be occupied until in compliance with life/safety code</p>			
<ul style="list-style-type: none"> New Gymnasium -Door sticks that leads into the lobby -Damaged column outside the gym -Insulation damage above gym playing floor -Seating capacity not posted -Damaged emergency light in gym 	<p>New Gymnasium -Repair sticking lobby door -Repair damaged column outside gym -Repair damaged insulation in the gym -Post capacity sign -Repair or replace damaged emergency light in Gym</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -Unlocked electrical panel -Unlabeled electrical panel -No door closer on the exit door in the lobby -Missing blank in panel in girl's locker room upstairs -No evacuation map in the gym 	<ul style="list-style-type: none"> -Lock electrical panel -Label electrical panel -Install a door closer on exit door in lobby -Replace missing blank in electrical panel in girl's locker room upstairs -Install an evacuation map in gym 	Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators	Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs	March 2024-Ongoing
Walter Washington Vocational Complex <ul style="list-style-type: none"> -Missing ceiling tile in boy's restroom -Damaged ceiling tile in the hallway -Exit door sticking -Expired fire extinguisher in the hallway -Allied Health Classroom has an extension cord used as a permanent electrical source -Allied Health Classroom has an electrical outlet loose on the back wall above the counter -Unlocked electrical panels in the building trade classroom 	Walter Washington Vocational Complex <ul style="list-style-type: none"> -Replace missing ceiling tile in boy's restroom -Replace damaged ceiling tile in the hallway -Repair sticking exit door -Replace expired fire extinguisher -Remove extension cord as permanent electrical source in Allied Health classroom -Secure electric outlet to the wall above the counter in the Allied Health classroom -Lock electrical panel box in the building trade classroom 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 12/7/2023

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -Uncovered electrical panel main breaker exposing wires in the building trade classroom -Water cooler missing in the building trade classroom -Ceiling tile missing in the supply room in the building trade classroom -No evacuation map posted in the building trade classroom -Multiple wires were running across the floor creating a trip hazard in the computer discovery classroom -Electrical room is being used as a storage closet -Ceiling tile missing in the electrical room -Ceiling tile missing in the janitor's closet -Miscellaneous materials in janitor's closet JROTC Building -Inoperable drinking fountain -No emergency light in the hallway -Broken door closer 	<ul style="list-style-type: none"> -Cover main breakers in the electrical panel with exposed wires in building trade classroom -Replace missing water cooler or remove pipes in building trade classroom -Replace missing ceiling tile in supply room in building trade classroom -Post an evacuation map -Remove wires running across the floor in the computer discovery classroom -Remove supplies from electrical room -Replace missing ceiling tile in electrical room -Replace missing ceiling tile in janitor's closet -Remove miscellaneous materials from janitor closet JROTC Building -Repair drinking fountain -Install emergency light(s) in hallway -Repair broken door closer 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>March 2024- Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

12/7/2023

Date CAP Approved by Local School Board: _____

Standard 31: The district complies with State Board Policies and State and Federal laws to provide Safe Schools. Each school has a Comprehensive School Safety Plan on file that has been approved annually by the local school board.

REGULATIONS: Miss. Code Ann. § 37-3-81, § 37-3-82, § 37-3-83, § 37-7-321, § 37-11-5, § 37-11-29, § 37-11-53, § 37-11-67, § 37-11-69, the Mississippi School Safety Manual, and the MDE Occupational Safety and Crisis Response Planning Manual

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District failed to provide documentation of the two (2) required reunification locations including detailed and labeled maps. The district only provided one (1) reunification location, detailed, and labeled maps at the following locations: Hazlehurst Elementary School Hazlehurst Middle School Hazlehurst High School</p>	<p>The District developed the District Crisis Management Plan. The Plan was approved by school board on December 1, 2022. The district will ensure that the Plan is updated to include two (2) reunification locations with detailed and labeled maps.</p>	<p>Superintendent Director of Maintenance Director of Accreditation, Compliance, & Accountability</p>	<p>District Management Plan that includes two (2) reunification locations with detailed and labeled maps.</p>	<p>December 2022-Ongoing</p>
<p>All classrooms within the district failed to contain the required emergency packs. The following schools/facilities failed to have emergency packs in all classrooms: Hazlehurst Elementary School Hazlehurst Middle School Hazlehurst High School</p>	<p>The District will ensure that all classrooms at each site have the required emergency packs. The District will ensure that all safety packs are updated prior to the start of the academic school year. Signatures and dates will be kept of file.</p>	<p>Superintendent Director of Maintenance Administrators Teachers Director of Accreditation, Compliance, & Accountability</p>	<p>Emergency Packs located in all classrooms throughout the district Review of Packs prior to start of the academic year with signatures and date</p>	<p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

Hazlehurst City School District

1520

12/7/2023

Date CAP Approved by Local School Board:

District Number:

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The following schools/facilities failed to provide evidence that the required school safety drills had been conducted: Hazlehurst High School.</p>	<p>The school safety drills for all schools will be followed and implemented (Fire drills-monthly; Tornado drills- twice per year; Lockdown/Intruder (within the first 60 days of each semester)</p>	<p>High school principal High School Assitant Principal Director of Safe & Orderly</p>	<p>Copy of HHS School Safety Drill Schedule (sy 2023-2024)</p>	<p>August 2023-Ongoing</p>
<p>The District failed to provide a District Crisis Management Plan approved by the local school board.</p>	<p>The district developed the District Crisis Management Plan. The Plan was approved by school board on December 1, 2022. The district will ensure that the Plan is updated and includes all required components set forth by the Office of Safe and Orderly Schools.</p>	<p>Superintendent Director of Maintenance Director of Accreditation, Compliance, & Accountability</p>	<p>District Crisis Management Plan (School Board 12/1/2022)</p>	<p>December 2022-Ongoing</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 15, 2024

OFFICE OF ACCREDITATION

L. 5. Corrective Action Plan for Jackson Public 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, 2023*, 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).

On October 26, 2023, the Commission on School Accreditation assigned the Jackson Public School District a PROBATION status. 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 Jackson Public School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records
- Process Standard 16 – Statewide Assessment System*
- Process Standard 30 – School District Facilities

Recommendation: Approval

Back-up material attached

*The Office of Student Assessment is reviewing the CAP for Process Standard 16 and is working with the District to approve the corrective actions and timelines provided by the school district. Therefore, the CAP for Process Standard 16 is not attached.

Corrective Action Plan

Jackson Public School District

District Name: _____ District Number: 2520 Date CAP Approved by Local School Board: 1/18/2024

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>During the April 5 through April 22, 2016 legislative audit, the District's board policies failed to serve as the basis of operation for the District. Furthermore, irregularities and inconsistencies existed in local board policies and other district documents such as the student handbook, etc.</p> <p>Although the District implemented some corrective actions outlined in the Corrective Action Plan approved by the State Board of Education on December 15, 2016, such as establishing</p>	<p>Pursuant to 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, local board policies that comply with State and Federal statutes and SBE policies shall serve as the basis of operation of the District.</p> <p>1. The District will undertake a comprehensive review and revise all district publications to ensure that all statements are clearly written and consistent with approved school board policy.</p>	<p>Superintendent</p>	<p>Board minutes</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • Graduation Requirements (IGB/JBQ) (See also Standard 14) • Promotion/Progression/Retention of Students (JB/JGD) (See also Standard 21) • Instructional Materials and Fees (IFB) • Textbooks (IFCA) • Food Service (ED and JDB) • Dress Code (JCSA) • Suspension and Expulsion (JCH) <p>The District does not have a board policy that addresses the sale of computers in accordance with Miss. Code Ann. § 37-7-459.</p> <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. The Superintendent</p> <p>and Board also failed to ensure that the school district operates according to school board policies and procedures that comply with state and federal statutes and SBE policies and standards.</p>	<p>Any policy affecting students that parents need to know about will necessitate an automated call or placement on the District's web page and/or other means.</p> <p>Monthly meetings with principals to inform them of policy changes. Policy changes are also posted on the District's website for public comment and review prior to board approval. Superintendent will ensure principals have regular staff meetings and will give hard copies of policy to staff and review changes with them. 3. The District shall consistently implement all board policies, including the Code of Conduct for Students, throughout the District to ensure equity for all students.</p> <p>District Action: All policies are reviewed on an annual basis. There is a monthly meeting where members of the policy review committee convene to review any recommended updates, amendments, deletion, or creation of new policies. Once the policy review committee has reviewed recommended changes, the changes are posted on the District's website under "Policies Under Review" for public comment and review. The policies are then presented to the Board for review and approval. All approved and revised board policies are updated on the website where</p>	<p>Superintendent</p>		<p>Completed and Ongoing.</p>

Corrective Action Plan

District Name: Jackson Public School District

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring that all data reported to the MDE are true and accurate (See also Accreditation Policy 2.1), • Ensuring implementation of appropriate standards of governance (See also Standards 1.1 and 1.3), • Ensuring all graduating seniors of School Year 2016-2017 met graduation requirements (See also Standard 14), • Ensuring the integrity of the Mississippi Statewide Assessment System (See also Standard 16 and Appendix F), • Ensuring compliance with the Individuals with Disabilities Act (See also Standard 17.4), 	<p>Board approved revised IGB/JBQ Graduation Requirements Policy on November 28, 2017 and updated on June 3, 2021, in collaboration with the Standard 14 leader. For strategies, please see Standard 14.</p> <p>Board approved JBJ/IGD Promotion/Retention of Students Policy on October 3, 2017 and updated on October 2, 2018. For strategies, please see Standard 20 and 21.</p> <p>Board approved Instructional Services (Instructional Materials and Fees (IFB) on December 6, 2016.</p> <ul style="list-style-type: none"> • Textbooks (IFCA) reviewed on December 6, 2016 by Board • Food Service Policy ED approved on December 20, 2016. Policy JDB reviewed on December 6, 2016 and was recommended for deletion as duplicative of ED. • Dress Code (JCSA) approved on April 4, 2017 <p>Suspension and Expulsion (JCH) is reviewed annually and scheduled again in the annual review cycle.</p>	<p>2. Superintendent</p>		<p>Completed and ongoing.</p>

Please use additional sheets as needed.

Corrective Action Plan

Jackson Public School District

2520

1/18/2024

District Name: _____ District Number: _____ Date CAP Approved by Local School Board: _____

District Name: _____

District Number: _____

Date CAP Approved by Local School Board: _____

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • Ensuring transportation services arrive and depart on time. (See Standard 29.) • Ensuring school facilities are maintained according to standards required for clean, safe, and orderly schools (See also Standards 30 and 31), and • Ensuring a positive, safe, and secure school climate for students where teachers and staff feel supported by the administration and are able to maintain order and control (See also Standard 31). 	<p>Board previously approved policy ILE that addresses the sale of computers in accordance with Miss. Code Ann. Section 37-7-459 on December 20, 2017.</p> <p>See Standard 29 for strategies.</p> <p>See Standards 30 and 31 for strategies.</p> <p>See Standard 31 for strategies.</p>	<p>2. Superintendent</p>	<p>Climate and Wellness surveys</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

Jackson Public Schools

1/18/2024

District Name: _____ District Number: 2520 Date CAP Approved by Local School Board: _____

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 District amended Board Policy JBE, (Residency Requirements) on August 4, 2016; however, the District failed to implement the amended policy. Of the 17 schools in the Jackson Public School District, 7 of those schools failed to provide the required residency documentation.</p>	<p>In order to comply with Miss. Code Ann. § 37-15-29 and 7 Miss. Admin. Code Pt. 3, Ch. 68, R. 68.1, the District shall implement a process to verify residency requirements.</p> <ol style="list-style-type: none"> Office of Enrollment Services will conduct annual Enrollment/Registration Training for Principals and School staff on proper procedures for enrolling students. Office Managers and Records Clerks will verify that residency documents are enclosed in students' cumulative folder and signed by designated school official. Office Managers and Records Clerks will evaluate student cumulative folders to confirm that two (2) appropriate proofs of residence are on file and properly verified. 	<p>Director of Enrollment Services Principals Principals</p>	<p>Agendas, Sign-ins/ Training Documents Internal Audits Electronic Checklist Reports Internal Audits</p>	<p>March 2022 and ongoing August 2023 and ongoing October 2023 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>4. Office of Enrollment Services will conduct Monthly Technical Support to provide reinforcement on proper enrollment practices.</p>	<p>Director of Enrollment Services</p>	<p>Agendas, Sign-ins/ Training Documents</p>	<p>August 2023 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

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

6.2: Immunization requirements

REGULATIONS: Miss. Code Ann. § 37-7-301(i), § 37-15-1, and § 41-23-37

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 17 schools in the Jackson Public School District. Of the 17 schools monitored, 6 schools failed to provide the required immunization documentation.</p>	<ol style="list-style-type: none"> 1. Verify that 121/122 compliance forms are on file for all enrollees. Require ALL new, incoming students to provide an updated 121/122 compliance form at the time of enrollment. 2. Records Clerks and ISTs will verify that the immunization document is filed in the student's cumulative folder as well as apply the immunization date on the cumulative folder, permanent record, and the student information system (SIS). 3. Designated School Official will complete the Preliminary Compliance Report Form (compliance fact sheet) to be submitted to the Mississippi State Department of Health (MSDH) also include a compliance binder check by Climate and Wellness Staff to verify the integrity of report at the district level before submission to MSDH. 	<p>Director of Enrollment Services</p> <p>Principals</p> <p>Principals Director of Enrollment Services Climate and Wellness</p>	<p>Internal Audit</p> <p>Compliance Binders and Review Forms</p> <p>Review Forms Compliance Binders Compliance Fact Sheet</p>	<p>June 2023 and ongoing</p> <p>June 2023 and ongoing</p> <p>September 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>4. Designated School Official will complete Final Compliance Report to be submitted to MSDH to verify the integrity of report at district level before submission to MSDH.</p>	<p>Principals Director of Enrollment Services Climate and Wellness</p>	<p>Review Forms Compliance Binders Compliance Fact Sheet</p>	<p>December 2023</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

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 District amended Board Policy JCF, (Student Records) on December 20, 2016, in accordance with the District's Corrective Action Plan approved by the State Board of Education on December 15, 2016. However, the District failed to implement the policy.</p> <p>The MDE reviewed students' records for School Year 2016 - 2017 (i.e., cumulative folders and permanent records) in 17 schools in the Jackson Public School District. Seventeen (17) of those schools failed to provide the required documentation to verify compliance with the Mississippi Cumulative Folders and Permanent Records Manual of Directions.</p>	<ol style="list-style-type: none"> 1. Annual Records Training to ensure that schools are following district procedures for properly maintaining students' cumulative folders and permanent records. 2. Verification of Student Data on Cumulative Folder and Permanent Record - Records will be evaluated to ensure that all appropriate data are applied to both record types. 3. Technical Support Trainings to reinforce fundamental record maintenance practices for schools with non-compliant records. 	<p>Director of Enrollment Services</p> <p>Principals Enrollment Services</p> <p>Director of Enrollment Services</p>	<p>Agendas/Sign-ins Training Documents</p> <p>Audit Review Report Electronic Checklist</p> <p>Agendas/Sign-ins Training Documents</p>	<p>August 2023 and ongoing</p> <p>August 2023 and ongoing</p> <p>November 2023 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 1/18/2024

Standard 30: The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms in each school will be air-conditioned.

REGULATIONS: Miss. Code Ann. § 37-7-301(c)(d)(j), §§ 37-11-5 and 49, and § 45-11-101

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Wingfield High School Findings:</p> <p>Exterior: Water standing in the tunnel area under the school.</p> <p>Gymnasium: Playing surface floor sweats due to water standing under the building.</p>	<p>Determine the source of the leak. Make the necessary repairs.</p> <p>Determine the source of the leak. Make the necessary repairs under the building to eliminate the standing water to stop the floor from sweating.</p>	<p>Executive Director, Facilities Operations</p> <p>Executive Director, Facilities Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies</p> <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies</p>	<p>June 2024</p> <p>June 2024</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 15, 2024

OFFICE OF ACCREDITATION

L. 6. Corrective Action Plan for North Bolivar Consolidated 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, 2023*, 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).

On October 26, 2023, the Commission on School Accreditation assigned the North Bolivar Consolidated School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and have requested additional revisions to the corrective actions and timelines provided by the school district.**

The North Bolivar Consolidated 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, Administrative Duties
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: Local School Board
- Process Standards 4 and 4.1 – Annual Financial Audit: Fixed Assets System
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records
- Process Standards 14 and 14.1 – Graduation Requirements: Minimum Carnegie Unit Requirements
- Process Standards 14 and 14.1.4 – Graduation Requirements: Individualized Career and Academic Plan (iCAP)
- Process Standards 14 and 14.2 – Graduation Requirements: High School Exit Exams

- Process Standards 14 and 14.5 – Graduation Requirements: Participation in Graduation Ceremonies
- Process Standard 22 – Alternative Education Program
- Process Standard 24 – Planning Time
- Process Standard 30 – School District Facilities

Recommendation: Denial

Back-up material not attached

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 15, 2024

OFFICE OF ACCREDITATION

H. 7. Corrective Action Plan for Vicksburg-Warren 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, 2023*, 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).

On October 26, 2023, the Commission on School Accreditation assigned the Vicksburg-Warren School District a PROBATION status. 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 Vicksburg-Warren School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 4 and 4.1 – Annual Financial Audit: Fixed Assets
- Process Standards 4 and 4.6 – Annual Financial Audit: Compiling and Reporting Financial Data

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Vicksburg Warren School District

District Number: 7500

Date CAP Approved by Local School Board: 12/21/2023

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.

Page 1 of 2

Corrective Action Plan

Vicksburg Warren School District

7500

12/21/2023

Date CAP Approved by Local School Board: _____

District Number: _____

District Name: _____

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.1 The district is noncompliant with standard 4.1 based on the FY 2022 audit report. Violation Per Finding #2022-001 Condition (#4), during testing of capital assets, the auditor noted that the district is not effectively tracking and accounting for ongoing construction projects.</p>	<p>The district will train staff in recording and recognizing ongoing construction activity. Additionally, training will include a system whereby projects are capitalized upon completion.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>June 30, 2024</p>
<p>4.6 The district is noncompliant with standard 4.6 based on the FY2022 audit report. Violation Per Finding #2022-001 (Condition #1) during testing the auditor noted bank reconciliations were not being performed timely and accurately throughout the year, resulting in material adjustments by management after the close of the fiscal year.</p>	<p>The district is contracting with an external accounting firm to assist with the preparation and timely reconciliation of bank statements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>June 30, 2024</p>