

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

- D. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1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the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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. Achievement School District - Yazoo
2. Benton County School District
3. Carroll County School District
4. East Tallahatchie School District
5. Greene County School District
6. Hazlehurst City School District
7. Jackson Public School District
8. Kemper County School District
9. Laurel School District
10. Leland School District
11. North Bolivar Consolidated School District
12. North Panola School District
13. Okolona Municipal Separate School District
14. Picayune School District
15. Quitman County School District
16. South Pike School District
17. Wayne County School District
18. Wilkinson County School District

Recommendation: Approval

Backup material attached

**OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020**

OFFICE OF ACCREDITATION

- D. 1. Corrective Action Plan for Achievement School District - Yazoo City 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the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Achievement School District - Yazoo City was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Achievement School District - Yazoo City currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 17.4 – Special Education

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: MS Achievement School (Yazoo) **District Number:** 8220 **Date CAP Approved by Local School Board:** 2/10/20

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
Child Find-Reevaluation A review of one student's record indicated the student was determined no longer eligible for Special Education services after being dismissed from Speech/Language. While the student may no longer be eligible for Speech/Language services, results of the last comprehensive assessment indicates an Intelligence Score of 53 on the Wechsler Intelligence Scale for Children (WISC-IV), suggesting significantly sub-average general intellectual functioning. The student failed third grade three times. The MET failed to address the student's significant academic deficits and functional concerns. (Student 9)	The MET committee will review all academic and functional deficits identified in the teacher narrative. All evaluation procedures must be completed within a 60-day timeline. Assessment team reports are provided at the Eligibility meeting. The meeting must be held within 14 days of the date on the assessment team report. Provide professional development to ensure all staff understand how to follow the eligibility determination procedures (checklist).	Special Education Teachers MET Team Members Special Education Coordinator	MDE eligibility determination checklist Reevaluation Agenda and sign in sheet. Training evaluations	03/27/2020 03/27/2020

Corrective Action Plan

District Name: MS Achievement School (Yazoo) **District Number:** 8220 **Date CAP Approved by Local School Board:** 2/10/20

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Delivery of Services - DS5</p> <p>A review of student records reviewed indicated the IEP goals were not appropriately developed, including baseline data, in order to address the needs of the students. (Students 9, 12, 14, and 33)</p>	<p>Using a universal screener, baseline data will be obtained, and measurable goals will be written to address the needs of the individual students.</p>	Special Education Teachers	Agenda and sign in sheet. Universal Screener for identified students, revised IEP and Prior Written Notice	3/27/20
<p>Delivery of Services-DS15</p> <p>A review of student records indicated the IEPs did not specify related services that align with the needs of the students or support annual goals. (Student 6)</p>	<p>The IEP committee of the identified students will convened to address whether baseline data was used to develop IEP goals based on the needs of the students. All goals will be reviewed and related services aligned with the needs of the student to provide support to the annual goals.</p>	Special Education Coordinator	Agenda and sign in sheet. Training evaluations.	3/27/20
	<p>Professional development will be provided to administrators and teachers for all components of the IEP.</p>	Special Education Coordinator	Agenda and sign in sheet. Training evaluations.	3/27/20
	<p>A checklist will be implemented to ensure all related services and goals (if applicable) are included in the student's IEP. Provide professional development to ensure teachers understand the components of the checklist.</p>	Related service providers / Special Education Lead Teachers	IEP compliance checklist, revised IEP and Prior Written Notice, Training evaluations	3/27/20

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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March 19, 2020

OFFICE OF ACCREDITATION

D. 2. Corrective Action Plan for Benton County School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Benton County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Benton County School District **District Number:** 0500 **Date CAP Approved by Local School Board:** 1/20/2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Directions: Please indicate the deficiencies in your district that need to be corrected.</p> <p>The District is noncompliant with Standard 2.0 based on the 2018-2019 Personnel Accreditation Edit Report. The District has teachers with certificates that are currently not on file. The District has individuals teaching academic core subjects without the proper endorsement.</p>	<p>Directions: Please indicate the strategies or detailed plan of action the district plans to take to correct the deficiencies.</p> <p>The Human Resources Director, with the assistance of the building principals and teacher/staff contact person, will include a time on the district timeline when ALL certifications are checked PRIOR to the assignment of classes. In addition, this responsibility will be done periodically throughout the school year to ensure that all staff is in compliance.</p> <p><i>LaKimberly Gallagher-Hobson</i></p>	<p>Human Resource Director</p> <p>Teacher Contact Person</p> <p>Building Principal</p>	<p>This task will be evaluated as part of the responsible person(s) formal performance evaluation.</p>	<p>January 2020</p>

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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March 19, 2020

OFFICE OF ACCREDITATION

D. 3. 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Carroll County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Policy 2.1 – Data Reporting
- Process Standards 1 and 1.1 – Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: School Board Duties Responsibilities
- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement
- Process Standard 2.4 – Student Support Services
- Process Standard 9 – Strategic Plan
- Process Standard 11 – Dropout Prevention Plan and Program of Services

- Process Standards 13 and 13.5 – Summer School and Extended Year Programs
- Process Standards 15 - Professional Development Plan

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/16/2020

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Comparison of the 2018-2019 MSIS Personnel/ Accreditation Data Report with salary schedules, district documentation, and interviews with District staff revealed errors and inconsistencies between MSIS reports and salary schedules.	The District will ensure all administrative staff members and any other staff assigned to report MSIS data are properly trained on the MSIS data reporting requirements, procedures, and timelines to ensure that only the highest quality data is submitted.	Superintendent MSIS Coordinator Administrators	MSIS report	November 30, 2019
The MDE found the following deficiencies: • Salaries reported for some employees in the Personnel/Accreditation Data Report could not be reconciled to the district pay scales.	• Administrators and other appropriate personnel will become familiar with the MSIS Personnel Reference Manual that can be downloaded and printed from the Management Information System (MIS) web page through meetings and trainings.	Administrators MSIS Coordinator Business Manager Payroll Clerk Superintendent	Agenda, Sign In, Minutes	June 30, 2020

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • MDE auditors could not determine how the District established administrative salaries as the District does not have an administrator salary schedule and there is no source or basis for determining administrative salaries. 	<ul style="list-style-type: none"> • The individual(s) responsible for personnel records and MSIS data shall perform their tasks with diligence and thoroughness to demonstrate the importance of keeping accurate, complete, and up-to-date records 	MSIS Coordinator	MSIS Reports	November 30, 2019
<ul style="list-style-type: none"> • The person reported at the District office as Security Director is listed in the Personnel/Accreditation Data Report as Public Relations/Information. 	<ul style="list-style-type: none"> • Documentation supporting compliance with employment policies and procedures shall be current and on file in the District. 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	Policies, procedures, hiring documents	November 30, 2019
<ul style="list-style-type: none"> • The federal programs director reported that she is paid from two different funding sources, but that is not indicated in the Personnel/Accreditation Data Report. 	<ul style="list-style-type: none"> • Approved job descriptions shall be developed and on file for all positions, including all additional duties assigned to employees. Each employee shall have an approved job description that accurately describes his/her job duties and qualifications. 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	Job descriptions notebook, current licenses	November 30, 2019
	<ul style="list-style-type: none"> • The District shall review job descriptions, work assignments and duties, as well as contracts and salaries, to ensure that all employees have been accurately reported on the MSIS Personnel/Accreditation Data Report, and that employee contracts substantiate the same data. 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	Licenses, contracts, job descriptions, schedules, and MSIS reports	November 30, 2019

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: 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> • All data shall be reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report. When reporting active personnel to MSIS, the District shall ensure the following: 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	Contracts, job descriptions, licenses, schedules, MSIS report	November 30, 2019
	<ul style="list-style-type: none"> • All assigned district duties, job titles, and salaries shall be reported to the MDE via the MSIS Personnel/Accreditation Data Report. 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	Contracts, job descriptions, licenses, schedules, MSIS report	November 30, 2019
	<ul style="list-style-type: none"> • Additional supplements and stipends shall be reported for each district employee in accordance with MSIS guidelines. 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	MSIS report	November 30, 2019
	<ul style="list-style-type: none"> • Special Program Codes are used to indicate that all or part of the employee's salary is paid from federal or special state funds. 	MSIS Coordinator Business Manager Payroll Clerk Superintendent	MSIS reports Federal grants applications	November 30, 2019

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: 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	•When an employee works in more than one (1) position, the salary for each position is reported separately.	MSIS Coordinator Business Manager Payroll Clerk Superintendent	MSIS reports, Marathon accounting reports	November 30, 2019
	•When an employee's salary is paid from more than one (1) funding source, the employee's salary and time shall be prorated.	MSIS Coordinator Business Manager Payroll Clerk Superintendent	MSIS reports, Marathon accounting reports	November 30, 2019
	•The work assignments of employees shall be accurately reflected in the MSIS Personnel/Accreditation Data Report and shall correspond with each school's daily schedule.	MSIS Coordinator Business Manager Payroll Clerk Superintendent Principals	MSIS reports, Marathon accounting reports	November 30, 2019
	The District will ensure that personnel reports in MSIS are consistent with personnel included on the Master Schedule and List of Staff provided by each school	MSIS Coordinator Business Manager Payroll Clerk Superintendent	MSIS reports, Marathon accounting reports, school schedules	November 30, 2019

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:** 1/16/2020

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
Based on interviews with District staff and observations by MDE auditors, the District is noncompliant with Standard 1.1. Examples of noncompliance include, but are not limited to, the following: • The Superintendent failed to ensure that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district.	The District shall assign all executive and administrative duties to the superintendent in accordance with Miss. Code Ann. § 37-9-14. To effectively and efficiently operate the District, the superintendent shall have the support of the Board and the administrative authority to take the actions consistent with the policies of the Board and provisions of the school laws and regulations of the State of Mississippi. Board policies shall include	School Board and Superintendent	School Board Meeting	Ongoing

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The Superintendent failed to ensure that the District operates according to school board policies and procedures that comply with state and federal statutes and SBE policies and standards. (See also Process Standard 1.2) School board members circumvent the superintendent by not giving him the opportunity to resolve problems at the administrative level. (See also Process Standard 1.3) The Superintendent failed to ensure that individuals acting in the place of the principal are properly endorsed. (See also Process Standards 2 and 2.2) 	the superintendent's job description and shall clearly define roles and expectations for the superintendent, board president and board members. Well-defined roles for the superintendent and Board are critical to the development of a strong working relationship. In defining those roles, the Board shall govern from the level of policy, not from the level of operations.	School Board Superintendent	School Board Meeting	Ongoing
	The Board shall refrain from performing management functions that are the responsibility of the superintendent and staff. The superintendent's role is that of management (management of district programs, policies, daily operations, fiscal resources and human resources). As manager, the superintendent's duties include, but are not limited to:	School Board Superintendent		
	• Establishing effective mechanisms for communication to and from staff;	School Board Superintendent		
	• Overseeing budget development and implementation that ensure appropriate expenditures and clear and timely budget reports;	School Board Superintendent		

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District has not engaged in developing and implementing a strategic plan to review the educational status of each school and address plans to improve student achievement since 2015. (See also Process Standard 9) • The Superintendent failed to secure administrative leadership for the District's summer program. The Superintendent informed MDE auditors that no administrator was supervising the program on June 11, 2019. (See also Process Standard 13.5) • The Superintendent failed to implement a professional development program aligned with the Learning Forward Standards for Professional Learning. (See also Process Standard 15) 	<ul style="list-style-type: none"> • Maintaining a positive and professional working relationship with the Board; • Developing and implementing a system for reporting to the Board on policy issues, achievement growth/lack of growth and other significant issues; review issues and growth at monthly leadership meetings and board meetings • Establishing a mechanism to promote community and business commitment and involvement with the District by implementing a district-wide P16 Council • Implementing an instructional management plan that clearly defines the academic goals necessary for improving student achievement; and reviewing the plan and progress towards the goals at monthly leadership meetings • Implementing plans, procedures, programs and systems to achieve clearly defined, desired results. 	<p>School Board Superintendent</p> <p>School Board Superintendent</p> <p>School Board Superintendent</p> <p>School Board Superintendent</p>	<p>School Board Meeting</p> <p>Agenda, minutes, sign in</p> <p>Agenda, minutes, sign in</p> <p>Instructional Plan Agenda, minutes, sign in</p>	Ongoing

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: 1/16/2020

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 2018-2019 school year the District's Board policies failed to serve as the basis of operation for the District.</p> <p>The District failed to implement a structured procedure for reviewing, revising, and rescinding policies. Based on a review of Board minutes and interviews, policies are dealt with on an as-needed basis. When asked about a plan for reviewing and revising Board policies, Board members stated that the District has no set plan.</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> <ul style="list-style-type: none"> The District shall review and revise all District publications to ensure that all statements are clearly written and consistent with approved Board policy as well as state and federal statutes. 	School Board Superintendent Board Clerk	School Board Meeting, Agenda, Minutes	November 30, 2019 - ongoing

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Discrepancies, irregularities, and inconsistencies exist between the Board policies and the student and employee handbooks. Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • The Employee Handbook references policies that are not listed in the District's official Board policies. (i.e. GBJ, GCBB and GCI). • The definition of truancy in the handbook is inconsistent with local Board policy. • Graduation requirements listed in the handbook are confusing and misleading. The handbook lists all the graduation requirements from Appendix A-1 through Appendix A-10 (except A-3, A-4, and A-5) from the Mississippi Public School Accountability Standards, 2019. It does not distinguish which requirements begin with entering 9th graders of 2018-19, but rather presents all options as the current requirements for graduates. 	<ul style="list-style-type: none"> • When revision(s) are made and approved by the Board, the District shall communicate the revision(s) to all staff, parents, and students. • The District shall consistently implement all Board policies throughout the District to ensure equity for students and staff • The operation of the District shall be based on approved Board policies and procedures that are current and that comply with state and federal statutes and SBE policies and standards. • Adopting policies that reflect the District's vision for student achievement is the primary role of the board. • Policy development shall be aligned with the strategic plan and shall support improved student achievement and organizational effectiveness. 	<p>School Board Superintendent Board Clerk Principals</p>	<p>School Board Meeting, Agenda, Minutes</p>	<p>November 30, 2019 - ongoing</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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent and Board failed to implement policies that clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to serve all students. The Superintendent and Board also failed to ensure that the District operates according to Board policies and procedures that comply with state and federal statutes and SBE policies and standards. 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), and • Ensuring implementation of appropriate standards of governance (See also Standards 1.1 and 1.3). 	<ul style="list-style-type: none"> • The student handbook and other documents shall function under the authority of the approved Board policy, as a means of communicating directives and operational procedures to the students, staff, and parents. • The District shall develop and implement a systematic process to review all Board policies, at least annually, and make necessary revisions when needed. All handbooks shall contain information that is consistent with Board policies and practices and comply with current state and federal laws and SBE policies. • The District shall maintain and have available for public review, a current set of official Board policies. All policies shall be properly indexed with the dates of Board adoption, and those dates must be consistent with Board action as recorded in the official Board minutes of the District. All policies shall be clearly identified as policies of the Carroll County School District. A system for assuring that the policy manual is kept current shall be instituted. 	<p>School Board Superintendent Board Clerk Principals</p>	<p>School Board Meeting, Agenda, Minutes</p>	<p>November 30, 2019 - ongoing</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:** 1/16/2020

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

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Board failed to effectively perform its duties in accordance with applicable law. The Board failed to limit its responsibilities to matters of setting policy and accessing results. There is no evidence that Board members follow a policy for communicating with the public and for encouraging the public to follow the chain of command process.	<p>To comply with Miss. Code Ann. § 37-9-14, the District shall assign all executive and administrative duties to the superintendent.</p> <p>The District's Board members shall:</p> <ul style="list-style-type: none"> Promote a relationship among the Board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity; 	School Board Superintendent	<p>School Board Meeting</p> <p>Feedback from board members, superintendent, and district staff</p>	Ongoing

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Information gathered from Board minutes, videos obtained from confidential informants as well as videos on public forums, and confidential interviews with staff and Board members provided evidence that a Board member is acting individually and outside the role of a Board member prescribe by law and is actively engaged in the day-to-day operations of the District.</p> <p>• A Board member routinely visits the schools and the District offices, demands personnel records and other information from employees, and discusses school matters with school and District staff. Video evidence shows a board member entering the high school and peering into classrooms and entering classrooms unattended on January 17, 2017, at approximately 10:50 a.m.</p>	<ul style="list-style-type: none"> • Establish a mechanism to promote community and business commitment and involvement with the District and building a relationship of trust. • Limit their role of oversight of management of the District as prescribed by law and focus on developing policy to improve student achievement. • Refrain from acting individually, and shall act only as a body and only when the Board officially convenes in a formal, legal meeting. An individual Board member has no authority to act on his/her own. • Weigh whether continuous requests for information are legitimately necessary for making decisions regarding policy or if they are a means of micromanaging. Ideally, requests for information should be an action item, officially approved by the entire Board. 	School Board Superintendent	<p>School Board Meeting</p> <p>Feedback from board members, superintendent, and district staff</p>	Ongoing

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • During a presentation by a search group, one (1) Board member asked how/why they were present and the speaker stated he had received a call from the Board member. This demonstrates that the presentation was not the Board's decision, but rather that of one (1) Board member. • In June 2019, the Board member created a job description and job posting for a Security Director, which is an administrative duty of the superintendent. • During the administration of statewide assessments in a previous school year, the Board member entered the school and interrupted teachers, a potential violation of Appendix F of the Mississippi Public School Accountability Standards. 	<p>When making decisions, the Board shall rely on the professional knowledge, expertise, or training of the professional educators and shall limit their decisions to matters of policy.</p> <p>The role of the school board is to set policy, delegate executive, supervisory, and instructional authority to its employees, and appraise the results achieved in light of the goals of the school district; whereas, the role of the superintendent is to function as the chief administrator of the district and implement the policies established by the school board for the day to- day operation of the school district. The Board is to focus on the vision and mission for the District.</p>	School Board Superintendent	<p>School Board Meeting</p> <p>Feedback from board members, superintendent, and district staff</p>	Ongoing

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> District staff members have observed the Board member entering school and district premises without authorization, without using the proper security protocols, and using school/district transportation equipment (air tanks) for personal use. A review of Board minutes revealed that the Board spends an excessive amount of time involved in the “operational processes” aspect of the District. In the Board meeting on January 14, 2019, examples of the Board member’s interference with management issues is demonstrated by his: <ul style="list-style-type: none"> requests for employee time sheets; requests that the use of district vehicles be monitored and his description of the specific process he would use; requests that the superintendent consider separating the high school; and statement that the District had too many coaches. 	<p>Implementation is the responsibility of the superintendent. The building principal and superintendent of a school district recommend the employment of teachers and the school board acts upon the recommendations either approving or disapproving same. The superintendent has the discretion in determining whom to recommend. The school board only has the authority to elect or not elect the names. The school board shall not recommend and employ. Furthermore, it is the Board that must have good reason to reject any recommendations.</p>	School Board Superintendent	School Board Meeting	Ongoing

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • MDE auditors confirmed the Board member's interference with and involvement in management of the District in their review of the recorded school Board meeting January 14, 2019. In addition to those listed in this report, other examples of misconduct can be viewed in this Board meeting on the Taxpayers Channel website at (https://www.thetaxpayerschannel.org/program.php?program_id=2019-01-14-a-cc) • The Board member asked the Superintendent to resign effective June 2019, rather than completing his elected term through December, 2019, in order for the Board to begin a superintendent search and have a superintendent in place at the beginning of the 2019-2020 school year. 	<p>Parents and members of the community who contact school board members will be encouraged to contact the school district staff directly responsible for the issue, from teacher to principal to superintendent, following the appropriate chain of responsibility. If the concern is not resolved, it may go before the Board. Board members shall explain to parents and community that the Board has no authority except when in session. The local school board shall follow and enforce rules and regulations of the State Board of Education for their own government and for the government of the schools in the manner provided by law. The school board shall avoid becoming involved in day-to-day operations of the school and shall not become involved in issues until they come before the Board. Knowing that their behavior sets the climate for the district, Board members will perform their responsibilities with the highest level of professionalism.</p>	School Board Superintendent	School Board Meeting	Ongoing

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>• The Board member has circumvented the District's chain-of-command, interfered with the administration's ability to implement Board policies, and failed to comply with its policies pertaining to complaints, chain of command and employment procedures. Confidential interviews disclosed that he has been directly and actively involved with issues pertaining to complaints from citizens. The father of a teacher contacted the Board member regarding a conflict between the teacher and her principal. The Board member conducted his own investigation which included going to the school and interviewing staff members. The principal was nonrenewed by the Board in a special-called meeting on February 26, 2019. In a special called meeting March 1, 2019, a Board member rescinded his motion to non-renew the principal and the Board permitted him to submit his resignation. This indicates a lack of commitment to decisions by Board members. (See Carroll County Schools Policies KL-R and BBB.)</p>	<p>The process for utilizing the "consent agenda" is designed to quickly cover routine approvals for hiring of personnel and approvals of contracts or purchases so that adequate time can be spent on discussion of purposeful educational issues that benefit children. The effective use of a consent agenda will be used to help eliminate lengthy meetings.</p>	<p>School Board Superintendent</p>	<p>School Board Meeting</p>	<p>Ongoing</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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The Board failed to comply with Miss. Code Ann. § 37-7-301 (f) which states “To visit schools in the district, in their discretion, in a body for the purpose of determining what can be done for the improvement of the school in a general way” MDE auditors received reports that Board members visit the schools individually. A video recording of the January 14, 2019, Board meeting reveals the Board member saying visiting as a group “is not required anymore.” • A Board members failed to follow the appropriate channels of making requests for information through the superintendent’s office. Confidential interviews with District staff and Board members revealed that the Board member consistently requests information from the staff. Although this is appropriate if the Board needs information to make decisions regarding policy, if the information is related to day-to-day operations, it is a sign of micromanagement and interference in the day-to-day operations of the District. 				

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Requests of this nature send a message of distrust and a vote of no confidence in staff as well as take time away from the primary responsibilities of staff.</p> <p>• During the July 15, 2019 Board meeting, MDE auditor observed the Board member requesting the superintendent bring a list of candidates for the security position to the next meeting. The attorney responded, "No, it is not on the agenda." Board minutes verify that Board members have made specific recommendations concerning the non-renewal/employment and salaries of both certified and non-certified staff without following established employment policies and procedures. In some instances, personnel have been approved with stipulations for hire given by the Board even though the Board only has the authority to approve or disapprove hiring recommendations.</p>				

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>When one (1) individual's name, who had been recommended for hire, came before the Board for approval, Board members cut his salary in half. In another case, after a hearing for an employee who was non-renewed, the Board made the decision to renew the contract and move the person to the other school. There is no documentation in the Board minutes that the Board provides "good reasons to the contrary" or "valid educational reasons" when denying the administration's recommendations in accordance with Miss. Code Ann. § 37-9-17.</p> <p>The Board does not appear to follow clear rules of order or the Board policy in establishing their agenda for their Board meetings. The Board appears disorganized and unfamiliar with rules of order and the Open Meetings Act. For example, during the June 27, 2019 Board meeting, Board members were unsure as to whether the meeting</p>	<p>The Board completed MSBA training on October 7, 2019, on rules of order and reviewed the Board policy on establishing their agenda for Board meetings.</p>	<p>Superintendent, School Board</p>	<p>School Board meeting</p>	<p>Ongoing</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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>was a special-called meeting or a regularly-scheduled meeting. Therefore, Board members were unsure whether they could amend the agenda. After arguing about it, the Board attorney eventually told them that they were not in executive session and advised them if they wanted to go into executive session that someone needed to make a motion.</p> <p>Additionally, during the July 15, 2019 Board meeting, the MDE auditor observed the followings:</p> <ul style="list-style-type: none"> • When the superintendent said he needed to add something to the agenda, the Board chair responded, "We have no agenda." This conversation then ensued into an argument between the superintendent and the Board chair. Ultimately a motion carried to add the item but the chair voted against it. • Board members were unsure of whether they were in executive session and began arguing over what they could and could not discuss. Even after the Board attorney informed them that they were not in executive session 				

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>because no one had made a motion to go into executive session, the Superintendent and Board members continued to discuss personnel matters. The Board attorney tried numerous times to advise them and stated, "I think we are out of line discussing this outside of executive session and we should know when to stop."</p> <p>Rather than considering going into executive session, the Superintendent asked the staff member to leave despite the fact this was a public meeting.</p> <ul style="list-style-type: none"> • A Board member attempted to tell the Superintendent what an athletic director's job duties should entail. The Board member responded with "We are always having Board meetings and we can always change job duties." • Numerous motions were made that had to be repeated because Board members could not hear and could not understand what they were voting on, mostly due to their arguing with each other but partly due to the acoustics of the room. 				

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • When the superintendent attempted to ask the Board members for permission to make a partial payment to a vendor, the attorney stopped him and informed him it was not on the agenda. The superintendent responded, "I'm just polling the Board. It doesn't have to be on the agenda." One Board member responded, "I just want to have a meeting where we actually follow the agenda." • The business manager and Board attorney were arguing about setting salaries. The business manager was trying to tell the Board attorney that they could not do what was being asked. MDE auditors observed that Board members cannot be heard by each other, by members of the general public, or even by the Board attorney, as they make motions and discuss matters. MDE auditors had a difficult time hearing the motions and discussions and heard members of the community complaining about the inability to hear Board members. This was noted in several Board meetings and in multiple locations. Both the attorney and 				

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>the secretary repeatedly tell Board members to speak up so that everyone can hear their motions, votes, and conversations.</p> <p>Additionally, the July 29, 2019 Board meeting was held in a small utility room in the back of the District office. The room was not conducive to the public. The room is unable to accommodate more than a few (3-5) members of the public.</p> <p>During executive session on July 29, 2019, Board members were arguing over trivial personnel procedures. Board members clearly do not trust each other. During one (1) executive session, Board members expressed concerns about information from executive sessions getting leaked but no individual Board members were accused. During conversations regarding the superintendent search, Board members adamantly expressed concern against other Board members meeting with potential candidates.</p>	<p>The Board completed MSBA training on October 7, 2019, on the Open Meetings Act.</p>	<p>Superintendent, School Board</p>	<p>School Board Meeting</p>	<p>Ongoing</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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>MDE auditors have concerns regarding possible violations of the Open Meetings Act.</p> <ul style="list-style-type: none"> • The Board attorney has repeatedly had to remind Board members to state their reasons for going into executive session for the public. MDE auditors failed to observe any public announcements immediately following executive sessions. • On July 11, 2019, a Board member stated, "We decided this the other night. We are just going to make a motion tonight." It was unclear to the MDE auditor who decided what, when, or how. • After obtaining an agenda for the July 11, 2019 meeting, the MDE auditor called the District office to ask for copies of the minutes of the July 1, 2019 special-called meeting because the MDE was unaware of a special called meeting. The staff member informed the auditor that she did not know about a meeting on July 1, 2019 so she would have to look into it. 	<p>The Board completed MSBA training on October 7, 2019, on the Open Meetings Act.</p>	<p>Superintendent, School Board</p>	<p>School Board meeting</p>	<p>Ongoing</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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • Immediately following the July 29, 2019 meeting, the Board chair asked the MDE auditor how she knew about their meetings as if he could not understand how anyone would know they were meeting. <p>The Board failed to ensure the District administration implements approved school Board policies and procedures that comply with State and Federal statutes and SBE policies and standards (See also Standard 1.2). Additional examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district (See also Accreditation Policy 2.1), • Ensuring implementation of appropriate standards of governance (See also Process Standards 1, 1.1 and 1.2), 				

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District failed to ensure that individuals acting in the place of the principal are properly endorsed. 	See Standard 2 and 2.2.			
<ul style="list-style-type: none"> • Ensuring development and implementation of a strategic plan to review the educational status of each school and address plans to improve student achievement (See also Process Standard 9), 	<p>A Strategic Plan training was held on November 18-19, 2019 with Dr. George Gilreath. The team created a rough draft of a strategic plan. The principals discussed with their leadership teams. The Board approved it at the January 2020 board meeting. Progress is checked at monthly district leadership meetings.</p>	Superintendent, District Leadership Team, School Leadership Teams	Completion of goals and objectives of the Carroll County School District Strategic Plan	Ongoing
<ul style="list-style-type: none"> • The District failed to secure administrative leadership for the District's summer program. The Superintendent informed MDE auditors that no administrator was supervising the program on June 11, 2019 (See also Process Standard 13.5), and 	<p>The district has gathered documentation that administrative leadership for the District's summer program was secured and present on June 11, 2019 while the superintendent was being interviewed. The leadership was interviewed by MDE as well that was over the summer program.</p>	Superintendent, 21st Century Director, Principal	PAR and time sheets for administrative leadership	Ongoing
<ul style="list-style-type: none"> • Ensuring the development and implementation of a professional development program aligned with the Learning Forward 	<p>The school leadership teams and the district leadership team met to discuss the data from 2018-2019 school year. The data was used to create a Professional Development Plan. The Board approved it</p>	Superintendent, District Leadership Team, School Leadership Team	Completion of goals and objectives of the Carroll County School District PD Plan	Ongoing

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Standards for Professional Learning (See also Process Standard 15).</p> <p>Note: A review of the District's website on August 14, 2019 still indicates two (2) Board members who are no longer serving on the Carroll County School Board. It does not reflect the current members of the Board.</p>	<p>at the January 2020 board meeting. The District Leadership Team reviews it monthly to check progress.</p> <p>A new website was created and launched on October 24, 2019. New board members voted in during the January 2020 school board meeting were updated to reflect new board members. The new site can be reached at ccsd.ms or www.carrollcountysd.echalksites.com.</p>	<p>Assistant Superintendent/ Federal Programs Coordinator</p>	<p>District website</p>	<p>Ongoing</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: 1/16/2020

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Based on information obtained through confidential interviews with District staff, the District has individuals who are not properly endorsed acting in the place of the principal during the principals' absence. (See also Process Standard 2.2	The District shall:			
	<ul style="list-style-type: none"> Develop and implement approved local school board policy for the employment of certified teaching staff that complies with state law and State Board of Education (SBE) policy. 	School Board Superintendent	Adoption of Policy CF	December 5, 2019
	<ul style="list-style-type: none"> Fill all district professional positions requiring licensed staff with staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). 	Superintendent Principals	MSIS personnel data	November 30, 2019
	Building principals must notify the superintendent in the event that he/she will be absent from work prior to the absence.	Principals	Email, and leave documents	December 5, 2019
	School building administration procedure will be created and implemented for absence of the school building administrator.	District Administrators	Leave documents, procedure	January 16, 2020

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: 1/16/2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Based on information obtained through confidential interviews with District staff members, the District has individuals who are not properly endorsed acting in the place of the principal during the principals' absence.	<p>To comply with Process Standard 2.2, all District professional positions requiring licensed staff shall be filled by staff who are properly licensed and endorsed as required by policy, state law, and federal requirements of the Elementary and Secondary Education Act (revised as ESSA).</p> <p>Individuals not properly endorsed shall not act in the place of the principal.</p> <p>The School Board of Education will adopt Policy CF- School Building and General School Administration which states that properly endorsed staff will supervise the school in the event of the absence of the principal.</p>	School Board Superintendent	Policy CF Time Sheets of Principals	December 5, 2019

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Building principals must notify the superintendent in the event that he/she will be absent from work prior to the absence.	Principals	Email, and leave documents	December 5, 2019
	School building administration procedure will be created and implemented for absence of the school building administrator.	District Administrators	Leave documents, procedure	January 16, 2020

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:** 1/16/2020

Standard 2.4: Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel. Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide and will use only job titles that reflect same.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, ESEA (revised as ESSA), and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District failed to provide student support services by qualified student support personnel at Marshall Elementary School during the 2018-2019 school year.	Marshall Elementary School will provide student support services. The District will accomplish the following procedures to ensure compliance:			
	The non-compliant schools shall establish an advisory council at the school level and hold regularly scheduled meetings.	Superintendent Principals	Advisory Council Meeting sign in, agenda, and minutes	January 31, 2020
	The District will establish a contract with a therapy company for addressing behavioral needs in the schools.	SPED Director Superintendent	Blue Sky Behavior Therapy Contract, reports, board minutes and agenda	October 10, 2019
	The District has a current MOU with Lifehelp to provide a licensed School Based Therapist at each school. The School-Based Therapist will provide mental health services on a daily basis.	Superintendent	MOU, reports	October 11, 2019

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Advertise for a licensed school counselor for the elementary school.	Principal	Job Posting	February 28, 2020
	The activities in the student services department shall be communicated effectively with guardians and community members in a timely manner (monthly for all stakeholders). Additionally, the school counselor shall create and maintain a professional schedule reflecting the counselor's services both scheduled for and provided to students.	Counselor	Communication documentation, sign in, minutes, agendas	July 30, 2020
	School counselor(s) shall meet annually with the principal to discuss the school counseling program goals and how the school counselor will deliver services to students. This plan shall be documented in the Annual Agreement.	Counselor Principal	Annual Agreement, sign in, minutes, agenda	July 30, 2020
	Every school counselor shall have a current, signed annual agreement reflecting the school counseling program goals and use of time.	Counselor	Annual Agreement Current Schedule	July 30, 2020

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Standard 9: The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately.

REGULATIONS: Miss. Code Ann. § 37-3- 49(2)(e)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District failed to provide documentation of a current Board approved strategic plan. The most recent strategic plan was approved in 2015 and is dated 2015-2019. Interviews with Board members revealed that Board members were unfamiliar with the plan and provided no evidence of plans to follow or update the plan.</p>	The Superintendent and Board shall implement a strategic planning process that yields a Board approved and updated Strategic Plan for the District.	School Board Superintendent	Board approved Strategic Plan	December 31, 2019
	Hire a consultant to work with the district administrators, school board, and stakeholders to develop the strategic plan for the district.	School Board Superintendent	Board minutes and agenda	September 19, 2019
	Develop a Strategic Planning Committee of Stakeholders	School Board, Superintendent, Principals, District Administrators	Sign in, agenda, minutes	September 20, 2019
	Hold meetings to develop the strategic plan	Strategic Planning Committee	Sign in, agenda, minutes	November 18-19, 2019
	Offer a period of review for stakeholders	Strategic Planning Committee	Sign in, email, advertisement	November 19-22, 2019
	School board approval of the strategic plan.	School Board	Minutes, agenda	January 16, 2020

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/16/2020

Standard 11: The school district develops a plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with Miss. Code Ann. § 37-13-80.

REGULATIONS: Miss. Code Ann. § 37-13-80 and Miss. Admin. Code 7-3: 30.5, State Board Policy Chapter 30, Rule 30.5

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on information obtained during confidential interviews with staff, the District does not have a district-wide dropout prevention plan.</p> <p>The District failed to produce Board minutes indicating that a district-wide dropout prevention plan has been approved.</p>	<p>The District shall implement programs and policies at all schools within the District to support the District-wide Dropout Prevention Plan. Implementation includes enacting dropout prevention initiatives that focus on the needs of the local educational agencies, establishing policies and procedures that meet the needs of the District, focusing on measurable student-centered goals and objectives, reducing retention rates in Grades K through 2, targeting groups that need additional assistance to meet graduation requirements, initiating recovery programs for students age 17 through 21 who have dropped out, and addressing how students transition into schools from juvenile detention centers and alternative educational settings.</p>			

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Develop and implement a District- wide Dropout Prevention Plan	District Administrators and Principals	Graduation, retention, dropout data	January 6, 2020
	Board approval of the Dropout Prevention Plan	School Board	Minutes and Agenda	January 16, 2020

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: 1/16/2020

Standard 13: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days.

- 13.1: The teaching day must provide at least 330 minutes of instruction per day.**
- 13.2: The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each one-half ($\frac{1}{2}$) unit offered, except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.**
- 13.3: No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day.**
- 13.4: The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Highest Levels of Performance are exempted.)**
- 13.5: The summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program.**
 - 13.5.1: Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.**
 - 13.5.2: Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.**
 - 13.5.3: Students enrolled in a summer program are limited to earning one (1) Carnegie unit of credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses. (Districts Meeting the Highest Levels of Performance may be exempted under Miss. Code Ann. § 37-17-11.)**

REGULATIONS: Miss. Code Ann. §§ 37-151- 7(3)(d), 37-3-49, 37-13-61 through 69, § 37-17-11, § 37-151-5(j), and § 37-151-7(3)(c)

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

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Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent failed to secure administrative leadership for the District's summer program. On June 11, 2019 the Superintendent informed MDE auditors that no administrator was supervising the summer program. (See also Process Standard 1.1.)	The District shall ensure that the summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program.	Superintendent Summer Program Director	Grant Narrative and Budget Summer Program Handbooks	June 1, 2020
	The district will secure an administrator for the summer program at all times. The summer program director and school principal will formulate a schedule for supervising the program.	Principals Summer Program Director	Summer Supervision Schedule, Time Sheets, PAR	June 1, 2020

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/16/2020

Standard 15: The school district implements a professional development program aligned with the Learning Forward Standards for Professional Learning. (Districts Meeting the Highest Levels of Performance are exempted.)

REGULATIONS: Miss. Code Ann. § 37-17-8 and Miss. Admin. Code 7-3: 44.1, State Board Policy Chapter 44, Rule 44.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Based on information obtained during confidential interviews with district staff members the District does not have a professional development program.	<p>The school district shall implements a professional development program aligned with the Learning Forward Standards of Professional Learning.</p> <p>Administration shall provide the following documentation for the 2019-2020 school year to verify professional development program implementation:</p> <ul style="list-style-type: none"> • District Professional Development Plan and calendar • Board Approval of PD Plan • Schedule of regularly scheduled professional development meetings • Agendas of regularly scheduled professional development meetings 	District Administrators	District Professional Development Plan and Calendar	January 16, 2020
		School Board	Minutes and agenda	January 16, 2020
		District Administrators and Principals	Schedules	November 30, 2019
		District Admin and Principals	Agenda, Sign In, and Minutes	November 30, 2019

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:** 1/16/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> • Sign-in sheets for regular scheduled professional development meetings • List of teacher committee assignments to various leadership teams • School schedule that reflects leadership meeting times • Sign-in sheets that include administration signatures in professional development meetings • Copy of the evaluation of the 2019-2020 Professional Development Plan • Data that supports the goals for the 2019-2020 Professional Development Plan 	<p>District Administrators and Principals</p> <p>Principals</p> <p>Principals</p> <p>District Administrators and Principals</p> <p>District Administrators and Principals</p> <p>District Administrators and Principals</p>	<p>Agenda, Sign In, and Minutes</p> <p>Committee lists and sign in sheets</p> <p>Schedules</p> <p>Agenda, Sign In, and Minutes</p> <p>Evaluation surveys</p> <p>Accountability and teacher retention data</p>	<p>November 30, 2019</p> <p>November 30, 2019</p> <p>November 30, 2019</p> <p>November 30, 2019</p> <p>June 30, 2020</p> <p>June 30, 2020</p>

Please use additional sheets as needed.

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March 19, 2020

OFFICE OF ACCREDITATION

D.4. Corrective Action Plan for East Tallahatchie 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The East Tallahatchie School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: East Tallahatchie School District District Number: 6811 Date CAP Approved by Local School Board: 02/13/20

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.

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Corrective Action Plan

District Name: East Tallahatchie School District **District Number:** 6811 **Date CAP Approved by Local School Board:** 02/13/20

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The East Tallahatchie School District is deficient in Standard 4 in regards to timely submissions of Annual Audits for the following fiscal years ending in: 2015, 2016, 2017, 2018. These audits were not submitted in a timely manner, which is no later than 9 months after the end of the district's fiscal year.	Annual Audits for the years 2015, 2016, 2017, and 2018 was submitted in October 2019.	Business Manager	N/A	<p>FY 19 Fieldwork to begin on March 16th, with report being sent to OSA by March 31st for review.</p> <p>FY 20 Draft by the December 15th to ensure the final FY 20 audit report is approved by OSA by the March 31st deadline.</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Tallahatchie School District **District Number:** 6811 **Date CAP Approved by Local School Board:** 2/13/20

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The East Tallahatchie School District recently hired a new business manager. Going forward, the new business manager will ensure that all future audits will be completed on or before the March 31st deadline. To ensure timely submission of the audits, the new Business Manager will be required to complete a checklist to ensure timelines are met. The East Tallahatchie School District also retained two new financial advisors: Ronnie Watson and Paul Bagget to assist us with making sure that we meet all the necessary timelines.</p> <p>The checklist will be monitored by the Superintendent and failure to meet any timeline will be immediately reported to the Board of Education for corrective action.</p>	Business Manager	Completed	<p>Ongoing</p> <p>Ongoing/ Annually</p>

Please use additional sheets as needed.

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OFFICE OF ACCREDITATION

D. 5. Corrective Action Plan for Greene 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Greene County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Greene County District Number: 2100 Date CAP Approved by Local School Board: 1/13/2020

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.

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Corrective Action Plan

District Name: Greene County **District Number:** 2100 **Date CAP Approved by Local School Board:** 1/13/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Greene County School District is deficient in Standard 4 in regards to timely submissions of Annual Audits. Specifically annual audits ending in years 2012, 2013, 2014, 2015, 2016, 2017, and 2018, were not submitted in a timely manner, which is no later than 9 months after the end of the district's fiscal year.	Annual Audits ending on June 30th, in years 2012, 2013, 2014, 2015, 2016, and 2017 have been submitted and approved by the state auditor's office.	Chief Financial Officer	Completed Audits	Completed
	The Annual Audit ending on June 30th for the year ending 2018 Draft was submitted to the State Auditor's office on January 23, 2020.	Chief Financial Officer	Completed Audit submitted to the BOE and State Auditor/MDE.	Draft Submitted to OSA on January 23, 2020.
	Field Work for the Annual Audit for the current year ending 2019 due on March 31, 2020 and a final report is scheduled to be completed by January 31, 2020 for submission to the auditor once the 2018 audit is approved. Barring any delays, we anticipate meeting the March 31, 2020 deadline.	Chief Financial Officer	Completed Audit submitted to the BOE and State Auditor/MDE.	Approval by March 31, 2020
	Contracts with the new auditors have been established and we expect to be back on track in submitting timely audits going forward.	Chief Financial Officer	Monitoring of Timelines by Superintendent and Board of Education	Ongoing/ Annually

Please use additional sheets as needed.

Corrective Action Plan

District Name: Greene County **District Number:** 2100 **Date CAP Approved by Local School Board:** 1/13/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Greene County School District is deficient in Standard 4 in regards to timely submissions of Annual Audits. Specifically annual audits ending in years 2012, 2013, 2014, 2015, 2016, 2017, and 2018, were not submitted in a timely manner, which is no later than 9 months after the end of the district's fiscal year.	Annual Audits will begin within 1-4 months at the end of each fiscal year and be submitted by the March 31st deadline each year. The Board will approve the audit contracts, the Superintendent will monitor deadlines, and the Chief Financial Officer will ensure the completion of annual audits, all to ensure timely submissions.	Superintendent, Chief Financial Officer, Board of Education	Completed Audits, submitted to the Board of Education and the State Auditor/MDE	Ongoing/ Annually

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
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OFFICE OF ACCREDITATION

D. 6. 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Hazlehurst City School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Hazlehurst City 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 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: Local School Board
- Process Standard 8 – Student Records
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements
- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 17.4 – Special Education Program
- Process Standard 22 – Alternative Education Program

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Hazlehurst City School District is non complaint with Accreditation Policy 2.1.	Apply for Special Non-renewable licenses. Offer federally funded PRAXIS workshop.	Director of Curriculum and Instruction	The School Board will approve application list. Teachers will complete sign in sheets for PRAXIS training and attendance.	August 2018-August 2020
All teachers in the district must have the proper credentials for teaching in order to be employed.	The District will hire a certified librarian that has a 440 endorsement for each school.	Human Resource Specialist		March 2020-August 2020
The librarian must have a 440 endorsement in order to serve as a librarian for the district.	Each school will have a properly licensed librarian.	Superintendent and Board of Trustees	Librarians will provide license or certificates upon hire.	August 2020
Because the enrollment oat the elementary school exceeds 500, a second librarian must be employed.	The District will employ a properly licensed business manager.		Business Manager will provide license or certificate upon hire.	January 2017
The district must employ a qualified business officer.	All Board Members will be properly bonded.	Board Clerk	School Board Members must provide training and certificates to the District Office.	May 2016 May 2017
All board memebbers must be properly bonded in order to serve.				

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

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	May 3, 2018 - February 2020 (Present) Ongoing
Some board policies are published and referenced in the student handbook, but the same process is not implemented in the personnel handbook.	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 6, 2018 October 4, 2018 July 2019 August 2019

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
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.	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).	Superintendent Board Members	Board Policy Review Calendar Work Session Agendas and Minutes District Websites Email (Policy Updates)	July 2018 - February 2020 (Present) Ongoing
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.	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.	Superintendent Board Members Board Clerk	Board Policy BCAF Board Agendas Public Comment Sign-in Sheet Board Minutes	June 29, 2018 - February 2020 (Present) 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: 2/6/2020

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
Some board member expressed concern about getting items placed on the board agenda.	The board has developed and adopted policies that specifically addresses how to get an item placed on the agenda.	Superintendent Board Members	Board Policy BCBI Board Policy BCBD	March 16, 2016 March 22, 2017
There was no evidence of a bond provided for one board member.	All board members are properly bonded in order to serve. All respective dates of bonding are listed in the implementation for current board members time-line.	Board Clerk	Executed and Court Filed Official Bond and Oath	March 30, 2018

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
There was no evidence of micro-management by the board by based on interviews and a review of the board minutes, there are clearly issues with board-superintendent relations and the ability of the board to work as a cohesive unit. There is a split decision with a 3-2 vote the majority of the time. When items are voted on by the board.	The District has received guidance through trainings from MSBA in assisting with the board-superintendent relationship as to how to work together cooperatively. Through these trainings the board meetings have been operating more effectively and efficiently. Dates listed in the implementation timeline outlines attended training for the board members.	Superintendent Board Members	MSBA Trainings Work Session Agenda Certificate of Completion	June 30, 2018 February 25-26, 2019 April 29-30, 2019 September 10-11, 2019 October 2, 2019 November 6, 2019 November 11-12, 2019 February 17-19, 2019
Electing new board officers was brought up at the January board meeting but so far no election has been held.	The board has adopted and operated under district policy BBAA which specifically addresses when board officers will be elected.	Superintendent Board Members	Board Policy BBAA Board Minutes reflecting a majority vote of Election of its members	January 11, 2018 January 7, 2019 January 6, 2020
During school board interviews, one board member admitted visiting the schools regularly.	The board has adopted and adhered to school board policy BBBCB. When visiting the schools, each board member obtains the Board Member Visitation Form from the school's Office Manager.	Superintendent Board Members Office Manager Board Clerk	Board Policy BBBCB Board Member School Visitation Form	January 31, 2019 - Ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazelhurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Upon departure, the form is completed in its entirety and submitted to the Superintendent to be filed with the Board Clerk. MSBA has also provided training for board members concerning this matter.			

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: 2/6/2020

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>While an immunization Form 121 was located in folders at all schools, as students recieved an updated Form 121 the dates were not recorded on either the cumulative folder or the permanent record.</p> <p>*Hazlehurst Elementary School - Sample 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 incated that the student had transferred from the elementary to the middle school. Until this year, the tewo 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 certif</p>	<p>All school personnel (counselors) have carefully reviewed all cumulative folders for incomplete documentation and have made the necessary corrections that were identified during the on-site visit. Counselors have ensured that each folder is complete and contains accurate documentation. A transcript analysis has been conducted at each school by the counselor and/or designated personnel. Counselors and/or designated personnel have requested the records from the previous school of the student. The timeline lists the dates of the folder checks and audits.</p>	<p>Counselors Records Clerks Principals Assistant Principals</p>	<p>The cumulative folder review process is completed accurately as each counselor utilizes a checklist titled "Required Information for Cumulative and Permanent Records" Record clerks will assist in the process. Additionally, each principal periodically conducts quarterly audits to ensure that the cumulative folders have been organized and completed accordingly.</p>	<p>Done Quarterly December 2018 March 2019 August 2019 January 2020</p>

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>-One permanent record had no initials verifying birth information</p> <p>-One father's name was not on birth certificate but was on cumulative and permanent records.</p> <p>-One record indicated the wrong state of birth.</p> <p>-Six records showed incomplete parents' names as compared to the birth certificate.</p> <p>Hazlehurst High School - Sample of 39 of 496</p> <p>-Records had stickers that overlapped the space to record immunizations.</p> <p>-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>	<p>All school personnel (counselors) have carefully reviewed all cumulative folders for incomplete documentation and have made the necessary corrections that were identified during the on-site visit.</p> <p>Counselors have ensured that each folder is complete and contains accurate documentation. A transcript analysis has been conducted at each school by the counselor and/or designated personnel.</p>	<p>Counselors</p> <p>Records Clerks</p> <p>Principals</p> <p>Assistant Principals</p>	<p>To ensure that the cumulative folders review process is complete accurately and with fidelity, each counselor has been provided with a checklist form supplied by the MDE. Additionally, the principals will periodically use this checklist form to conduct quarterly internal audits to ensure that the cumulative folders have been organized and completed accordingly. Record clerks at each school will assist in this process.</p>	<p>Done quarterly</p> <p>December 2018</p> <p>March 2019</p> <p>August 2019</p> <p>January 2020</p>

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/6/2020

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

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

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

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

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

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

14.1.5: Innovative Programs

14.1.6: Early Exit Diplomas

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

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

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

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

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

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

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

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Documentation is needed to support and confirm that each student receiving a standard high school diploma has earned the minimum number of Carnegie units	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.	HCSD Board of Trustees Superintendent HCSD High School Principal Counselor	HCSD high school principal and counselor will perform quarterly audits of each student scheduled for graduation to ensure all necessary requirements are met.	November 2019-June 30, 2020 (ongoing)
Evidence should be strengthened to verify that the student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.	HCSD high school principal and counselor will comply with the quarterly audits of the student checklist regarding graduation requirements. 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.	HCSD high school principal and counselor	Audits should be done throughout the year on all students scheduled to graduate.	November 2019-June 30, 2020

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Documentation is needed to support and confirm that each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.	HCSD high school principal and counselor has created 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.	HCSD High School Principal Counselor	HCSD high school principal and counselor will perform quarterly audits of each student scheduled for graduation to ensure all necessary requirements are met. HCSD high school principal and counselor will also have checklist forms for all students enrolled at HHS and will monitor students as they take exit examinations.	November 2019-June 30, 2020 (ongoing)

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

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; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 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 the</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 Procedural</p>	<p>Within 30 days (March 2018-April 2018), The Child Find Coordinator will submit the appropriate documentation as evidence to OSE.</p>

Corrective Action Plan

District Name: Hazlehurst City School **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<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>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>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 will review each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

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:</p> <p>IEP Present Level of Academic Achievement Functioning Performance (PLAAFP)</p> <p>IEP IMPACT STATEMENT</p> <p>IEP SPECIAL CONSIDERATIONS</p> <p>IEP ACADEMIC AREAS</p> <p>IEP BEHAVIORAL NEEDS</p> <p>IEP FUNCTIONAL AREA NEEDS</p> <p>IEP DEVELOPING BASELINE DATA</p> <p>IEP DEVELOPING MEASUREABLE 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 will provide 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.</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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-2 One of twenty five student records reviewed indicated the PLAAPFs 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 PLAAFP 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>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), reconvene IEP meetings to revise PLAAFP statements 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 & Appropriate Staff members</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 90 days (March 2018-May 2018) the district will provide 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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
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)	(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.	Special Education Teachers General Education Teachers Therapists Administrators	Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's	Within 30 days (March 2018-April 2018), reconvene IEP meetings to revise the PLAAFP statements; Parents concerns; academic areas in accordance with MDE Policy 74.19.
DS-4 Two of the twenty five student records reviewed indicated the IEP's did not include concerns of the parents. (Student 22 & 25)	(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.	Special Education Teachers General Education Teachers Therapists Administrators	Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's	
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)	(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) IEP EXTENDED SCHOOL YEAR (ESY)	Special Education Teachers General Education Teachers Therapists Administrators	Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's	

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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-6 (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)	(Student 25) Reconvene the IEP committees to revise the IEP to identify and address functional areas of need.	Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators	Parent Invitation, Written Notice Documentation, Review/ Revised Completed IEP's	Within 30 days (March 2018-April 2018), reconvene 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.
DS-9 (Student 25) One (1) of (25) student records reviewed indicated the IEP did not address special considerations. (Student 25)	(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	Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators	Parent Invitation Written Notice Documentation, Review/Revised Completed IEP's	

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:** 2/6/2020

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district has a board approved policy that governs the alternative education program.	The Alternative School policy has been updated and is board approved.	Superintendent School Board	Board Policy JCD	March 16, 2016 – April 4, 2019
Students in the alternative education program are offered instruction in all core courses.	Students are guided by teacher with an instructional schedule. They are instructed on the same level and standards as students in the regular education setting. Teachers in the regular education setting are responsible for supplying the alternative school facilitator with the appropriate work and materials for the alternative student enrolled in their class.	Principals Director of Curriculum and Instruction	Instructional Schedule Progress Reports Report Cards Standardized Testing	November 2016 – February 2020 (Present) Ongoing
The alternative education administrator requires verification from the appropriate guidance counselor regarding suitability.	Each student is afforded the opportunity of due process. During each hearing, a certified school counselor is present. The student's school counselor is also aware of the situation and responds accordingly. The counselors complete a placement suitability assessment.	Counselors	Completion of Suitability Forms	November 2016 – February 2020 (Present) Ongoing

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Counseling is provided for parents and students.	The District has employed a Positive Behavior Specialist who offers students in SPED and the general education program behavior support and onsite counseling. Parents also have the opportunity to request additional services through the SPED and Counseling Departments. The counselor visits the students at the alternative school twice a week.	Counselors Behavior Specialist	Counselor Visitation Logs Sign-in Sheets	November 2016 – February 2020 (Present) Ongoing
If a child is placed in alternative school, the district will make an individual assessment and evaluation of that child between five (5) and ten (10) days.	Counselors will check in with students upon arrival. The counselors will also complete a Suitability Form. Students are assessed through the STAR assessment and progress monitoring tools as scheduled through the regular home school program.	Counselors	Student Suitability Form Completion Visitation Logs	November 2016 – February 2020 (Present) Ongoing
If a school district approves an alternative program, the district must provide transportation consistent with MS Code §37-13-92 (6)	Students placed in the Hazlehurst City School District Alternative School will be picked up each morning from the home and dropped off back at the home by the Hazlehurst City School District Transportation Department.	Superintendent School Board	Board Approved policy JCD	March 16, 2016 – April 4, 2019

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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school district has a board-approved disciplinary policy.	The HCSD has a disciplinary policy that has been board approved. The policy will also be found in HCSD Alternative School Handbook.	Superintendent School Board	Board Approved Policy JDA	March 16, 2016 – April 4, 2019
The district superintendent ensures that the written disciplinary policy is followed by the district staff.	Disciplinary referrals and hearing forms involving consequences must be signed off by the superintendent.	Superintendent School Board	Board Approved Policy JCB	March 16, 2016 – April 4, 2019
The superintendent ensures that the disciplinary policy has been distributed to students and parents/guardians.	Upon arrival at the Hazlehurst City School District Alternative School, students undergo an orientation in which a parent/guardian must be present. During orientation, students and parents are given the handbook which contains the discipline policy. The handbook, rules, and procedures are explained to the parents by the Alternative Programs Staff.	Principal Director of Curriculum and Instruction HCSD Alternative Staff	Board Approved Policy JCD(2) Student Handbook	March 16, 2016 – April 4, 2019 November 2016 – February 2020 (Present) Ongoing
The disciplinary policy describes due process requirements and procedures for the placement of a student into an alternative education program.	All items of due process are found in the HCSD Alternative School Handbook and Hearing Packet.	Superintendent School Board Hearing Officer	Board Approved Policy JCAA District Due Process Hearing Packet Student Handbook	March 16, 2016 – April 4, 2019 November 2016 – February 2020 (Present) 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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The disciplinary policy includes a process for the removal of a student from the alternative education program whose behavior poses a continuing danger to persons or property, or is an ongoing threat of disrupting the school or class.	The handbook clearly explains the Three Strikes policy. It indicates that three occurrences of certain behaviors, will result in an automatic expulsion. The district has employed a behavior interventionist to address specific behaviors of general education students exhibiting inappropriate or repetitively unacceptable behaviors as identified by the administrators. The students receiving services through the special education department will continue to receive behavior intervention support with the positive behavior therapist.	Principal Hearing Officer Superintendent School Board	Student Handbook Board Approved Policy JCD(2)	March 16, 2016 – April 4, 2019 November 2016 – February 2020 (Present) Ongoing
		Superintendent & School Board	Board Approved Policy JCD	March 16, 2016 – April 4, 2019 November 2016 – February 2020 (Present) Ongoing
		Principal Director of Curriculum and Instruction	Alternative Teacher Rosters	March 16, 2016 – April 4, 2019 November 2016 – February 2020 (Present) Ongoing
The disciplinary policy identifies categories of behavior for which placement of a student into an alternative education program is appropriate.	Inside of the HSCD Alternative School Handbook there is an Alternative School placement chart explaining the causes, steps, and process.			

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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The student-teacher ratio greater than 15:1 in any classroom.	No alternative school staff member has more than 15 students in one classroom.	Principal Director of Curriculum and Instruction		
The school district has adequate instructional staff assigned to ensure the continuing education of students and classroom supervision at all times.	The alternative program includes two (2) certified teachers in two separate rooms.	Principal Director of Curriculum and Instruction	Alternative Teacher Roster	November 2016 – February 2020 (Present) Ongoing
Subjects are taught by certified classroom teachers.	Because there are only a few students currently enrolled in the HCSD Alternative School Program, certified teachers (including SPED if applicable), will follow a rotational schedule to ensure that the students are being properly serviced. Also, actual certified alternative school instructors have been hired.	Principal Director of Curriculum and Instruction	Sign in Sheets MDE Licensure Instructional Schedule	November 2016 – February 2020 (Present) 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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The alternative education staff members aware of the requirement to report any unlawful activity committed on school property to the appropriate authorities?	Alternative education staff member are trained to work at the alternative school and understand that the same safety guidelines will apply; even in the alternative setting. The teachers also are trained on MS Educator Code of Ethics.	Principal Human Resource Specialist Director of Curriculum and Instruction	Signed Code of Ethics Training Signed Code of Ethics Acknowledgment Forms	November 2016 – February 2020 (Present) Ongoing
The alternative education program has an Individualized Instruction Plan (IIP) on file for each student and a process in place for the development of an IIP.	Each student has a folder that includes the IIP as well as pertinent information about the student.	Alternative Staff Principal Director of Curriculum and Instruction	Student IIP Folders	November 2016 – February 2020 (Present) Ongoing
The disciplinary policy describes the appointment of a committee consisting of classroom teachers, and other appropriate professional personnel to ensure a continuation of educational services.	The Hazlehurst City School has a District Disciplinary Committee: Hearing Officer Administrator Principal Instructional Specialist (Teacher) SPED Director	Superintendent School Board Hearing Officer	Board Approved Policy JCD Hearing Packets	March 16, 2016 – April 4, 2019 November 2016 – February 2020 (Present) 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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The IIPs provide the student with a full academic day 330 minutes of rigorous workload in courses required for graduation and minimal non-instructional time.	Students placed in the HCSD Alternative School are responsible for completing the same assignments as the students in the regular setting. Most times, the students complete appropriate Teacher Packets for an instructional schedule.	Principal Alternative Staff Director of Curriculum and Instruction	Instructional Schedule Progress Reports Report Cards Benchmark Testing Standardized State Testing	November 2016 – February 2020 (Present) Ongoing
The IIP emphasizes academic goals, behavior goals, functional skills and career education.	The IIP packet is also included in the HCSD Alternative School Handbook.	Alternative Staff Principal Director of Curriculum and Instruction	Student IIP Folders with test scores and goals	November 2016 – February 2020 (Present) Ongoing
The students enrolled in the alternative education program participate in the Mississippi Assessment System in accordance with established guidelines regarding student grade levels and eligibility?	The HCSD Alternative School Program facility included a computer lab suitable for administering state assessments. They complete benchmarks and State assessments as well.	Counselors Principals Director of Curriculum and Instruction	Diagnostic Test Data Benchmark Test Data MAAP Assessment Data	November 2016 – February 2020 (Present) 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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Students' progress is evaluated at regular intervals and appropriate records maintained.	All student work is returned back to the appropriate home school teacher and is kept in a portfolio. Students are STAR assessment and given progress and report cards.	Counselors Principal Director of Curriculum and Instruction	Progress Reports Report Cards Student Portfolios	November 2016 – February 2020 (Present) Ongoing
The home school receives educational results for students enrolled in the alternative education program?	All work and assessment is returned to the home school. The grades are assigned by the home-school teachers. Teachers also pick up work during their rotation time. All students remain electronically attached to the home school for teacher and counselor input of grades and assessment data.	Counselors Principal Director of Curriculum and Instruction	SAMs records Progress Reports Report Cards	November 2016 – February 2020 (Present) Ongoing
If the alternative school program is housed in a free standing facility separate from the regular school program, is there is a certified administrator assigned to supervise the program?	The HCSD Alternative School building is located on the campus of the middle school. Therefore, the middle school principal presides over the campus of the program. She handles any issues of academics or discipline for the program.	Hazlehurst Middle School Principal	Discipline Referrals Observation Feedback Professional Development Sign ins	November 2016 – February 2020 (Present) 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:** 2/6/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
If the alternative school program is housed in an existing school, is the safety of regular staff and students ensured by appropriate supervision and/or isolation?	Although the Alternative School is in a free standing building, the middle school campus is still in close range. Nevertheless, students and parents are made aware of the rules of trespassing during the process of orientation. Also, it is documented on transportation letter.	Principal SRO Director of Curriculum and Instruction	Student Handbook SRO Reports	November 2016 – February 2020 (Present) Ongoing
The alternative education program facilities are clean, safe, functional and commensurate with facilities provided to other students by the local school district.	The custodians of the HCSD are responsible for fulfilling a janitorial checklist daily and weekly.	Maintenance Director	Check-in and Sign-ins Custodial Routine and Schedule	November 2016 – February 2020 (Present) Ongoing
The alternative education facilities are not commensurate with those of local school districts. Students require a pathway to get from either door of the alternative building	The district has obtained and purchased services to have an awning and walkway from the Alternative building to where the bus loads.	Maintenance Director	Awning Construction Quotes and Receipts	November 2016 – January 2018

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 7. 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Jackson Public School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Jackson Public 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 1.2 – 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 10 – Compulsory School Attendance
- Process Standard 10.1 – Accuracy, Validity, and Timely Reporting of Student Data
- Process Standard 11 – Dropout Prevention Plan and Program of Services
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements

- Process Standard 14.1.4 – Individualized Career and Academic Plan (iCAP)
- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.4 – Mississippi Occupational Diploma
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 16 – Statewide Assessment System
- Process Standard 17.1 – Early Childhood Programs (Kindergarten)
- Process Standard 17.2 – Pre-Kindergarten Programs
- Process Standard 17.4 – Special Education Program
- Process Standard 17.6 – Elementary and Secondary Education Act
- Process Standard 19 – Textbook Requirements
- Process Standards 20, 20.1, and 20.2 – Instructional Management System
- Process Standard 22 – Alternative Education Program
- Process Standard 27 – Elementary Curriculum
- Process Standard 30 – School District Facilities
- Process Standard 31 – School Safety Plan and Implementation
- Process Standards 32, 32.1, and 32.2 – Youth Detention Center

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
A comparison of the 2016-2017 Mississippi Student Information System (MSIS) Personnel/Accreditation Data Report with employee contracts and salary schedules revealed numerous errors, omissions, and inconsistencies among MSIS reports, salary schedules, and contracts. The MDE consistently found the following deficiencies:	The District has been reviewing, revising, and updating the Data Collection Procedures Manual, with timelines, that outline the processes and procedures for the submission of district data via MSIS. The Manual will be completed by June 30, 2020.	Executive Director of Data and Accountability	Completed Manual	June 2020
	Administrative staff members and other staff assigned to report MSIS data attended the 2018 METIS Conference that took place June 27-29, 2018.	Executive Director of Data and Accountability	MDE Signature Sheets Agendas Conference Materials	June 2018 Completed
	Pupil Accounting Specialists attended the MSIS STUDENT & PERSONNEL USER TRAINING in September held by the OTSS department at MDE.	Executive Director of Data and Accountability	Sign-in Sheets Agendas Conference Materials	September 2018 Completed

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Director of Assessment and Data Management attended Central Access Users Conference in October to be properly trained on the MSIS data reporting requirements, procedures, and timelines.	Executive Director of Data and Accountability	Sign-in Sheets Agendas Conference Materials	October 2018 Completed
	Principals, Pupil Accounting Specialists, Data Management Specialists, MSIS Personnel Specialists, Office Managers and Office Assistants have been trained on the MSIS Personnel Reference Manual by the Director of Assessment and Data Management.	Executive Director of Data and Accountability	Sign-in Sheets Agendas	November 2018 Completed
	Monitor the MDE website and communications (listserv, MSIS briefings, etc.) for relevant and pertinent trainings to ensure compliance with Policy 2.1. Follow-up will take place in writing with Exceptional Education, Gifted, CTE, State and Federal, and Data Management departments.	Executive Director of Data and Accountability	Sign-in Sheets Agendas Conference Materials Training materials	Monthly--July 2018-June 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Office Managers and Office Assistants will receive monthly trainings regarding data processes and procedures including any updates resources and training materials available from the Director of Assessment and Data Management and Coordinator of Data Management.	Executive Director of Data and Accountability	Agendas Sign-in Sheets	Monthly--July 2018-June 2019 February 2020 - June 2020
	Data Management resources and training materials are available and updated monthly on the secure (login required) Accountability and Research web page on the JPSD website.	Director of Assessment and Data Management	Resource List	Monthly--July 2018-June 2020
	A Data Management Coordinator position was recommended and approved by the school board to monitor and verify the accuracy of the District's personnel information.	Superintendent Board of Trustees	Board Material Board Agenda Board Minutes	July 2017 Completed
	Nineteen Pupil Accounting Specialist positions were recommended and approved by the school board to monitor and verify the accuracy of data transmitted to MDE via MSIS for all middle and high schools.	Superintendent Board of Trustees	Board Material Board Agenda Board Minutes	July 2017 Completed

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District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
1. Salaries reported in employee contracts differ with the salaries reported in the MSIS Personnel/Accreditation Data Report for 2016-2017.	Salaries entered into MSIS will be cross-walked with contract salary amounts by the Director of Assessment and Data Management Coordinator of Data Management. The Data Manual will contain the data flow process for salary verification.	Executive Director of Data and Accountability	Salary cross-walk Data Manual	June 2020
	The cross-functional team consisting of Executive Director of Human Resources, Executive Director of Data and Accountability, CFO, Director of Assessment and Data Management Coordinator of Data Management will review the personnel snapshot and continue to make updates to salary information.	Executive Director of Data and Accountability	Personnel Snapshot Revisions	Ongoing-- January 2020- June 2020
	2. Salaries reported for employees in the MSIS Personnel/Accreditation Data Report and in employee contracts could not be matched to the district pay scale.	The Executive Director of HR and Director of HR will verify the accuracy of contracts and salaries entered in MSIS for classified non-supervisory, classified supervisory, certified non-administrative, and certified administrative staff.	Executive Director of Human Resources	Crosswalk documentation

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
3. The number of days employed in the contracts of some employees does not match the number of days employed reported in the 2016-2017 MSIS Personnel/Accreditation Data Report.	The Executive Director of HR and Director of HR will review the salary schedule for classified non-supervisory, classified supervisory, certified non-administrative, and certified administrative and make the necessary recommendations to the school board.	Executive Director of Human Resources	Revised Salary Schedules, Contracts Board Policy Agenda Board Minutes	April 2020
	The Executive Director of HR and Director of HR will review policies and procedures associated with setting salaries for all classified and certified staff and make the necessary recommendations to the school board.	Executive Director of Human Resources	Board Policy Agenda Board Minutes	April 2020
	All necessary revisions to policies will be recommended to the School Board for approval. All policy revisions will be provided to current employees.	Superintendent Board of Trustees	Board Policy Agenda Board Minutes	June 2020
	Days employed entered into MSIS will be cross-walked with contract days employed and updated as employment status changes by the Coordinator of Data Management. The Data Manual will contain the data flow process for days employed.	Executive Director of Data and Accountability	Crosswalk of days employed Data Manual	December 2019

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
4. Supplemental contracts were not provided for every individual receiving an additional salary for other duties. Therefore, the MDE is unable to verify whether the District reported all employee supplements in MSIS for these individuals.	Each supplemental contract will be kept on file in the Human Resources Department.	Executive Director of Human Resources	Review of Supplemental Contracts	March 2020
	Executive Director of Human Resources will review and revise procedures associated with supplemental contracts.	Executive Director of Human Resources	Board Policy Update Board Minutes	April 2020
	Executive Director of Data and Accountability will review all board material to ensure that all supplements have been issued according to policy. The supplements will then be entered into MSIS by the Coordinator of Data Management.	Executive Director of Data and Accountability	Crosswalk of supplement letters, board material and General Schedule Listing report	April 2020
	Executive Director of Human Resources will review all employment policies and procedures and make recommendations for necessary revisions.	Executive Director of Human Resources	Board Policies	April 2020
	All necessary revisions to policies will be recommended to the School Board for approval. All policy revisions will be provided to current employees.	Superintendent Board of Trustees	Board Policy Agenda Board Minutes	April 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Additional District/ School Findings	The District will verify that the years of experience on each employee contract are consistent with the years of experience in MSIS.	Executive Director of Human Resources	Review of contracts and letters of employment	June 2020
Years of experience on contract did not match years of experience reported in MSIS.	Executive Director of Human Resources will verify that every active employee has a contract or letter of employment according to approved policies and procedures on file in HR and at each employee's pay location.	Executive Director of Human Resources	Crosswalk of contracts, letters of employment, board material and General Schedule Listing report	June 2020
All contracted employees reported in MSIS do not have contracts, appear on Master Schedule, and are not on District's Staffing List.	Director of Assessment and Data Management and Coordinator of Data Management will compare data on contracts or letters of employment with data in MSIS, District Staffing Lists, and master schedules for each school.	Executive Director of Data and Accountability	Crosswalk of contracts, letters of employment, board material and General Schedule Listing report	June 2020
	The district has revised its procedures for "rolling over" employee data to the next school year. These procedures listed in the Data Manual will help to ensure that only active employees are available for updating.	Executive Director of Data and Accountability	Roll Over Procedures Data Manual	June 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Principal and department supervisors will verify the employment status of all employees currently in MSIS using the verification checklist.	Assistant Superintendents	Verification Checklist	June 2020

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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
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.	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.			
Although the District implemented some corrective actions outlined in the Corrective Action Plan approved by the State Board of Education on December 15, 2016,	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.	1. Superintendent	1. Board minutes	Ongoing

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>such as establishing a systemic process for reviewing and revising policy and revising the Code of Conduct for Students, irregularities and inconsistencies in local board policy and student handbook still exist.</p> <p>The 2016-2017 Student Handbook contained the District's Code of Conduct for Students; however, the MDE continues to receive confidential reports from administrators and teachers, of allegations that discipline policies, when applied, are applied inconsistently, and that central office administrators and board members interfere the administration's decisions regarding student discipline.</p> <p>Despite the District's efforts to address the irregularities and inconsistencies between the school board policies and the student handbook, and within the student handbook, discrepancies still exist. Examples include, but are not limited to, the following:</p>	<p>District publications have been received and are being reviewed. Effort is coordinated with legal and communications office.</p> <p>District Action: The District will review and revise all district publications to ensure consistency with board policies.</p> <p>2. When policy revision(s) are made and approved by the school board, the Superintendent shall communicate the revision(s) to all staff, parents, and students.</p> <p>District Action: The web manager sends emails notifying all staff of the approved policies. All policies that are under review will be posted on the "Board Policies Under Review" web page with the noted suggestions.</p>	<p>Board Superintendent District Counsel</p> <p>Superintendent</p>	<p>1. Cross-walk checklist</p> <p>Emails will reflect that revised and approved board policies have been communicated to all staff. Parents and students will be notified through the District's web page, Board Approved Policies and Board Policies Under Review. Internal audit reports</p>	<p>January 2018 and Ongoing</p> <p>Ongoing</p>

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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 (JBJ/IGD) (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 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>Principals will be informed about policy changes during monthly principal meetings, the principal newsletter and or email. The principals and department heads will be encouraged to discuss policy changes with staff as needed.</p> <p>District Action: All staff will receive updates of approved and revised board approved policies. 1. Web manager sends out revised policies that are considered for revision. 2. Once approved by the Board, the web manager sends out the approved policy via email. Employees will be held accountable for knowing and following applicable policies.</p>	Superintendent		January 2020 and Ongoing

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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), • Ensuring compliance with the Elementary and Secondary Education Act (See also Standard 17.6), • Implementing an instructional management plan that clearly defines the academic goals necessary for improving student achievement (See also Standard 20), 	<p>Board approved revised IGB/JBQ Graduation Requirements Policy on November 28, 2017, 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 October 2, 2018. Board policy review committee reviewed JBG/IGB on January 9, 2020. The policy is currently before the full board for January 21, 2020 board meeting. For strategies, please see Standard 20 and 21.</p> <p>Board approved Instructional Services (Instructional Materials and Fees (IFB) on December 6, 2016, and reviewed again on August 8, 2017. Board policy review committee is in the process of reviewing.</p> <ul style="list-style-type: none"> • Textbooks (IFCA) reviewed on December 6, 2016 by Board. Board policy Review committee reviewed IFCA on January 9, 2020 and is currently before the full board for the January 21, 2020 board meeting. 	Superintendent		January 2020 and Ongoing

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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>• Food Service Policy ED approved on December 20, 2016. Policy JDB reviewed on December 6, 2016 and will be recommended for deletion as duplicative of ED.</p> <p>Dress Code (JCSA) approved on April 4, 2017.</p> <p>Suspension and Expulsion policy (JCH) is reviewed as needed.</p> <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. Board policy review committee reviewed it on January 9, 2020 and is currently before the full board for the January 21, 2020 board meeting.</p> <p>See Standard 29 for strategies.</p> <p>See Standards 30 and 31 for strategies.</p>	Superintendent		January 2020 and Ongoing

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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
The District amended Board Policy JBE, (Residency Requirements) on August 4, 2016; however, the District failed to implement the amended policy. The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District, and 35 of those schools failed to provide the required residency documentation.	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.			
	1. The Director of Research and Enrollment Services will work with schools to make sure principals fully implement Policy JBE on residence verification.	Executive Director of Data and Accountability	Internal Audit Sign-ins Training Documents	June 2020
	2. The Director of Research and Enrollment Services will provide school registrants with the approved "Requirements for Registration" document identifying the acceptable documents for verifying residence.	Principals, Director of Research and Enrollment Services	Requirement for Registration Document	March 2020
	3. The Director of Research and Enrollment Services will: (1) update "Residency Verification Form;" (2) ensure access to form on district website; (3) Provide training on document;	Executive Director of Data and Accountability	Residency Verification Form Agenda, Sign-ins Mock Document	March 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	(4) provide school registrants with a "mock" document demonstrating how the form should be completed, which will also be on district website			
	4. Records Clerks and ISTs will verify that residence documents are enclosed in students' cumulative folder and signed by designated school official.	Principals, Director of Research and Enrollment Services	Internal Audits	June 2020
	5. Records Clerks and ISTs will evaluate student cumulative folders to confirm that two (2) appropriate proofs of residence are on file and properly verified.	Principals, Director of Research and Enrollment Services	Internal Audits Electronic Checklist Reports	June 2020
	6. Records Clerks and ISTs will annually remove all "OLD" proofs of residence at the close of school year.	Principals, Director of Research and Enrollment Services	Internal Audits	June 2020
	7. The Director of Research and Enrollment Services will conduct annual Enrollment/Registration Training for Principals and School staff on proper procedures for enrolling students	Executive Director of Data and Accountability	Agendas, Sign-ins/ Training Documents	March 2020
	8. The Director of Research and Enrollment Services will conduct Monthly Technical Support to provide reinforcement on proper enrollment practices.	Executive Director of Data and Accountability	Agendas, Sign-ins/ Training Documents	February 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	9. Director of Research and Enrollment Services will review and revise District Enrollment Procedures to be submitted for approval by the district Leadership Team.	Executive Director of Data and Accountability	Revised Enrollment Procedures Leadership Team approval document	March 2020
	10. Executive Director of Data and Accountability will monitor the MDE website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 6.1.	Executive Director of Data and Accountability	Training Materials	March 2020

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District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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
The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District. Of the 58 schools monitored, 23 schools failed to provide the required immunization documentation.	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 time of enrollment.	Director of Research and Enrollment Services	Internal Audit	June 2020
	2. Every Principal is required to compile an Immunization Compliance Binder - to include a copy of all 121/122 forms of all students by grade level at each local site.	Director of Research and Enrollment Services	Internal Audit Compliance Binder	June 2020
	3. ESR staff will review compliance binder to verify that there is an immunization form for each student enrolled.	Director of Research and Enrollment Services	Compliance Binders Review Forms	June 2020
	4. As a part of the annual district training, the Director of Research and Enrollment Services will show schools the proper way to verify the acceptability of immunization documents.	Executive Director of Data and Accountability	Agendas, Sign-ins, Training Materials	March 2020
	5. Records Clerks and ISTs will verify that the immunization document is filed in the student's cumulative folder.	Principal Director of Research and Enrollment Services	Internal Audit	June 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	as well as apply the immunization date on the cumulative folder, permanent record and the student information system (SIS).			
	6. Designated School Official will complete the Preliminary Compliance Report Form (compliance fact sheet) to be submitted to Mississippi State Department of Health (MSDH) also to include compliance binder check by ESR Staff to verify the integrity of report at district level before submission to MSDH.	Principal Director of Research and Enrollment Services	District Office Review Forms Compliance Binders Compliance Fact Sheet	September 2019 Completed
	7. Temporary Certificate of Immunization (Form 121) – Whenever a Temporary Certificate of Immunization (Form #121) is submitted by a parent/guardian, the school official shall upload the expiration date into Microsoft Outlook Calendar a month prior to expiration. The Outlook system shall alert the school official of the upcoming date of expiration so parents can be informed in time to get the child vaccinated and compliance form updated.	Principal Director of Research and Enrollment Services	Internal Audits Compliance Binders	June 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	8. Designated School Official will complete the Final Compliance Report to be submitted to MSDH also to include compliance binder check by ESR Staff to verify the integrity of report at district level before submission to MSDH.	Principal Director of Research and Enrollment Services		December 2019 Completed
	9. Monitor the MDE website and listserv for relevant and pertinent trainings to ensure compliance with Process Standard 6.2.	Executive Director of Data and Accountability	Training Materials	March 2020

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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 58 schools in the Jackson Public School District. Forty-one (41) of those schools failed to provide the required documentation to verify compliance with the Mississippi Cumulative Folders and Permanent Records Manual of Dire</p>	1. Update district's Standard Procedures Guide for Record Maintenance to ensure that district procedures are followed by schools.	Director of Research and Enrollment Services	Revised Procedures Document	February 2020
	2. Implement "District Runner Process" to ensure the transfer of student records upon request - In-district/Out of District	Director of Research and Enrollment Services	Audit Findings Report	February 2019 Completed
	3. Four (4) point inspection for ALL high school senior records to ensure that: a. there are records on file for ALL seniors; b. records meet clearance for graduation eligibility to include the recording of ALL appropriate data on both record types;	Director of Research and Enrollment Services		February - March 2020 March 2020 May 2020
	4. 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.	Director of Research and Enrollment Services	Audit Review Report	March 2020

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>5. The following processes have been implemented:</p> <p>a. Student Entry/Exit Report – Allows for the tracking of records as students enroll and transfer. Submitted to ESR weekly</p> <p>b. Record Transfer Process – District Runner – Picks up and delivers Records</p> <p>c. Check-Out/Check-In Process – Allots for 10 records to be checked-out at a time from records room; helps to mitigate the missing of student records. Training has been conducted on all processes.</p>		Entry/Exit Report Check-Out/Check-in Forms; Pick-up & Delivery Schedules; Agendas/Sign-ins	November 2017 Completed
	6. Annual Records Training to ensure that schools are following district procedures for properly maintaining students' cumulative folders and permanent records	Director of Research and Enrollment Services	Agendas/Sign-ins Training Documents	July 2020
	7. Technical Support Trainings to reinforce fundamental record maintenance practices	Director of Research and Enrollment Services	Agendas/Sign-Ins Training Documents	February 2020
	8. Monitor the MDE website and listserv for relevant and pertinent trainings to ensure compliance with Process Standard 8.	Executive Director of Data and Accountability	Training Materials	February 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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

10.1: The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including, but not limited to, the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary.

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Twenty-eight (28) elementary schools, 11 middle schools, and seven (7) high schools failed to consistently report each compulsory-school-age child who has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled. The school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer.	The District will implement the following strategies to monitor and report student absences: 1. Annual District Attendance Training will be conducted on the processes to be used for documenting 5, 10, and 12 day unexcused absences of students. 2. Share and demonstrate the use of district approved Attendance Phases in training to confirm the reporting of 5, 10, and 12 day unexcused absences.	Principal Executive Director of Climate and Wellness Executive Director of Climate and Wellness	Internal Auditing Referral Forms Agendas/Sign-Ins Training Documents Agendas/Sign-Ins Training Documents	March 2020 July 2018 - July 2019 January 2020
Seven (7) elementary schools, seven (7) middle schools, and six (6) high schools failed to consistently report student suspensions or student expulsions to the school attendance officer when they occurred.	3. Share and demonstrate the processes that schools should follow to prevent the accumulation of 5, 10, and 12 day absences -phone calls, letter notifications.	Executive Director of Climate and Wellness	Agendas/Sign-Ins Training Documents	January 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	4. Attendance Clerk and ISTs will be required to attach a completed cover sheet that identifies the students who are being reported to state and number of days that have been accumulated.	Principal	District Reporting Phases Document	August 2019 and ongoing
	5. School level attendance clerk and ISTs will scan and email to the District truancy counselor to forward to the state attendance officer.	Principal	Internal Auditing Referral Forms	August 2019 and ongoing
	6. Attendance Clerk and ISTs will be required to maintain an active file of all information that is forwarded to the state in the an organized manner to be retrieved for review for any impending internal or external audits.	Principal	Referral Documents	August 2019 and ongoing
	7. Attendance Clerk and ISTs will verify that the correct contact information is accurate on referral documents (phone number and/or address).	Principal	Referral Documents	August 2019 and ongoing
	8. The Principal shall report suspensions or student expulsions, as they occur, to the Mississippi Department of Education's School Attendance Officer.	Principal	Referral Documents Training Materials	August 2019 and ongoing
	9. Conduct Annual Attendance Training.	Executive Director of Climate and Wellness	Agendas/Sign-Ins Training Documents	January 2020

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	10. Conduct regular Technical Support Trainings to reinforce standard attendance practices.	Executive Director of Climate and Wellness	Agendas/Sign-Ins	January 2020 May 2020
	11. Attendance Clerk and ISTs will maintain an active file of ALL attendance referrals that have been submitted to the state.	Principal	Referral Documents	August 2019 - May 2020
	12. Attendance Clerk and ISTs will maintain an active file of ALL suspension referrals that have been submitted to the state.	Principal	Referral Documents	August 2019 - May 2020
	13. Monitor the MDE website and listserv for relevant and pertinent trainings to ensure compliance with Process Standard 10.	Executive Director of Climate and Wellness	Training Materials	August 2019 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 11: The school district develops a plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with Miss. Code Ann. § 37-13-80.

REGULATIONS: Miss. Code Ann. § 37-13-80 and Miss. Admin. Code 7-3: 30.5, State Board Policy Chapter 30, Rule 30.5

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District adopted a district-wide dropout prevention plan that is posted on the District's website; however, the District failed to implement the adopted plan at the school level.	The school district has implemented the following strategies for corrective action to ensure compliance with the Dropout Prevention Plan.	Superintendent	Agenda and Sign-in Sheets	September 2017 Completed
	1. The Dropout Prevention Plan was developed and revised by a committee which included the Assistant Superintendents (Area), Office of Professional Development, Lead Counselor, Chief Academic Officer of Academic Supports, and Executive Director of Advanced Academics.	School Board	Board Agenda and Minutes	November 2017 December 2018 Completed
	2. The school board reviewed and approved the Dropout Prevention Plan (DPP) on November 28, 2017.	School Board	Board Agenda and Minutes	December 2018 March 2019 Completed
	3. The school board will review for approval the revised Dropout Prevention Plan (DPP) on December 4, 2018.	Web master	District website	November 2017 December 2018 February 2020 Complete
	4. The plan was posted on the District's website on November 29, 2017. Pending board approval, the revised DPP will be posted December 5, 2018.			

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	5. The Dropout Prevention Plan will be reviewed with principals as well as policy JK and procedures. Principals were trained on the components of the plan in December 21, 2017. The District will train elementary, middle, and high school principals on the current Dropout Prevention Plan. The training will emphasize the importance of dropout prevention being implemented on a K-12 continuum. A follow-up training for principals will take place during the Area Principal's Meetings.	Assistant Superintendents	Agenda and Sign-in Sheets	December 2017 Completed
	6. The revised DPP and JPS Dropout Prevention Policy and Procedures JK will be reviewed with principals. Training will be conducted on all components of the policy and plan in October 2019 and November 2019. The components of the DPP include programs and interventions, data monitoring of attendance and discipline, as well as the Early Warning System.	Assistant Superintendents	Agenda and Sign-in Sheets	December 2018 October 2019 November 2019 Completed
	7. Principals will train teachers on the components of the Dropout Prevention Plan and Policy. The DPP will be reviewed again in the 4th term.	Principals	Agenda and Sign-in Sheets/Attestation Form	August - November 2019
	8. A monitoring instrument will be developed to document compliance.	Assistant Superintendents	DPP Audit Checklist	December 2018 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The MDE monitored all 13 middle schools, interviewing teachers and staff. All middle schools failed to implement programs designed to encourage student attendance with fidelity and to monitor students closely focused on objectives that are measurable or transition students from alternative settings.	All schools will adhere to the District's attendance policy.	Principals	Attendance rate (monthly)	September 2018 Complete
	All schools and the District will have an Early Warning System Team (EWS) as described in MDE Guidelines. The EWS team will monitor and encourage student attendance. Attendance plans will be developed to assist students in meeting their attendance goals and objectives.	Principals	Early Warning System (EWS) meeting agendas, minutes, sign-in sheets	December 2019 Complete
	The district will utilize an academic planning guide to be used as a companion to the Student Planning Tool for a Traditional Diploma. Academic planning is one component of the Individual Student Success Plan (ISP). The planning tool is designed to assist students in successfully navigating the 7th -12th grade educational experience in Mississippi Public Schools. Students will have an ISP that is personalized to meet each learner's educational and career goals. The ISP is completed with the assistance of the school counselors.	Principals	Audit Checklist	December 2019 Complete

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Principals will be trained on the procedures for transitioning students from alternative settings (Capital City Alternative (CCAS) and Henley Young Juvenile Justice Center HYJC).</p> <p>The principals will review monthly attendance, behavior, and course performance data for students who have transitioned from the Alternative School to ensure that the appropriate supports are in place to assist students in being successful in school.</p> <p>The district has a protocol for transitioning each student from the alternative setting to the student's home school. A transition meeting occurs upon the student's return from the alternative setting with CCAS/HYJC staff and principal designee to discuss and review the student's attendance, behavior, course performance, and Individualized Intervention Plan (IIP). Intervention strategies are included with academic and behavior goals. The home school is responsible for implementing and monitoring the interventions with fidelity.</p>	<p>CCAS and HYJC principals</p> <p>Principal</p>	<p>Alternative school transition procedures Sign-in sheets Agendas</p> <p>Agenda, Sign-in Sheets, Signature Page</p>	<p>March 2020</p> <p>March 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The MDE monitored all seven (7) high schools. At four (4) of the high schools, the school administrators and staff failed to implement policies and procedures to encourage better attendance for students with fidelity and failed to monitor students using an early warning system to check attendance, behavior, and course grades to identify students at-risk for dropping out. Additionally, administrators and teachers, when interviewed, failed to recall and/or articulate the schools' dropout prevention policy.	The District implemented a Data Dashboard that includes an Early Warning System module to monitor attendance, behavior, and course performance per term. The school level TST and EWS teams will monitor attendance, behavior, and course performance of students based on the data populated in the EWS. Supports such intervention plans, student/parent conferences/contacts, referral to TST and/or school-level teams, and referral to the state attendance office will be implemented to improve student attendance.	Executive Director of Data and Accountability, Executive Director of Climate and Wellness	Training materials Agendas Sign-in sheets Audit checklist	December 2019 Completed
The following four (4) high schools are non-compliant. Callaway Forest Hill Lanier Wingfield	All schools will have a TST and EWS teams to monitor Tier 2 and 3 students' attendance, discipline, grades, and STAR Screener results to evaluate the effectiveness of interventions.	Principals	Agenda, Minutes, Sign-in sheets EWS Audit Checklist	December 2019 Completed
	Principals will follow the district's MTSS process with fidelity that include interventions for academics, attendance, and behavior. Students that are not responding well to Tier 1 instruction should be referred to Tier 2 or 3 for additional support. This process is to be	Principals	Audit Checklist	December 2019 Completed

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>followed for attendance and behavior as well. (After 5 unexcused absences, student will be referred for attendance support, and students that have 3-5 discipline referrals, will be referred to the MTSS committee for additional interventions/support.</p> <p>Credit Recovery, defined as a course-specific, skill-based learning opportunity for students, is offered to students who have previously been unsuccessful in mastering content / skills required to receive course credit or earn promotion.</p> <p>The District employs graduation coaches at the high school level to assist with dropout prevention. Lastly, the District has requested technical assistance on Mississippi Compulsory School Attendance Law (Miss. Code § 37-13-91)</p> <p>Graduation Coaches were trained by district Lead Interventionists on tracking high school students using graduation options in lieu of state exams to improve the accuracy of identifying graduation requirement for students.</p>	<p>Principal</p> <p>Superintendent</p> <p>Principal</p>	<p>Monthly Credit Recovery Completion Report</p> <p>Staffing List</p> <p>Grade Level Trackers</p>	<p>September 2018 Completed</p> <p>August 2018 Completed</p> <p>September 2018 Completed</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Graduation Coaches, TST and EWS teams assist high schools in identifying and monitoring attendance, behavior, and course performance of students that are at-risk of dropping out; Collaborate to conduct an analysis that focuses on data for individual students and subgroups that include MAAP data, ACT data, and Local Records (attendance, behavior, course grades, etc.); Assist with developing and implementing intervention strategies for students with chronic absenteeism (18 or more days) to increase the likelihood that these students will stay in school and graduate.	Principal	Audit Checklist	December 2018 Completed

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 02/04/2020

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

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

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

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

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

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

14.1.5 : Innovative Programs

14.1.6: Early Exit Diplomas

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

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

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

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

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

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

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

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Despite the District's attempts to implement the Corrective Action Plan approved by the State Board of Education on December 15, 2016, at each of the seven (7) high schools, the schools failed to ensure that all graduating seniors during school year 2016-2017 met the minimum requirements for graduation.	<p>The District ensures that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education.</p> <p>The Board reviews, revises and adopts policy and procedures for IGB: Graduation Requirements.</p> <p>The graduation review team conducts six (6) remote and on-site reviews each school year. This year's reviews are scheduled for: October 14-18, 2019 October 28-November 1, 2019 November 11-22, 2019 January 2020 TBD March 2-6, 2020 Late April/early May 2020 (TBD)</p> <p>The team continues to review the following during each remote and onsite visit: Graduation Review Report (in- district); Graduates and Other Completers Report (MSIS); Students Graduation Option Report (MSIS); Graduate / Completer Counts by District Report (MSIS); Permanent Records;</p>	<p>Superintendent</p> <p>Board of Trustees Director of Counseling, Graduation Review Team (GRT)</p>	<p>Board agenda</p> <p>Board Agendas Board minutes Graduation Review Team monitoring instrument</p>	September 2018 through June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Cumulative Folders; Individualized Education Plans; and electronic student transcripts (SAM and MSIS) (Note: Graduation programs will be reviewed in May 2020 prior to printing for graduation exercises. MSIS reports will be reviewed and verified by the team in June 2020.)</p> <p>The District reviews, revises and adopts local board policies and student handbooks to ensure information provided to staff, parents, and students regarding graduation requirements is accurate and consistent. Communication has increased with staff, parents, and students regarding graduation requirements via the use of email, ITV, electronic newsletter, web, etc. to communicate information.</p>	Board of Trustees Superintendent	<p>Board agenda Board minutes Letters Emails ITV videos Newsletters Website</p>	September 2018 through June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The Board annually reviews and adopts the Handbook with the Code of Conduct.</p> <p>Revised sections in the Handbook include the following related to Standards 8, 11, 14, and 21, 21.1, and 21.2 to eliminate inconsistencies, contradicting statements, and / or conflicting language, particularly related to policies IGBA, IGB, IGD, and JBJ:</p> <p>Pages 28-29, 36, 37-38, and 45-50</p> <p>(Note: A committee will review and finalize the revisions (addendum) to the Handbook.</p>	Director of Counseling	<p>Board agendas</p> <p>Board minutes</p> <p>Meeting agenda and sign-in sheets</p>	<p>August 2019</p> <p>- June 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed records for graduating seniors School Year 2016-2017 at the seven (7) high schools in the Jackson Public School District. Each of the seven (7) high schools lacked documentation to verify all graduating seniors earned the minimum number of Carnegie units and / or met all four (4) end-of-course exit exam requirements. Examples of noncompliance include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • The District allowed students who did not earn the minimum number of Carnegie units required for graduation to graduate. • The District allowed students who did not pass all four (4) end-of-course exit exams or meet one of the alternate options outlined in Appendix A-5 of the Mississippi Public School Accountability Standards, 2016, in lieu of passing the exam(s), to graduate and participate in graduation exercises. 	<p>The District requires all high schools to review the records of all seniors for school year 2019-2020 to ensure the students are enrolled in the appropriate classes and are provided all opportunities for first-time testing and retesting. There will be quarterly reviews during school year 2019-2020.</p>	Director of Counseling		<p>October 14-18, 2019 October 28-November 1, 2019 November 11-22, 2019 January 2020 TBD March 2-6, 2020 Late April/early June 2020 (TBD)</p>
	<p>Review and verify course and Carnegie unit requirements for each senior.</p>	Director of Counseling	Student transcripts Appendix 5 MSIS Reports	<p>September 2019 December 2019 February 2020 March 2020 April / June 2020</p>
	<p>Review, cross reference, and verify assessment requirements for each senior.</p>			

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> Schools substituted courses not listed in the Approved Courses for Secondary Schools of Mississippi in lieu of the required courses for graduation. One (1) school failed to substitute the appropriate courses in the International Baccalaureate (IB) program. 	Staff reviews course selection sheets and cross references them with the Approved Courses for Secondary Schools of Mississippi (see Standard 26) each semester.	Director of Counseling	Course selection sheets	December 2019
	All schools use the district-released course selection sheets to ensure appropriate course sequencing and substitutions for all students, including those enrolled in advanced learning programs of study (i.e., IB), as well as those in need of courses offered for first-time course enrollment and / or credit recovery.	Principals and School level Counselors	Course selection sheets	
	The District has developed an individualized schedule for each student during his / her freshman, sophomore, junior and senior years to ensure all graduation requirements are met. This four (4) year plan shall be developed with the student and his / her parents during the student's Grade 8 year and shall be reviewed and revised annually, if applicable, at the middle and high school levels from year to year.	Principals and School-level Counselors	Student planning tool for graduation	October 2019 through June 2020

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Two (2) of the 13 middle schools failed to ensure all students had an Individualized Career and Academic Plan (iCAP) prior to exiting Grade 8, as required by Process Standard 14.1.4	Pursuant to Miss. Code Ann. § 37-16-7, all students will complete an Individual Success Plan (ISP) prior to exiting Grade 8 to ensure compliance with Standard 14.1.4.	Principals and School Level Counselors	Previous SAM iCAP Indicator Reports ISP Reports	August 2019 - May 2020
	District staff will conduct and attend training regarding graduation requirements and ensure that persons responsible implement local and State Board of Education policy and state statute. • Graduation Ready Meetings (regional professional development sessions conducted by the MDE)	Director of Counseling	Agendas Presentation handouts Sign-in sheets	August 2019 - May 2020
	Monthly Principals Meeting (August 2019) Seniors who lack sufficient credits to graduate will not be approved for early release but will be scheduled to ensure access to classes required for graduation. Review student schedules for accuracy.	Principals and School Level Counselors	Student schedules Early release form(s)	August 2019

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
During the review of student records at each of the seven (7) high schools, MDE noted additional areas of concern. Therefore, the MDE questioned the integrity of the implementation of Process Standards 21, 21.1, and 21.2 (See also Standards 8 and 14.)	Policies and procedures in the student handbook were reviewed to eliminate inconsistencies, contradicting statements, and / or conflicting language, particularly related to policies IGBA, IGB, IGD, and JBJ, as well as Standards 8, 11, 14, 21, 21.1., and 21.2.	Executive Director of Climate and Wellness	Board Agendas Board Minutes	March 2018
	The comprehensive list of strategies to be utilized by the graduation review team at each of the five (5) checkpoints throughout the school year include the following: Review policy and procedures for IGB: - Graduation Requirements - Ensure counselors are implementing responsibilities as outlined in the District's Dropout Prevention Plan, as well as the Early Warning System	Director of Counseling, Drop Out Prevention Coordinator, Graduation Review Team	Monitoring instruments with notes and comments Dropout Prevention Plan and Early Warning System monitoring instruments	August 2019 through June 2020

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Review counselor binder(s); counselor binders include all appendices forms listed below, as well as opt-out forms, if applicable, and the e-Tracker</p> <ul style="list-style-type: none"> • Review appendices A-1, A-2, A-3, A-4, A-5 and G • Review Opt-Out form, if applicable • Cross reference assessment concordance tables with assessment requirements for graduation for all seniors • Interview records clerks, counselor(s), principals • Review IEPs and MOD Portfolios • Communicate with staff, students, parents and the community regarding graduation requirements 	<p>Director of Counseling, Executive Director of Exceptional Education, Graduation Review Team</p>	<p>Monitoring instruments with notes and comments</p>	<p>October 2019 November 2019 January 2020 March 2020 April - June 2020</p>

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Review counselor binder(s); counselor binders include all appendices forms listed below, as well as opt-out forms, if applicable, and the e-Tracker</p> <ul style="list-style-type: none"> • Utilize Graduation Review Report (in-district) • Review Graduates and Other Completers Report (MSIS) • Review Students Graduation Option Report (MSIS) • Review Graduate / Completer Counts by District Report (MSIS) • Review Permanent Records • Review Cumulative Folders • Review Student Transcripts (SAM and MSIS) • Review Retention List (MSIS) • Review May 2020 graduation ceremony programs prior to printing 	<p>Director of Counseling, Director of Research and Enrollment Services, Graduation Review Team</p>	<p>Monitoring instruments with notes and comments</p>	<p>October 2019 November 2019 January 2020 March 2020 April - June 2020</p>

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed records for students exiting with the Mississippi Occupational Diploma (MOD) in each of the seven (7) high schools. This review included 20 of 28 student records submitted by the District for students who exited in the 2015-2016 school year, and 24 of 24 student records of students who exited at the end of the 2016-2017 school year. The review found:</p> <ul style="list-style-type: none"> • MOD Portfolios did not reflect that State Board of Education approved guidelines and required objectives for the MOD were taught or mastered. There was no indication of oversight by either District teachers or the Director of Special Education. • The District awarded MODs to students with disabilities who had completed few, if any, of the necessary prerequisites from the State Board of Education approved guidelines for the MOD. 	<p>Review and revise policies and procedures to ensure implementation of the Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma for students who are working toward completion of the MOD. Policies and procedures shall reflect all required components of Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma. The review shall be documented and revisions submitted to the MDE OSE for approval.</p> <p>Provide training to staff who are responsible for implementing the MOD Guidelines for students with disabilities.</p>	<p>Executive Director of Exceptional Education, Executive Director of Climate and Wellness</p> <p>Executive Director of Exceptional Education</p>	<p>Board agenda Board minutes</p> <p>Agendas Sign-in sheets Presentation handouts</p>	<p>March 2018</p>

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The District shall document and submit evidence of the training (e.g. sign-in sheets, PowerPoint presentations, or agendas) to the MDE Office of Special Education (OSE) for approval.</p> <p>The Graduation Review Team (GRT) consists of the Director of Counseling; Director of Research and Enrollment Services, Executive Director of Exceptional Education Services, Lead Graduation Coach, and High School Assistant Superintendent.</p> <p>The Handbook with the Code of Conduct Review Team consists of selected principals, student support personnel, district-level personnel, students, parents and other stakeholders from the community.</p>			

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The MDE reviewed records for students exiting with the Mississippi Occupational Diploma (MOD) in each of the seven (7) high schools. This review included 20 of 28 student records submitted by the District for students who exited in the 2015-2016 school year, and 24 of 24 student records of students who exited at the end of the 2016-2017 school year. The review found:	Review and revise policies and procedures to ensure implementation of the Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma for students who are working toward completion of the MOD. Policies and procedures shall reflect all required components of Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma.	Director of Exceptional Education Services, and Executive Director of Climate and Wellness	Board agenda Board minutes	March 2018

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • MOD Portfolios did not reflect that State Board of Education approved guidelines and required objectives for the MOD were taught or mastered. There was no indication of oversight by either District teachers or the Director of Special Education. • The District awarded MODs to students with disabilities who had completed few, if any, of the necessary prerequisites from the State Board of Education approved guidelines for the MOD. 	<p>The review shall be documented and revisions submitted to the MDE OSE for approval.</p> <p>Provide training to staff who are responsible for supporting students who remain on the MOD track.</p> <p>The District shall document and submit evidence of the training (e.g. sign-in sheets, PowerPoint presentations, or agendas) to the MDE Office of Special Education (OSE) for approval.</p> <p>The Graduation Review Team (GRT) consists of the Director of Counseling; Director of Enrollment Services and Records; Director of Exceptional Education Services; Lead Graduation Coach; and High School Assistant Superintendent.</p> <p>The Handbook with the Code of Conduct Review Team consists of selected principals, student support personnel, district-level personnel, students, parents and other stakeholders from the community.</p>	Director of Exceptional Education Services and Director of Counseling	Agendas Sign-in sheets Presentation handouts	March 2018 - May 2019

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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*

[illegible]

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • An employee walked downstairs to the Principal's office unaccompanied by another individual with an ELA writing test booklet. • Secure testing materials were left unattended in the distribution room; and at times, were left with only one (1) individual. • The Test Administrator had an electronic device (iPad) inside the testing environment. The iPad repeatedly sounded during testing. • The school failed to provide some students with the appropriate amount of time during statewide testing. In most cases, the school failed to provide the student(s) enough time to take the assessment. <p>In some cases, the school provided students with too much time.</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p> <p>Baker, Callaway, Forest Hill, and Provine develop and implement a comprehensive and personalized test security plan and corrective action plan that specifically addresses each of the Appendix F violations outlined in this report.</p> <p>The District shall ensure that the District Test Coordinator conducts a personalized and comprehensive School Test Coordinator training for all schools involved in statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During the Spring 2017 Testing Window, the MDE visited two (2) of the seven (7) high schools within the District, Callaway High School and Forest Hill High School.</p> <p>Callaway High School The MDE found:</p> <ul style="list-style-type: none"> • During active testing, two (2) testing rooms had no Test Administrator or Proctor during statewide testing. No other adult was present. • For at least 24 minutes during the testing session, only one (1) adult was present in the same two (2) testing rooms referenced above. • For approximately two (2) minutes, no adult was present in the library where testing was occurring. • The school allowed students to talk to each other during statewide testing. 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The school failed to provide some students with the appropriate amount of time during statewide testing. Some students received additional time to test beyond the allotted timeframe provided within the Test Administrator Manual. The Hall Monitor had an electronic device (cellphone) inside the testing environment. The phone sounded during testing. <p>Forest Hill High School The MDE found:</p> <ul style="list-style-type: none"> A Proctor provided answers to a student during statewide testing. 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • A student had a cellphone and was observed talking on the cellphone during statewide testing. • The school failed to provide students with the appropriate amount of time to take the test. • A Test Administrator and Proctor were talking amongst themselves during statewide testing. • The School Test Coordinator, Assistant School Test Coordinator, Multiple Test Administrators, and Proctors all had electronic devices during statewide testing. • Secure testing materials were left unattended in the distribution room, and at times, were left with only one (1) individual. • Students did not receive the appropriate accommodations during statewide testing. 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>SELF-REPORTED FINDINGS:</p> <p>Provine High School Following the Spring 2017 Testing Window, the District self-reported to the MDE via e-mail that there was a missing ELA Writing Booklet.</p> <p>DATA FORENSIC FINDINGS: The data forensic results for Jackson Public School District indicate that six (6) out of seven (7) high schools had students who received an invalidated test score in the areas of Algebra I, Biology I, English II, and/or U.S. History for extreme similarity and/or wrong-to-right answer changes that exceed the extreme threshold. The following is a summary report for each of the seven (7) high schools in the four (4) subject area courses that were flagged for test instances for statistics that exceeded the extreme threshold in Spring 2017.</p>	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Callaway High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Four (4) of 419 students tested were invalidated for extreme similarity <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 336 students tested were invalidated for extreme similarity <p>English II:</p> <ul style="list-style-type: none"> • Two (2) of 496 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 226 student tested were invalidated for wrong to right answer changes <p>Forest Hill High School</p> <p>U.S. History:</p> <ul style="list-style-type: none"> • Eight (8) of 252 students tested were invalidated for extreme similarity 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Jim Hill High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Two (2) of 502 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 251 students tested were invalidated for extreme similarity <p>Provine High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 313 students tested were invalidated for extreme similarity 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Lanier High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> Two (2) of 287 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> Two (2) of 162 students tested were invalidated for extreme similarity <p>Murrah High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> Eight (8) of 375 students tested were invalidated for extreme similarity <p>Biology I:</p> <ul style="list-style-type: none"> Two (2) of 379 students tested were invalidated for extreme similarity One (1) of 379 students tested was invalidated for wrong to right answer changes <p>U.S. History:</p> <ul style="list-style-type: none"> Four (4) of 276 students tested were invalidated for extreme similarity 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification of compliance with Process Standard 16 and Appendix F.	<p>November 2019 Completed</p> <p>May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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

17.1: Early Childhood Programs (kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Miss. Code Ann. § 37-21-1, et seq., § 37-21-7, Miss. Admin. Code 7-3: 42.1, State Board Policy Chapter 42, Rule 42.1, Miss. Admin. Code 7-3: 62.6, State Board Policy Chapter 62, Rule 62.6, and the *Mississippi Kindergarten Guidelines*.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The school failed to produce immunization forms (Form 121) for all kindergarten records. (Baker, Galloway, Johnson, McLeod, Watkins) 	Principals will ensure that each kindergarten student has an immunization form/record. A copy of this record will be kept in a binder in the principal's office.	Principal	The kindergarten student immunization records will be reconciled with a kindergarten student roster from SAM.	April 2020
<ul style="list-style-type: none"> The school failed to place safety covers in all unused sockets. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Pecan Park, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) 	The school will ensure that safety covers are on all sockets that are not in use.	Principal	Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to document assistant teacher education qualification requirement. (Baker, Barr, Key, Marshall, North Jackson, Oak Forest, Poindexter, Sykes, Wilkins, Woodville) 	The school will maintain copies of assistant teacher education qualifications to ensure that all personnel meet requirements for working in kindergarten classrooms.	Principal, Executive Director of Human Resources	A copy of the teacher assistant's qualifications will be kept in each school personnel file. Internal monitoring instrument	April 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to document professional development provided to assistant teachers, teachers, and administrators. (Baker, Barr, Bates, Galloway, Green, Johnson, Key, Lake, Lee, McLeod, Marshall, North Jackson, Pecan Park, Spann, Van Winkle, Walton, Watkins)	The District will provide regular trainings related to principles and methods of early childhood education and reading instruction should be a minimum of eight (8) hours per teachers, assistant teachers, and administrators. (kindergarten public guidelines 2018). The topics will focus on the topics of social and emotional development and early literacy.	Principal	Agenda and sign-in sheets. Internal monitoring instrument	April 2020
The school failed to integrate in their lesson plans: small group, whole group, individual instruction, and learning centers; thematic units across kindergarten subjects; science, art, social studies, and dramatic play; and a minimum of three (3) learning centers accessible for simultaneous use by children for 120 minutes per day of learning center play. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins)	The District redesigned the lesson plan template to integrate all kindergarten subjects that align to a thematic unit. The lesson plan template will account for 330 instructional minutes.	Principal	Agenda and sign-in sheets Internal monitoring instrument	April 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The school failed to conduct hearing and vision screenings on all kindergarten children within the first 30 days of enrollment. (Baker, Bates, Clausell, Dawson, Galloway, George, Green, John Hopkins, Key, Lake, Lee, McLeod, Marshall, North Jackson, Pecan Park, Poindexter, Sykes, Walton, Watkins, Wilkins, Woodville Heights) 	Each elementary school will conduct hearing and vision screenings the first 30 days of enrollment.	Principal	Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to plan evaluations of children's progress using MDE standards for social/emotional development. (Baker, Barr, Bates, Brown, Dawson, Galloway, George, Green, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Spann, Sykes, Walton, Watkins, Wilkins, Woodville Heights) 	Each elementary school will evaluate children's social and emotional progress at the end of each term.	Principal	Internal monitoring instrument	April 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The school failed to provide parents the 2016-2017 parent handbook. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) 	Each kindergarten teacher will provide parents a copy of the 2019 - 2020 parent handbook, that includes the kindergarten philosophy and goals.	Principal	Teachers will have a parent signature sheet acknowledging receipt of the parent handbook. Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to schedule two (2) parent-teacher conferences. (Baker, Barr, Bates, Brown, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Pecan Park, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) 	The District has scheduled two (2) parent-teacher conferences for the 2019 - 2020 school year: October 21, 2019 and February 11, 2020.	Principal	The District's calendar and sign-in sheets at parent/teacher conferences Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to provide teachers with a method of entry into restroom for safety of children. (Bates, Galloway, Lee, McWillie, Marshall). 	The principal will outline a specific method of entry detailing how children will enter the restroom.	Principal	Each school will have a written plan outlining the method of entry into the restroom	April 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The school failed to provide a boundary between the designated outside play area, the driveway and parking lot. (Bates, Galloway, Green, John Hopkins, Johnson, Lake, McLoed, North Jackson, Pecan Park, Spann, Watkins, Wilkins) 	The District will install a boundary between the play area and the driveway. Boundary shall prevent a child from accessing parking lot/driveway as well as prevent an automobile from entering play space.	Executive Director of Facilities	Installation of the boundary	April 2020
<ul style="list-style-type: none"> The school failed to align the school day to be equal across all grades (Kindergarten had a different length of day than Grade 1).Bates 	The school aligned its school day to be equal across all grades.	Principal	The teacher's instructional schedule. Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to repair/remove broken equipment thus creating an unsafe environment for children. (Clausell, John Hopkins, Marshall, Pecan Park, Poindexter, Wilkins) 	The District will repair/remove broken equipment.	Executive Director of Facilities	Repair and removal of identified equipment Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to locate a bathroom within 125 feet of the classroom. (Galloway, Poindexter) 	The District will relocate classroom to ensure that all children have access to a bathroom that is within 125 feet of the classroom.	Principal	The restroom being located within 125 feet from the classroom. Internal monitoring instrument	April 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The school failed to meet the teacher-pupil ratio of 1:22 maximum. (Galloway, Lee, Oak Forest, Pecan Park) 	The District provides a kindergarten assistant to kindergarten teachers.	Principal	Providing a query of kindergarten teachers and assistants.	April 2020
<ul style="list-style-type: none"> The school failed to allow for students to participate in a minimum of 30 minutes of daily physical activity. (Oak Forest, Van Winkle, Wilkins) 	Kindergarten student will have 30 minutes of physical activity daily.	Principal	Completed teacher schedules reflecting 30 minutes of physical activity daily. Internal monitoring instrument	April 2020
<ul style="list-style-type: none"> The school failed to design an outdoor area so that kindergarten and children over Grade 3 do not have to share play space at the same time. 	The District/school will ensure that children do not share outdoor play space with children in grades above Grade 3.	Principal	The principal will have a map indicating the area and time that children above grade 3 have access to designated areas of the playground.	April 2020
<ul style="list-style-type: none"> The school failed to identify and utilize play area access that does not require stairs. Students in wheelchairs were denied access to play area. (Pecan Park) 	The District is continuing to research the cost of making the existing playground handicapped accessible.	Principal, Executive Director of Facilities	Plan developed with an associated budget to make the existing playground handicap accessible.	April 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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

17.2: Early Childhood Programs (pre-kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Pre-Kindergarten Miss. Code Ann. § 37-7-301(ss), Miss. Admin. Code 7-3: 28.4, State Board Policy Chapter 28, Rule 28.4, Refer to the Mississippi Early Learning Guidelines for classrooms serving Three- and Four-Year-Old Children, Miss. Code Ann. § 37-7-301 (zz)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to provide 330 minutes of instructional time in a full-day program. Schools: Baker, Barr, Dawson, John Hopkins, Johnson, McWillie, Marshall, North Jackson, Watkins	In order to comply with Miss. Code Ann. § 37-13-6, the school day should provide 360 minutes of instructional time. (3/4-year-old guidelines updated 2018).	Principals	Audit Checklist for 17.2	March 2020
The school failed to schedule 120 minutes per day of learning center play for children. Schools: Baker, John Hopkins, Johnson, Pecan Park, Walton	In order to comply with the MS Pre-K Guidelines, the daily pre-kindergarten schedule includes 120 minutes of learning center activities.			
The school failed to allow for students to participate in a minimum of 40 minutes of daily physical activity. Schools: Barr, Key, Pecan Park,	In order to comply with by MS Pre-K Guidelines, the daily schedule provides for a minimum of 40 minutes of physical activity per day. Time is not continuous.			
	Principals gave the Pre-K Specialist a copy of the pre-k teaching schedules and posted it outside the teacher's classroom door to be used during classroom visits.			

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to provide five (5) learning centers for simultaneous use by children, limited accessibility of materials and no books or creative art materials available. School: Watkins</p> <p>The school failed to provide accessibility to books and writing materials to children during learning centers.</p> <p>The school failed to provide accessibility to fiction and non-fiction books and writing materials accessible in the pre-kindergarten classrooms. Schools: Green, John Hopkins, Lee, North Jackson, Pecan Park</p>	<p>In order to comply with the MS Pre-K Guidelines at least five (5) learning centers containing books, manipulatives, and creative art materials are organized, arranged, and labeled so they are accessible to children.</p> <p>The Pre-K Specialist gave the teachers center labels and ordered non-fiction and fiction books, manipulatives, creative arts materials, and writing materials for the teachers to place in the learning centers.</p> <p>Teachers are reminded by the Pre-K Specialist at monthly meetings and through emails to make books, manipulatives, creative arts materials, and writing materials accessible to the students in the learning centers and to make sure there are at least five (5) simultaneous centers in use daily.</p> <p>Principals will observe the pre-k classrooms using the Audit Checklist provided to them in their white binders.</p>	Principals	Audit Checklist for 17.2	November 2018 Completed November 2018 and ongoing

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to document assistant education. Schools: Barr, Marshall, North Jackson, Pecan Park, Poindexter, Walton, Watkins, Wilkins</p> <p>The school failed to meet pre-k teacher education qualification requirement. Schools: Dawson, Key, Pecan Park, Walton</p> <p>The school failed to document 15 hours of professional development provided to assistant teachers, teachers, and administrators. Schools: Baker, Clausell, Galloway, Green, Key, Lake, Lee, McWillie, Marshall, North Jackson, Pecan Park, Walton, Watkins, Wilkins</p>	<p>In order to comply with MS Pre-K Guidelines, copies of teacher and teacher assistant education ensures that all personnel meet requirements for working in pre-kindergarten classrooms.</p> <p>Teachers and assistants obtained copies of their education and placed it in their black binders. Principals and the Pre-K Specialist keep a copy in their office.</p> <p>In order to comply with the MS Pre-K Guidelines, a calendar of professional development specific to early childhood topics was developed that includes dates and times that allow for full participation by teachers, assistant teachers, and administrators to achieve at least 15 hours per year.</p> <p>The Pre-K Specialist shared professional development opportunities with teachers, assistants, and principals for at least 15 hours of early childhood professional development scheduled.</p>	Principals	Teacher licenses Teacher Assistant credentials	<p>November 2018 Completed</p> <p>November 2018 Completed</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to provide parents the 2016-2017 parent handbook. Schools: Baker, Clausell, Dawson, Galloway, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, North Jackson, Pecan Park, Walton, Watkins, Wilkins	<p>In order to comply with MS Pre-K Guidelines, the 2019-2020 parent handbook was revised to include prekindergarten philosophy, goals, and specific prekindergarten information accessible to parents.</p> <p>Teachers provided parents with parent handbooks to sign and return the acknowledgment page verifying they have received and read the handbook.</p> <p>Copies of the acknowledgment pages were placed in the teacher's black binder and copies were sent to the Pre-K Specialist to place on file.</p>	Principals	Audit Checklist for 17.2	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to schedule three (3) parent-teacher conferences. Schools: Baker, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, Pecan Park, Walton, Watkins, Wilkins	<p>In order to comply with the Mississippi Early Learning Guidelines for Classrooms Serving Four-Year-Olds (hereafter referred to as MS Pre-K Guidelines), three (3) parent-teacher conferences were scheduled and a schedule was distributed to parents at the beginning of the year. The dates are October 22, 2018, December 11-15, 2018, and February 18, 2019.</p> <p>For the 2019-2020 school year, the dates are October 21, 2019, December 9-13, 2019, and February 17, 2020</p>	Principals	Audit Checklist for 17.2	<p>February 2019 Completed</p> <p>February 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to produce immunization forms (Form 121) for all pre-kindergarten records. Schools: Galloway, Lee, North Jackson	<p>In order to comply with the Miss. Code Ann. § 37-15- 9, all children's files were reviewed to ensure that all required immunization forms (Form 121) are present.</p> <p>Parents provide a 121 form at the time of screening. The 121 form and student file is given to the office manager at the respective schools after the screenings. If the 121 form was incomplete by the time schools starts, the school's office manager contacted the parent requesting an updated 121 form.</p>	Principals	Audit Checklist for 17.2	March 2020
The school failed to place safety covers in all unused sockets. Schools: Barr, Clausell, Green, John Hopkins, Johnson, Lake, McWillie, Pecan Park, Raines, Walton, Watkins, Wilkins	<p>In order to comply with the MS Pre-K Guidelines, the District/school shall place safety covers on all sockets that are not in use.</p> <p>Safety covers were purchased and the teachers were given the number of covers needed to place in unused outlets. Teachers will be reminded often to keep the outlets covered.</p>	Principals	Audit Checklist for 17.2	September 2018-March 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school exceeded the teacher-pupil ratio of 1:10 maximum; more than 10 children were present with no assistant. School: Johnson	<p>In order to comply with the MS Pre-K Guidelines, the teacher-child ratio is 1:10 maximum during the entire day. If an assistant teacher is assigned in the pre-kindergarten classroom for the entire day, the teacher-child ratio does not exceed 2:20.</p> <p>Principals were provided with the pre-k guidelines outlining the teacher-child ratio and reminded of the ratio.</p>	Principals	Audit Checklist for 17.2	March 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to provide teachers with a method of entry into a locked restroom (safety issue). Schools: Marshall, McWillie	In order to comply with the MS Pre-K Guidelines, each teacher has a method of entry into the rest room for safety of children. Locks were removed on restroom doors inside pre-k classrooms.	Principals	Audit Checklist for 17.2	August 2018 Completed
The school failed to locate the boy's bathroom within 125 feet of the classroom.	In order to comply with the MS Pre-K Guidelines, the classroom had to be relocated to ensure that all children have access to a bathroom that is within 125 feet of the classroom.			August 2018 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to provide a boundary between the designated outside play area, the driveway, and parking lot. Schools: Galloway, Green, John Hopkins, Johnson, Lake, Lee, North Jackson, Pecan Park, Watkins, Wilkins	In order to comply with MS Pre-K Guidelines, a boundary between the play area and the driveway will be installed to prevent a child from accessing parking lot/driveway as well as prevent an automobile from entering play space. <ul style="list-style-type: none"> • Technical assistance from the MDE was requested to determine specifically what type of boundary is needed. • School observations will be conducted by the Pre-K Specialist and the Facilities Director to ensure boundaries are placed appropriately, broken equipment is removed from the play area, and there is access to the play area that does not require stairs. 	Principals	Audit Checklist for 17.2	March 2019 Completed
The school failed to repair/remove broken equipment thus creating an unsafe environment for children. Schools: John Hopkins, Marshall, Pecan Park, Wilkins	In order to comply with the MS Pre-K Guidelines, broken play equipment from the play area will be removed.			March 2019 Completed
The school failed to identify and provide handicap accessibility to the play area. Access to play area requires the use of stairs. School: Pecan Park	The District is continuing to research the cost of making the existing playground handicapped accessible.	Principal, Executive Director of Facilities	Plan developed with an associated budget to make the existing playground handicap accessible.	

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
No findings cited.	<p>In order to comply with the MS Pre-K Guidelines, the state-adopted pre-kindergarten standards are utilized to guide instruction and a redesigned lesson plans template integrates all pre-kindergarten subjects that align to a thematic unit, including dramatic play.</p> <p>To ensure the state-adopted pre-kindergarten standards are utilized to guide instruction, teachers review the standards and place the standard codes that will be taught each week on the lesson plans.</p> <p>The Pre-K Specialist revised the pre-k lesson plan template to integrate all pre-kindergarten subjects that align to a thematic unit, including dramatic play (Pretend Play).</p>	Principals	Audit Checklist for 17.2	November 2018 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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
CFI-3, 4, 5, 6, and 7	The District must reconvene the MET/IEP Committees to discuss all data documented in the student files. Obtain parental permission as necessary in order to conduct comprehensive reevaluations considering all documented areas of concern. Develop appropriate IEPs based on the additional information in order to address the students' unique needs.	Executive Director of Exceptional Education	JPS Policy IDEE MDE State Board Policy 74.19 JPS/EES Child Find Procedures for Initial Evaluations	October 2019 Completed
CFR-1,2, and 4	The District must reconvene the MET/IEP Committees to discuss all data documented in the student files. Obtain parental permission as necessary in order to conduct comprehensive reevaluations considering all documented areas of concern. Develop appropriate IEPs based on the additional information in order to address the students' unique needs	Executive Director of Exceptional Education	JPS Policy IDEE MDE State Board Policy 74.19 JPS/EES Child Find Procedures for Reevaluations	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
To address all areas of Delivery of Services (DS-1 through DS-23).	Reconvene the IEP Committees for students identified in the findings to revise the IEPs to include all required components that will meet the unique needs of the students in accordance with 34 C.F.R. §§ 300.320- 300.324; and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.320-300.324.	Executive Director of Exceptional Education	Student's IEP JPS IEP Audit Review Protocol	October 2019 Completed
To address all areas of Delivery of Services-Transition (DS 20-1 through DS 20-7)	Reconvene the IEP Committees for all students with disabilities ages 14 and older identified in the findings to develop appropriate transition plans with the required components in accordance with IDEA, the IDEA's implementing regulations, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19.	Executive Director of Exceptional Education	Student's IEP JPS IEP Audit Review Protocol	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
FAPE-1	Provide data used to determine eligibility for ESY services to support the decision.	Executive Director of Exceptional Education	Student's 2019 ESY IEP MDE ESY Student Handbook	September 2019 Completed
To address all Discipline (DS1-7)	Reconvene the IEP Committees for students identified in the findings to revise the IEPs, FBAs, and/or BIPs to include all required components that will meet the unique needs of the students in accordance with 34 C.F.R. §§ 300.530- 300.536; and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.530-300.536.	Executive Director of Exceptional Education	Student's IEP, FBA, and/or BIP	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Compliance Indicator A1: The Local Educational Agency (LEA) will provide evidence that budgets and expenditures for all federal programs are allocable; reasonable and necessary; meet program intent and purposes; aligned with the approved application and amendments on file at MDE; and obligated and liquidated in accordance with the approved plan within the approved grant period. 2 C.F.R. §§ 200.302(b), 200.308 – 200.309, 200.404 – 200.405	The District will adhere to the requirements of 2 C.F.R. §§ 200.302(b), 200.308 – 200.309, 200.404 -200.405 to align its accounting system with all current approved MDE budgets for all federal programs to ensure that they meet all required components: a. Allocable b. Reasonable and necessary c. Meeting program intent and purposes d. Aligned with the approved application and amendments on file at MDE.	Executive Director of Federal Programs Fiscal Officer	Agenda and sign-in sheets will document the training on school-wide plans and monitoring instrument. Budgets will serve as evaluation criteria demonstrating the obligation and liquidation of funds.	August 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Boyd Elementary Dawson Elementary French Elementary Galloway Elementary Green Elementary John Hopkins Elementary Johnson Elementary Key Elementary Lake Elementary Lee Elementary Marshall Elementary McLeod Elementary North Jackson Elementary Pecan Park Elementary Smith Elementary Spann Elementary Timberlawn Elementary Walton Elementary Watkins Elementary Bailey APAC Middle Blackburn Middle Cardoza Middle Hardy Middle Kriksey Middle Peeples Middle Rowan Middle Siwell Middle Whitten Middle	<p>The Office of Federal Programs will provide training to principals to ensure the School-wide Plans are fully developed and implemented, to include the participation of community members/stakeholders. The Office of Federal programs will ensure that school wide plans and budgets are aligned with approved application. If amendments are made, the budget analysts will ensure that budgets are reconciled in Marathon and MCAPS.</p> <p>The Office of Federal Programs will ensure that all the previous year's grants funds are obligated and liquidated upon receipt of the current year's grant funds.</p> <p>The Office of Federal Programs, budget analyst, and Chief Financial Officer (CFO) will meet the last week of each month to reconcile budgets in Marathon and MCAPS to ensure that funds are expended in a timely manner.</p>	<p>Executive Director of Federal Programs</p> <p>Executive Director of Federal Programs</p> <p>Executive Director of Federal Programs</p>	<p>Approved School-wide Plan</p> <p>Evidence of 85% of funds expended</p> <p>Agenda and minutes</p>	<p>March 2020</p> <p>June 2020</p> <p>June 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Callaway High Forest Hill High Jim Hill High Lanier High Murrah High Provine High Wingfield High</p> <p>Compliance Indicator A4: The LEA will provide policies for equipment purchases and inventory. 2 C.F.R. § 200.313(d); Mississippi Public School Asset Management Manual, pp. 2-3</p> <p>The District's fixed asset policy (amended in 1993) failed to address the notification of law enforcement or notarized affidavits when items were lost or stolen as required by the Mississippi Public School Asset Management Manual, pp. 2-3.</p>	<p>In accordance with policy DOA (revised March 7, 2017), the District will follow all processes outlined in this policy. When equipment is stolen with a value \$150 or more, Campus Enforcement will be notified immediately. Campus Enforcement will provide a written report the Director of Property Accounting. If the equipment is lost, a signed affidavit must be completed. The District established procedures for this process in May of 2016. After Campus Enforcement is notified, the Executive Director of Information Technology will be contacted so that the stolen equipment can be tracked. Failure to notify Campus Enforcement may result in disciplinary action. Principals will be trained on this policy and procedure.</p>	<p>Executive Director of Federal Programs</p> <p>Chief of Campus Enforcement</p> <p>Executive Director of Information Technology</p> <p>Principal</p> <p>Director of Property Accounting</p>	<p>Agenda, sign-in sheets, reports from Campus Enforcement</p>	<p>August 2019 Completed</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Compliance Indicator A9: The LEA will provide evidence that contracts and agreements are made in accordance with applicable federal, state, and local regulations as well as audit guidelines. 2 C.F.R. §§ 200.317 – 200.326, 200.402 – 200.405; Miss. Code Ann. §§ 31-7-1, et. seq.</p> <p>The District failed to comply with Miss. Code Ann. §§ 31-7-1, et. seq. (Purchase Law Summary (June 2016) pp. 15-17) sealed-bid process by entering into a contract with TE21, Inc. (Southstar Financial LLC) for the amount of \$779,167.50 without utilizing a competitive process.</p> <p>The District failed to comply with Miss. Code Ann. § 317-13(m)(viii) certification requirements for the purchase of noncompetitive items only available from one (1) source by approving the contract with TE21, Inc. and accepted TE21 as “a sole distributor for these products in the states of Mississippi, North Carolina, and South Carolina” without a documented sole source letter.</p>	<p>The District will adhere to federal, state, and local regulations, as well as audit guidelines when contracts and agreements are made. The Executive Director of Federal Programs will ensure that all purchases meet federal, state, and local regulations.</p>	<p>Executive Director of Federal Programs</p> <p>District Counsel</p>		<p>March 2020</p>

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 19: The school district is in compliance with state law and State Board of Education policies for state adopted textbooks.

- 19.1:** Each school district provides students in each school with access to current or otherwise appropriate textbooks that are in good condition. (See glossary for definition of textbook.)
- 19.2:** Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System.

REGULATIONS. Miss. Code Ann. § 37-43-1, § 37-43-24, § 37-43-31(2), § 37-43-51, § 37-9-14(2)(b), § 37-7-301(ff), Miss. Admin. Code 7-3: 79.1 and 79.2, State Board Policy Chapter 79, Rules 79.1 and 79.2, and *Textbook Administration Handbook Rules and Regulations*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Inaccurate textbook inventories: Books listed on the active listing report for the school were not the books used in the classrooms. Van Winkle, Blackburn, Chastain, Hardy, Peeples, Siwell, Whitten, Callaway, Forest Hill, Lanier	The district will implement the following strategies for corrective action to ensure compliance with standard 19.1 and 19.2. Textbook inventory will be updated to reflect current book adoptions and an accurate active listing of books used in the classroom. Updating schools' textbook inventory will ensure that books used in classrooms will be aligned with the active listing report.	District Textbook Coordinator	Reports will be generated from the school book suppository and the JPS electronic textbook ordering form will be used to monitor textbook inventory to ensure that there is accurate reporting and an adequate supply of textbooks ordered to meet the demands of schools.	January 2020 Completed
Dated textbooks: Listed textbooks were in some cases over 12 years old, a violation of textbook inventory policy, as outlined in the Textbook Administration Handbook Rules and Regulations Van Winkle, Forest Hill, Lanier, Wingfield	Schools' textbook inventory will be updated in TIMS and outdated textbooks that are 12 years or older will be transferred out for disposal and books not in use that are less than 12 years old will be transferred out to surplus.	District Textbook Coordinator Principals		April 2020

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Textbook shortages: The School District failed to provide enough textbooks to ensure all students had access to a textbook. The school personnel reported to the MDE that they had a "classroom set" of textbooks. Textbook law requires that schools have enough textbooks to give each student a textbook to take home Chastain, Hardy, Peeples, Forest Hill, Lanier	The Office of Teaching and Learning will provide all students access to a textbook in accordance with the definition of a textbook as stated in Miss. Code Ann. § 37-43-1: "Textbook shall be defined as any medium or manual of instruction, which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject."	Executive Director of Teaching and Learning, Principals	Reports generated from digital application platforms will document students' access to digital textbooks and resources.	January 2020 Completed
	Every student will be assigned an e-mail address to readily access digital textbooks and resources at school and home using their cell phones, tablets, chrome books, laptop or desktop computers.	Executive Director of Teaching and Learning, Executive Director of Information Technology Services, Principals	Student email account creation and usage reports. Reports generated from digital application platforms.	January 2020 Completed
	Students who need access to a printed textbook to take home will be allowed to do so.	Principals	Student textbook check-out forms	January 2020 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 20: The school district meets the following instructional management requirements:

- 20.1 :** The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)
- 20.2 :** The instructional management system includes a tiered instructional model in accordance with Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1, including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements.

REGULATIONS: Miss. Code Ann. §§ 37-3-49(2)(a-c), 37-3-49(5), and Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Standard 20 Instructional Management System requirements	The Superintendent has reorganized the District to ensure the effective implementation of the Instructional Management System. (IMS) The Office of Teaching and Learning, as the lead champions for instruction in the District, provides ongoing support to other school and District leaders around the effective implementation of the IMS. Assistant Superintendents work closely with school leaders to increase their capacity around instructional leadership that is aligned with IMS.	Superintendent	Updated Organizational Chart Approval by the JPS Board of Trustees	October 2018 - June 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
20.1 The District failed to produce board minutes indicating that the instructional management system (IMS) has been approved.	The Office of Teaching and Learning will provide classroom observations and feedback to school administrators and teachers including written reports that include teachers' areas of growth, strengths, and supports needed to improve learning outcomes.	Executive Director of Teaching and Learning	School Work Reports Plan of Action/Go Forward Plan Weekly Observation Schedules	August 2018 - ongoing
	The local school board approved the JPS Instructional Management System (IMS) in August 2019. The IMS includes the competencies and objectives required in the curriculum frameworks approved by the State Board of Education and are available to all teachers in each school.	Executive Director of Teaching and Learning	Board Agenda and Minutes	August 2019 Completed
	The draft of the IMS was reviewed with principals in July 2019.	Assistant Superintendents	Agenda, Sign-in Sheets	July 2019 Completed
	Principals received an electronic copy of the approved IMS in August 2019.	Assistant Superintendents	Email	August 2019 Completed
	Principals were trained on the board approved IMS in August 2019 during the area principals' meeting.	Assistant Superintendents	Agenda, Sign-in Sheet	August 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Principals provided hard copies of the IMS and trained their staff during the month of August 2019. (Dates varied by schools.) A hard copy of the IMS was placed in the teachers' Curriculum Binder. All teachers are required to maintain an active Curriculum Binder that includes the Instructional Management System, hard copies of their curriculum documents, lesson plans, MDE scaffolding documents, and other content specific resources.	Principals	Agenda, Sign-in Sheet and Attestation	August 2019 Completed
	Principals provided professional development training on the lesson plan template for school level instructional personnel. (Dates varied by school.)	Principals	Agenda and Sign-in Sheets	August 2019 Completed
	Lesson plans are reviewed weekly/bi-weekly by the principals and/or designated assistant principals to ensure that all plans address instructional and assessment alignment to the MS CCRS, as well as tiered interventions (see Standard 20.2)	Principals	Lesson Plan Feedback Form, Lesson Plan Submission Checklist	August 2019 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Lesson plan feedback is provided to teachers prior to implementation of the plans. Based on feedback, teachers re-submit the updated lesson plans that reflect the adjustments to principals or designated assistant principals.	Principals	Teacher evaluation forms Lesson Plan Lesson Plan Feedback Form	August 2019 - May 2020
<p>20.1 Lesson Plans and instructional components</p> <p>A review of lesson plans and instruction in the classrooms found that 49 schools (34 elementary, 8 middle and 7 high) were non-compliant with Process Standard 20.1.</p> <p>The common areas of noncompliance noted in the findings included lack of:</p> <ul style="list-style-type: none"> - authentic student engagement - delivery of quality instruction - quality lesson plans - teacher content knowledge - questioning and checking for understanding - differentiated instruction - tiered level instruction - classroom management for productive learning environment 	Professional development was provided to the district and school level leadership teams during the 2019 Summer Leadership Institutes on authentic student engagement, delivery of quality instruction, quality lesson plans, teacher content knowledge, questioning and checking for understanding, differentiated instruction, tiered level instruction (also see standard 20.2), and classroom management for a productive learning environment are occurring daily to improve learning outcomes.	Executive Director of Teaching and Learning	Agenda, Sign-in Sheets and Evaluations	June - July 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Due to the systemic findings throughout the district, all schools receive instructional support through the following:</p> <p>The Office of Teaching and Learning conducts Job-Alike sessions that are content and grade level specific to provide teachers with support in understanding the content and instructional / assessment alignment of the MS College and Career Ready Standards (MCCRS) and MS Curriculum Frameworks, lesson plan development, effective delivery of instruction, scaffolding, effective classroom management, differentiated instruction, tiered level instruction, and effective classroom rituals and routines.</p> <p>Weekly classroom observations and feedback are provided to teachers and school administrators.</p>	<p>Executive Director of Teaching and Learning</p> <p>Executive Director of Teaching and Learning</p>	<p>Agenda, Sign-in Sheets and Evaluations</p> <p>Student Assessment Data</p> <p>Scope of Work Report</p>	<p>August 2019 - May 2020</p> <p>August 2019 - May 2020 Completed</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Coaching is provided to all instructional personnel identified through classroom observations and administrative recommendations for staff needing additional support in the creation and implementation of effective lessons.	Executive Director of Teaching and Learning	Scope of Work Report	August 2019 - May 2020
	The Office of Teaching and Learning provides instructional support to all school administrators during the monthly meetings and teachers during job-a likes on the use of the toolkit. The toolkit will assist schools in developing and implementing effective lessons.	Executive Director of Teaching and Learning	Resource Toolkit Agendas, Sign in sheets Teacher Observation Instrument Assessment Data	August 2019 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The District will seek external partners to provide on-going teacher professional development to assist with improving student outcomes.</p> <p>The Offices of Teaching and Learning, Climate and Wellness, Early Childhood, and other District offices that support student instruction and school success will be assessed and evaluated, using staff feedback, data analyses, performance review and other credible methods. Strategies to improve Districtwide instructional practices for the 2019-2020 school year will be identified and considered for implementation. Attention to Board policy also will be reflected in the Superintendent's report and recommendations to the Board.</p>	<p>Executive Director of Teaching and Learning, Executive Director of Federal Programs</p> <p>Superintendent</p>	<p>External Partner Evaluation</p> <p>Student Assessment Data</p> <p>Updated Instructional Plan and Updated Organizational Chart Approved by the current Board.</p>	<p>September 2019 Completed</p> <p>April 2019 Completed</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 20: The school district meets the following instructional management requirements:

- 20.1 :** The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)
- 20.2 :** The instructional management system includes a tiered instructional model in accordance with Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1, including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements.

REGULATIONS: Miss. Code Ann. §§ 37-3-49(2)(a-c), 37-3-49(5), and Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>20.2 The instructional management system includes a tiered instructional model in accordance with 7 Miss. Admin. Code Pt.3, Ch. 41, R 41.1, including academic interventions, behavioral interventions, and Literacy-Based Promotion Act requirements.</p> <p>The District failed to implement a tiered instructional model that includes academic interventions, behavioral interventions, and the requirements of the Literacy Based Promotion Act</p>	<p>Pursuant to 7 Miss. Admin. Code Pt.3 Ch.41, R.41.1, the District shall implement a tiered instructional model, including academic and behavioral interventions in a Multi-Tiered System of Supports based on the requirements of the Literacy-Based Promotion Act. To ensure compliance with Process Standard 20.2, the District shall identify all students who need interventions and place them in a structured academic and/or behavioral intervention program. The District will utilize various forms of data to make informed decisions about appropriate tier placement. Data utilized may include: STAR universal screener, MAAP, other diagnostic assessments, teacher observations, MSIS criteria, and current course performance. The District will utilize a behavior screener prescribed by</p>	<p>Executive Director of Climate and Wellness</p>	<p>Student performance Student discipline reports MTSS Documentation</p>	<p>October 2018 - May 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to identify an appropriate number of students as Tier II or Tier III.(Baker Elementary, Callaway High School, Jim High School, Lanier High School, Murrah High School, Wingfield High School	the Mississippi Department of Education to assess/screen our students for social and emotional characteristics. Students identified will be placed on the appropriate tier and will receive interventions.			
	Conduct technical support meetings on MTSS documentation packet and processes with school level interventionists and principals.	Executive Director of Climate and Wellness	Agenda and Sign In sheets	October 2018 - May 2020
	District level MTSS team audits of MTSS processes and documents within the student MTSS portfolios.	Executive Director of Climate and Wellness	JPS MTSS portfolio and monitoring tool Reports and artifacts from audits	October 2018 - May 2020
	Provide technical support to schools on criteria for identifying and documenting supports for Tier II or Tier III students.	Executive Director of Climate and Wellness	MTSS Portfolios JPS At-Risk Reports	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	JPS MTSS portfolio and monitoring tool checklists JPS School At-Risk Reports	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Schools failed to provide current/complete student profile documentation.(Baker, Galloway, George, Isable, John Hopkins, Lake, McLeod, Oak Forest, Raines, Sykes, Timberlawn, Wilkins, Woodville Heights, Blackburn, Chastain, Powell, Forest Hill, Murrah and Wingfield)</p> <p>Schools failed to maintain parent notification letters.(Baker, Bates, Galloway, George, Isable, Key, Lake, Lee, Marshall, Pecan Park, Raines, Sykes, Timberlawn, Walton, Watkins, Wilkins, Woodville Heights, Hardy, Forest Hill , Jim Hill, Lanier, Murrah, Wingfield</p>	Provide technical assistance to school interventionists and school level MTSS teams on proper completion of student profile forms during school visits.	Executive Director of Climate and Wellness	Updated Student Profile Sheets and current supporting data documented in MTSS portfolios Artifacts/reports from visits	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the JPS MTSS portfolio and monitoring tool checklist.	Principals Assistant Superintendents	JPS MTSS portfolio and monitoring tool checklists Updated Student Profile Sheets	October 2018 - May 2020
	Provide technical assistance to school interventionists and school level MTSS teams on proper completion of student profile forms during school visits.	Executive Director of Climate and Wellness	Copies of Parent Notification letters within the MTSS portfolios Artifacts/reports from visits	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the JPS MTSS portfolio and monitoring tool checklist.	Principals Assistant Superintendents	JPS MTSS portfolio and monitoring tool checklists Parent Notification Letters	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to document current progress monitoring for students receiving tier interventions.(North Jackson, Timberlawn, Watkins, Wilkins, Powell, Forest Hill, Jim Hill, Lanier, Murrah, Wingfield)	Provide technical assistance to school interventionist and school level MTSS teams on processes for documenting progress monitoring (Forms 2B and 3C and graphs from programs).	Executive Director of Climate and Wellness	Progress Monitoring graphs in MTSS portfolio and current usage reports from programs Artifacts from visits	October 2018 - May 2020
Schools failed to maintain consistent progress monitoring data regarding student growth or lack of growth.(Baker, Barr, Bates, Boyd, Brown, Dawson, Galloway, George,Green,Isable, John Hopkins, Key, Lake, Marshall, North Jackson,Oak Forest, Timberlawn, Van Winkle, Walton, Wilkins)	Provide technical assistance to school interventionist and school level MTSS team on developing a plan and process to consistently progress monitor (Form 2B, 3D, reports from programs, time lines, system of collecting probes).	Executive Director of Climate and Wellness	Forms 2B or 3D, reports from programs and Student Growth Percentile reports documented in MTSS portfolio Artifacts from visits	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	JPS MTSS portfolio checklist and monitoring tool Accurate Forms 2B or 3D	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to document and prescribe interventions aligned to the targeted student deficits.(Baker, Barr, Boyd, Brown, Casey, Clausell, Dawson, French, Galloway, John Hopkins, Johnson, Key, Lake, North Jackson, Van Winkle, Walton)	Provide technical assistance to school interventionist and school level MTSS team on developing intervention plans utilizing data from STAR instructional planning reports, MAP data, etc.(Completing 2A or 3B)	Executive Director of Climate and Wellness	Forms 2A or 3B and diagnostic assessment results JPS Monitoring tool checklist Artifacts from visits	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	JPS MTSS portfolio checklists and monitoring tool Forms 2A or 3B with diagnostic data used	October 2018 - May 2020
Schools failed to maintain documentation for Tier I High Quality Classroom instruction in the folders.(Barr, French, George, Isable, John Hopkns, Johnson, Lake, Lee, Marshall, Walton, Watkins, Woodville Heights, Hardy, Jim Hill	Provide technical assistance to school administrators about conducting classroom observations and placing forms in MTSS portfolios.	Executive Director of Climate and Wellness	Tier I High Quality Forms in MTSS student portfolios JPS Monitoring Tool checklist Artifacts from visits	October 2018 - May 2020
	Conduct classroom observation using the MDE MTSS Tier 1 High Quality Form 1B and place copies in students' MTSS portfolios.	Principals	Completed Tier I High Quality Form 10 placed in students' MTSS portfolio	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to complete the required 20 day meeting form.(Blackburn, Hardy, Powell, Forest Hill, Jim Hill, Murrah)	Provide technical support to interventionists and administrators on utilizing and completing the 20 day MSIS form.	Executive Director of Climate and Wellness	Accurate and complete MSIS 20 Day Forms JPS MTSS portfolio checklist and monitoring tool	October 2018 - May 2020
	Conduct TST meetings with school level MTSS team and document meetings on required forms.	Principals	Complete and accurate 20 day MSIS forms JPS portfolio checklist and monitoring tool	October 2018 - May 2020

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:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Schools failed to provide and maintain individual plans for individualized reading plans.(Boyd, Brown, Casey, Clausell, Dawson, French, Galloway, George, Isable, Lake, Lee, Oak Forest, Smith, Timberlawn, Van Winkle, Walton, Woodville Heights.</p> <p>Schools failed to provide current intervention documentation.(Marshall, North Jackson, Brinkley)</p>	Provide technical assistance to interventionists to include exemplars for completing Individual Reading plans that document individual student target deficit areas.	Executive Director of Climate and Wellness	Individual Reading Plans JPS MTSS checklist and monitoring tool	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist to ensure that Individualized Reading Plans are included.	Principals Assistant Superintendents	Individual Reading Plans and JPS MTSS checklist and monitoring tool	October 2018 - May 2020
	Provide technical assistance to school interventionist and school level MTSS team on developing a plan and process to document intervention.	Executive Director of Climate and Wellness	Forms 2A or 3B and current reports from programs documented in JPS MTSS portfolio and monitoring tool Artifacts from visits	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist to ensure students are receiving interventions.	Principals Assistant Superintendents	Forms 2A or 3B and current reports from programs documented in MTSS portfolio JPS MTSS portfolio checklist and monitoring tool	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to use data to guide documented intervention strategies.(Smith, Chastain)	Provide technical assistance to school interventionist and school level MTSS team on developing intervention plans utilizing data from STAR instructional planning reports, MAAP data, etc.	Executive Director of Climate and Wellness	Forms 2A or 3B and diagnostic assessments Artifacts from visits Forms 2A or 3B and diagnostic assessments JPS MTSS portfolio checklist and monitoring tool	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	Forms 2A or 3B and diagnostic assessments JPS MTSS portfolio checklist and monitoring tool	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to provide structured intervention to students in need, as evidenced by student outcomes.(Powell, Callaway, Forest Hill, Jim Hill, Lanier, Murrah, Provine, Wingfield)	Provide technical assistance to school interventionists and school administrators about developing lesson plans and preparing the environment for intervention sessions.	Executive Director of Climate and Wellness	Intervention lesson plans, schedules, At Risk Reports, and intervention session documentation JPS MTSS portfolio checklist and monitoring tool Artifacts from visit	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist. Conduct integrity checks of interventions.	Principals Assistant Superintendents	JPS MTSS portfolio Checklist and monitoring tool Integrity checks	October 2018 - May 2020
	School failed to update the Multi-Tiered System of Supports since 2014 or 2015.(Forest Hill	Principals Assistant Superintendents	JPS MTSS portfolio and documents	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Schools failed to document student intervention participation.(Barr, Bates, Boyd, Brown, Casey, Clausell, Galloway, George, Green, Isable, John Hopkins, Key, Lake, Lee, Marshall, McLeod, North Jackson, Oak Forest, Smith, Walton, Watkins, Woodville Heights)	Provide technical assistance to school interventionists and school MTSS team on documenting student intervention sessions.	Executive Director of Climate and Wellness	Student intervention forms and program usage reports JPS MTSS portfolio checklist and monitoring tool Artifacts from visits	October 2018 - May 2020
	Conduct school level internal audits of MTSS portfolios utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	Student intervention participation forms and program usage reports JPS MTSS portfolio checklists and monitoring tool	October 2018 - May 2020
School failed to document behavior interventions for students.	The Office of Climate and Wellness and Counseling Services provided professional development for school counselors on behavior management and interventions. Session topics include: developing behavior plans, strategies for replacement behaviors, progress monitoring, and social skill lesson development.	Executive Director of Climate and Wellness	Student Discipline reports	October 2018 - May 2020

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District's alternative education program failed to provide appropriate educational opportunities for the categories' of students served.</p> <p>The program failed to ensure appropriate services for students with disabilities.</p> <p>The alternative education program failed to meet minimum requirements outlined in the Guidelines for Alternative/GED School Programs.</p>	<p>The JPS District IEP process will be conducted to ensure complete, appropriate and accurate Individualized Education Program (IEPs) for all students with disabilities. Assigned EES staff (program specialist, case manager, behavior specialist, etc.) and exceptional education teachers will monitor and ensure all components, goals, and objectives are individualized based upon students' educational needs and related services.</p> <p>Strategies:</p> <p>I. Manifestation Determination Reviews (MDRs) will be conducted by the Office of Exceptional Education Services (EES) Case Managers at the request of the home school on all students eligible for exceptional education services under IDEA '04, prior to consideration of change in placement.</p>	<p>Executive Director of Exceptional Education, Asst. SPED Supervisors Case Manager(s) Behavior Specialists (Home School)</p>	<p>Individualized Education Program (IEPs) 34 C. F. R. 300.320-300.324 and State Board Policy 7219</p> <p>JPS Student Code of Conduct</p> <p>EES Student Accountability Form</p>	<p>Trainings will be provided and ongoing throughout the 2019-20 school year.</p> <p>MDRs will be requested and scheduled by the EES Lead Teacher when deemed appropriate throughout the 2019-20 school year.</p>

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>This is warranted when a removal of 10 days or more of out-of-school suspensions (OSS) occur and for each subsequent removal that is one day or more of OSS.</p> <p>II. Trainings will be conducted by the EES Office and Support Staff (Case Managers) for building level administrators and EES teachers on Compliance, IEP Development and MDRs to ensure the home school IEP committee is making appropriate decisions concerning placement, educational benefit and implementation of exceptional education services.</p> <p>II. IEPs on file for students transitioning from the home school to an alternative setting will be reviewed by the IEP Committee at the home school to ensure current eligibility, IEP components are appropriate and implementation of services are addressed based upon educational benefit and students' educational needs.</p>	<p>Area Superintendents Behavior Specialist (Home School)</p> <p>Executive Director of Exceptional Education Services, Asst. SPED Supervisors Case Manager(s) Behavior Specialists (Home and Alternative School)</p> <p>Home School Principals and Alternative Setting Principal</p>	<p>Individualized Education Program (IEPs) 34 C. F. R. 300.320-300.324 and State Board Policy 7219</p> <p>JPS Student Code of Conduct</p> <p>EES Student Accountability Form</p>	<p>The EES Support Staff at the home school shall ensure current IEPs are on file for each child receiving exceptional education services, as well as verify that all IEPs are current and updated prior to the MDR process and consideration of placement beginning July 2018 and ongoing throughout the 2019-20 school year.</p>

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>IV. IEP committees at the home school and the Alternative Setting must ensure that that there is a continuation of appropriate services as listed and agreed upon by the IEP committee. Lead EES Teachers at the home school and alternative setting will ensure that home school attends all required IEPs meetings for students with disabilities transitioning to the alternative setting.</p> <p>V. IEPs will be progress monitored by the EES teachers at the home school and the alternative setting. Progress monitoring will be reported every 4.5 weeks to the home school and parent. Related services and academic goals will be determined by the IEP committee. Upon determination of services, EES teachers and EES Support Staff (Behavior Specialist, SLPs, etc.) shall ensure implementation of services and provide documentation of services logs.</p>	<p>Home School and Alternative Setting Principals Behavior Specialists (Home and Alternative School) EES Teachers</p> <p>Home School and Alternative Setting Principals, Behavior Specialists (Home and Alternative School), EES Teachers, Behavior Specialists (Home and Alternative School) and Related Service providers (if applicable)</p>	<p>Documentation of review of IEPs for students with disabilities assigned to the Alternative Setting.</p> <p>EES Student Accountability Form</p>	<p>July 2018 and ongoing throughout the 2019-20 school year.</p> <p>July 2018 and ongoing throughout the 2019-20 school year.</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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
At least one (1) Advanced Placement course in each of the four (4) core areas is not offered at ... three (3) noncompliant high schools. Based on the 2016-2017 MSIS report, [all] schools do not offer the required Advanced Placement courses.	All high schools will offer an Advanced Placement (AP) course or a dual credit equivalent in each of the four (4) core content areas and will submit a justification for exemption, if necessary, to comply with [Miss. Code Ann. § 37-1-3 (2), 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3] and appendices B, C-1, and C-2 of the Mississippi Public Schools Accountability Standards (2016).	Principals	Master Schedules	February 2020
	Review of course selection sheets, student schedules, and schools' master schedules in conjunction with Appendix B and appendices C-1 and C-2.	District and School Lead Counselors	Master Schedules	January - March 2020
	Review policies and procedures for IDA and IEC; request revisions to policies and procedures on or before February 2019.	Executive Director of Teaching and Learning	Board Policies Board Agenda Board Minutes	July, September 2019
	Review and request CSA exemptions, if applicable.	Executive Director of Data and Accountability	CSA Exemption Request(s)	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	2018-2019, 2019-20 Update: Course selection sheets were given to each high school student for completion along with placement on the District's website. School administrators completed attestation statements if applicable when no AP core courses were selected. Master schedules and course selection forms were reviewed (July 2019 through September 2019) for the fall semester and will continue for the spring semester.	Director of Counseling	Course selection sheets (available at each middle and high school)	January 2019
	Dual credit and dual enrollment course equivalent options were made available for selection during the fall and spring semesters.	Principals	Attestation statements (available in Office of Counseling Services)	March 2019 September 2019 January 2020
	District Director of Counseling is collaborating with the MDE to ensure all course codes are updated in the Required Courses in the curriculum of each Secondary School Live Data Report - Standard 26.	Director of Counseling	Course selection sheets	February 2019 October 2019
			Live Data Report	July, September 2019 January 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The District will implement course request completion options utilizing Active Student for the 2020-21 school year.</p> <p>Principals will complete attestation statements if applicable when no AP core courses are selected by students.</p> <p>Signed course selection sheets are available at each school.</p>	<p>Director of Counseling</p> <p>Principals</p> <p>School-level Lead Counselors</p>	<p>Agenda Sign-in sheets for planning meetings</p> <p>Attestation statements</p> <p>Course selection sheets</p>	<p>January 2020 - March 2020</p> <p>March 2019 September 2019 January 2020 March 2020</p> <p>January 2019 March 2019 January 2020 March 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 27: The curriculum of each elementary or middle school (any configuration of grades K-8) at a minimum consists of reading/ language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher.

- 27.1: In any configuration of grades K-8, the curriculum must include 150 minutes of activity-based instruction per week and 45 minutes of instruction in health education per week.**
- 27.2: Implementation of the activity-based instruction must meet or exceed the standards as approved by the State Board of Education.**
- 27.3: A regular classroom teacher may provide instruction in the arts, health education, and physical education in a self-contained classroom setting.**

REGULATIONS: Miss. Code Ann. § 37-1-3(2) and § 37-13-134

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Eight (8) Elementary schools failed to meet minimum curriculum requirements for elementary curriculum.	The master/classroom schedules have been updated to reflect a minimum of 45 minutes of health instruction and 150 minutes of activity-based instruction per week.	Principals	Audit Checklist	August 2019 Completed
Clausell George Green Isable Pecan Park Van Winkle Watkins Wilkins	The schedules will be evaluated by the Office of Teaching and Learning by January 2019 to ensure guidelines are met.	Executive Director of Teaching and Learning	Audit Checklist	January 2019 Completed
	Health and activity-based instructional activities will be documented on the JPS lesson plan template.	Principals	Lesson Plans	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Lesson plans will be reviewed by principals and feedback will be provided to ensure that planning has occurred for Health and Activity-based instruction.	Principals	Lesson Plan Feedback Form	October 2019 Completed
	Health and Activity-based instructional time will be protected.	Principals	Observation	October 2019 Completed
	Notes: 1. Training has been provided as a part of scheduled District standard trainings for the CAP during the 2019-20 school year.	Executive Director of Teaching and Learning	Sign in sheets, agendas, and/or session evaluations	March 2020
	2. Implementation has begun and is expected to be continuous.	Principals	Walk-through observations, lesson plan feedback, and/or audit checklists	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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)(U), §§ 37-11-5 and 49, and § 45-11-101

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE previously monitored 60 schools: 38 elementary schools, 13 middle schools, seven (7) high schools, and two (2) other schools.</p> <p>Seven (7) 30 the 38 elementary schools have corrected all documented deficiencies: Bates, Brown, French, Lester, McWillie Pecan Park, and Timberlawn</p> <p>Six (6) of 13 middle schools have corrected all documented deficiencies : Blackburn, Cardozo, Chastain, Hardy Kirksey, and Peebles.</p> <p>One (1) of seven (7) high schools corrected all documented deficiencies: Lanier.</p>	<p>The Executive Director of Facilities and Operations has developed a plan to clear all deficiencies. Using the list of findings by school included in the MDE site visit report, a plan is being implemented at each school to systematically correct all deficiencies related to school facilities. Upon completion/correction of each item listed, the personnel responsible will check off and initial that item, indicating it as completed/corrected.</p> <p>Finally, the list for each school, including the documentation of corrective action, will be presented to the Executive Director for approval before making a request to the MDE for a follow-up visit.</p>	<p>Executive Director of Facilities and Operations</p> <p>Designated Personnel in the Facilities and Operations Office</p> <p>The above note is standard throughout this document.</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. The above note is standard throughout this document.</p>	<p>June 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>As a result of Facilities and Operations systematic approach by the utilization of each department (i.e. carpentry, electrical, climate control, plumbing, site care, specialty consultants, and professional service firms) to address each school's deficiencies, the District has completed approximately 97% of all remaining school items cited by the MDE.</p> <p>Facilities and Operations will continue to work to secure compliant status for all school buildings.</p>			

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Boyd Elementary School Findings: Classrooms • No second means of egress in the library, computer room, and speech room. • Grade 3 and Grade 4 classroom windows do not meet Life Safety Code. • Evacuation maps not posted in all classrooms. Auditorium • No panic hardware on the north doors. • Unprotected electrical outlets in the stage area.	<ul style="list-style-type: none"> • Provide a second means of egress in library, computer room, and speech room. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. Verify that all second means of egress windows are labeled and kept unobstructed. • Post evacuation maps in classrooms in the same general location. • Verify all classroom second means of egress doors will open and are not obstructed. • Provide covers for all unprotected lights. • Provide covers for all unprotected electrical outlets. • Install emergency lighting in halls where needed. • Repair or replace all inoperable emergency lighting. • Install panic hardware on exit doors where needed. 	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Bailey APAC Middle School Findings: Hallways • Unsecured hall lockers. • Unsecured hall gates. • Unprotected lights in halls. • Inoperable emergency lights in the lower hall. Classrooms • Unprotected lights in Rooms 102, 228, and 234. • More than 20% of walls covered with paper/art work in Rooms 112 and 114. • Obstructed second means of egress in Room 112. • Damaged conduit on the west wall in Room 107. • No second means of egress in Rooms 108, 109, and 110. • Power strips plugged into power strips in Rooms 306, 314, and library. • Unprotected electrical outlets in Rooms 302 and 303. • Vent-hood inoperable in Room 303. Restrooms • Damaged door closer on the lower hall boys' restroom.	Bailey Corrective Actions • Secure hall lockers. • Secure hall security gates. • Provide covers for unprotected lights. • Repair/replace inoperable emergency lights. • Verify no more than 20% of classroom walls are covered with paper/art work in Rooms 112 and 114. • Remove second means of egress obstruction in Room 112. • Repair/replace damaged electrical conduit in Room 107. • Provide a second means of egress in Rooms 108, 109, and 110. • Verify that all power strips are plugged directly into a permanent power source. • Provide covers for unprotected electrical outlets. • Repair vent-hood in Room 303. • Repair/replace damaged door closers on boys' restroom and northeast auditorium doors. • Install GFCI type receptacles on all water fountains. • Provide covers for open blanks in electrical panels. • Install lighted exit sign above north exit door in the dining area. • Install emergency lights in the auditorium foyer and seating area. • Provide portable fire extinguisher in the auditorium balcony.			

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Kitchen/Dining Area • Inoperable emergency lights. • Water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles. • Open blank in the kitchen electrical panel. • No lighted exit sign above the north dining area exit door.</p> <p>Auditorium (stage area under construction at this time) • No emergency lighting in the seating and foyer area. • No portable fire extinguisher in the balcony. • Several damaged seats. • Water damaged walls in the north hall. • Damaged floor tile in the north hall. • Damaged northeast exit door closer.</p> <p>Gymnasium • Inoperable emergency/exit lights. • No door closers on exit doors. • No panic hardware on exit doors. • There was a hasp on the southwest exit door. • No A/C in the gymnasium. • No portable fire extinguisher in the locker room area. • No emergency lights in the locker room area.</p>	<p>Repair/replace damaged seats in the auditorium. • Repair damaged wall in the auditorium north hall. • Replace damaged floor tile in the auditorium north hall. • Install emergency lighting/exit signs where needed. • Install A/C in the gymnasium. • Install door closers on gymnasium exit doors. • Install panic hardware on gymnasium exit doors. • Remove hasp from southwest exit door in gymnasium. • Install portable fire extinguisher in the locker room area.</p>			

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Van Winkle Elementary School Findings: Exterior • Damaged back parking lot surface where buses had parked. Interior • Trouble code on fire alarm system.	Repair damaged parking lot. • Have fire alarm system inspected and repaired to clear trouble codes. • Remove concrete so egress door can swing open. • Repair or replace damaged door closers. • Verify second means of egress doors are not obstructed. • Verify no more than 20% of classroom walls are covered with paper/artwork. • Install GFCI type receptacles on all water fountains. • Install emergency lighting in the dining area.	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Callaway High School Findings:</p> <p>Exterior • Expired boiler certificates. • Hole near the sidewalk on the north side of C building.</p> <p>Classrooms • Windows did not meet Life Safety Code (new wing only). • No second means of egress. • Evacuation maps not posted in classrooms. • Exposed wires in the biology lab storage room. • Lab storage rooms full of clutter. • No chemical inventories for chemicals in Rooms 119, 118, and 208. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 118, and 208. • Old chemicals need to be removed. • Damaged tread on stairs.</p>	<p>Callaway Corrective Actions</p> <p>• Provide updated boiler certificates near equipment. • Fill hole near sidewalk north of C building. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. Label all second means of egress windows and verify they are kept unobstructed. • Post evacuation maps in all classrooms in same general location. • Post evacuation maps in the dining area. • Provide covers for all exposed wires.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Forest Hill High School Findings:</p> <p>Exterior • Expired boiler certificate. • Several yard drains covered with wooden pallets. • Football field not level.</p> <p>Interior • Expired boiler certificates. • Several damaged hall lockers. • Roof leaks throughout the buildings.</p> <p>Classrooms • Evacuation maps not posted in several classrooms. • No second means of egress in Rooms 125 and 132. • No chemical inventories for chemicals in Rooms 119, 120, and 121. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 120, and 121. • Dirty floors</p> <p>Halls • Dirty floors.</p> <p>Auditorium • Roof leaks in the stage and seating area. • Termite damage on the stage floor.</p> <p>Restrooms • Dirty restrooms</p>	<p>Forest Hill Corrective Actions</p> <p>• Post updated boiler certificates near equipment. • Yard drains covered with wooden pallets should have the proper grates installed on them. • Contact the Mississippi High School Athletic Association for information regarding football field repair. • Repair all roof leaks. • Secure or remove all damaged hall lockers. • Post evacuation maps in all classrooms in same general location. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. • Label all second means of egress windows and verify they are kept unobstructed. • Provide a second means of egress in Rooms 125 and 132. • Provide a chemical inventory for all chemicals in Rooms 119, 120, and 121 • Provide Material Safety Data Sheets (MSDS) for all chemicals in Rooms 119, 120, and 121. • Classroom floors should be cleaned often.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	June 2020

Use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Gymnasium • No A/C in the Gymnasium.</p> <p>• Gym floor not level • Missing ceiling tile in restrooms. • Damaged water fountains in locker rooms.</p> <p>Field House • Damaged water fountain.</p> <p>ROTC Building Classrooms • Evacuation maps not posted. • No second means of egress in Rooms 301 and 317. • Dirty Classrooms.</p>	<p>Repair/replace inoperable water fountains. •</p> <p>Treat for termites in the stage area. •</p> <p>Replace damaged/missing ceiling tiles. •</p> <p>Restroom must be cleaned and sanitized. •</p> <p>Install A/C in the gymnasium. • Replace all missing/damaged ceiling tiles. • Repair leaks under sinks in the field house. •</p> <p>Install a second means of egress in ROTC Rooms 301 and 317.</p>			

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Jim Hill High School Findings: Classrooms • Evacuation maps not posted in classrooms • Student workstations damaged in Room 301. • No chemical inventories for chemicals in Rooms 303, 305, and 308. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 303, 305, and 308. • Old chemicals needed removing. • No emergency cutoffs at the teacher's station in labs</p> <p>Gymnasium • Damaged bleachers.</p> <p>Grade 9 Building • Fire alarm systems in trouble mode.</p> <p>Grade 9 Classroom • No chemical inventories for chemicals in Rooms 303, 305 and 308. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 303, 305 and 308. • Old chemicals needed removing. • No emergency cutoffs at the teacher's station in labs. • Dirty carpet in the band hall.</p>	<p>Jim Hill Corrective Actions</p> <ul style="list-style-type: none"> • Provide "Visitor" parking signs. • Post updated boiler certificates near equipment. • Post evacuation maps in classrooms in same general location. • Repair damaged workstation in Room 301. • Provide a chemical inventory for all chemicals on hand. • Provide Material Safety Data Sheets (MSDS) for all chemicals on hand. • Remove old chemicals. • Install emergency cut-offs at teacher's station in labs. • Repair/replace all damaged water fountains. • Clean/repair damaged bleachers. • Repair/replace all damaged urinals in restroom. • Provide covers for all unprotected lights. <p>Repair fire alarm systems. • Clean/replace carpet in the band hall.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Wingfield High School Findings:</p> <p>Exterior • Expired boiler certificates. • Water standing in the tunnel area under the school.</p> <p>Classrooms • No second means of egress in Room 214. • Missing ceiling tiles in Room 204. • Gymnasium • Playing surface floor sweats due to water standing under the building.</p> <p>• Missing portable fire extinguisher in the band room. • No chemical inventories for chemicals in classrooms. • No Material Safety Data Sheets (MSDS) for chemicals in classrooms.</p> <p>Gymnasium • Playing surface floor sweats due to water standing under the building • Unprotected lights in the old coaches' office.</p> <p>Grade 9 Building • Fire alarm in trouble mode. • No chemical inventory for</p>	<p>• Post updated boiler certificates near equipment. • Determine why water is standing in the tunnel under the building. • Address and repair the sinkhole area outside Room 214. • Provide a second means of egress in Room 214. • Verify that all second means of egress windows are labeled and kept unobstructed. • Replace all missing ceiling tiles. • Resolve problem causing gymnasium floor to sweat. Provide covers for all unprotected lights. • Have fire alarm system inspected in the Grade 9 buildings. • Replace missing water fountain on the south hall.</p> <p>Provide covers for all unprotected lights. • Have fire alarm system inspected in the Grade 9 buildings. • Replace missing water fountain on the south hall.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	June 2020

Corrective Action Plan

District Name: Jackson Public School District
 District Number: 2520
 Date CAP Approved by Local School Board: 02/04/2020

chemicals in Room 409. • No Material Safety Data Sheets (MSDS) for chemicals in Room 409. Halls • Missing water fountain on the south hall.				
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Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 02/04/2020

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
All schools did not have a Safety Plan or Crisis Response Plan available for inspection by MDE Auditor	District Emergency Management Plan is approved each year by the Jackson Public School District School Board. All school Crisis Plans are updated annually. All District School Safety Plans and individual School Crisis Plans are placed in a binder and given to the Principal at each school with written instructions to be placed in an accessible location and provided on demand or request. Training is provided to school level person to formalize themselves with the plans.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SROs and Zone Supervisors which include an audit instrument and compliance document signed by building administrator	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
All doors do not lock; therefore, schools are unable to conduct lockdown drills.	Upgrade and replace locks on classroom doors.	Executive Director of Facilities	Monitoring by Audit Team	May 2020
Emergency Packs are not in all classrooms as required by the Mississippi School Safety Manual.	Place safety packs in all classrooms in the District.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SROs, Zone Supervisors, and Building Administrator	October 2019 Completed
Emergency drills have not been performed as required by the Mississippi School Safety Manual and Miss. Code Ann. § 37-11-5.	All emergency drills performed. Documentation provided to the Office of Campus Enforcement. Spreadsheet and trigger provided to indicate noncompliance. All drill reports will be maintained in a binder at all school sites.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SROs, Zone Supervisors, and Building Administrator	October 2019 Completed
Staff members unfamiliar with the Crisis Response Plan.	Building level training provided during Professional Development and District-wide Emergency Management Training Course offered by the Office of Campus Enforcement. Schedule for training course posted on District website.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SRO's, Zone Supervisors, and Building Administrator	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Staff members unfamiliar with the Crisis Response Plan.	<ul style="list-style-type: none"> Curriculum for training was developed using the School Safety Manual and the School District School Occupational Safety and Crisis Response Plan produced by MDE. To ensure continued compliance a fact sheet containing instructions provided to all building administrative personnel. Regular updates of status on compliance provided to Superintendent for School Board briefings. 	Executive Director of Campus Enforcement	Audit instrument signed by Emergency Management Supervisor	October 2019 Completed

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Standard 32: The school district complies with state statute and State Board of Education policy for educating juveniles in youth detention centers.

32.1 : Educational requirements

32.2: Financial reimbursement requirements

REGULATIONS: Miss. Code Ann. § 42-21-321, 7 Miss. Admin. Code Pt. 3, Ch. 30, R. 30.6, and Guidebook for Educating Juveniles in Detention Centers

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Henley-Young Juvenile Justice Center's Education Program, sponsored by the Jackson Public School District, failed to comply with Process Standard 32.</p> <p>The MDE reviewed six (6) of 57 applicable student files, which included youths detained ten (10) or more calendar days during the period under review (September 1- November 25, 2016).</p> <p>The Henley-Young Juvenile Justice Center Education Program failed to notify youth's home school district of the detainment within one (1) school business day.</p> <ul style="list-style-type: none"> • Six (6) student files did not document whether the JDC Education Program notified the youth's placement in the center within one (1) school business day of entry. 	<p>The Henley –Young Juvenile Justice Center has been working with the staff from MDE and the US Department of Justice to correct all findings. The principal has been attending quarterly meetings held by MDE to help address findings.</p> <p>The principal and office manager attended training hosted by MDE on proper procedures for records, requesting records from school districts, and how to appropriately file the form.</p> <p>A form has been developed to document requests from all school districts. This form will be placed in the individual student files. The principal's signature will be required on the form to ensure the procedure was completed.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p>	<p>Internal monthly Audit check of files by the Principal</p> <p>The IAP will be reviewed and updated each 4 1/2 weeks.</p>	<p>June 2020</p> <p>June 2020</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Henley-Young Juvenile Justice Center Education Program failed to develop and maintain academic records for detained youth which contained all required documents.	A form has been developed to document requests from all school districts. This form will be placed in the individual student files. The principal's signature will be required on the form to ensure the procedure was completed.	Principal	Internal monthly Audit check of files by the Principal	June 2020
Six (6) student files did not include one (1) or more of the required elements such as the youth's identifying information, including family information, contacts, academic assessments, or all available educational information to meet compliance.	A timestamp will be on each form that is accessed via online data systems.	Principal	Internal monthly Audit check of files by the Principal	June 2020
The Henley-Young Juvenile Justice Center Education Program failed to develop and implement Individualized Academic Plans (IAPs) for detained youths.	Henley Young staff will be utilizing Star Reading and Star Math to ensure students will receive the diagnostic assessments upon entry.	Principal	Star reports will be printed and placed in the student's file.	June 2020
<ul style="list-style-type: none"> One (1) student file did not contain an IAP. Six (6) student files did not document that the JDC Education Program provided academic services based on the detained youth's entry assessments and past educational history and did not address academic, literacy, life skills, and transition 	The Henley Young staff has been working collaboratively to ensure each component of the IAP (Individual Academic Plan) is fully developed by the 10th day of detainment.	Principal	The completed and signed IAPs will be placed in the individual files.	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Five (5) student files did not document that the JDC Education Program provided individualized instruction and practice to address weaknesses identified through the academic diagnostic assessment.	Weaknesses are identified by the diagnostic evaluation and are used to develop individualized instruction. The Individual Academic Plan team will identify the objectives for each student.	Principal	Internal monthly Audit check of files by the Principal	June 2020
Six (6) student files did not contain comprehensive IAPs. IAPs were not developed and implemented by the tenth (10th) calendar day of detainment.	Once the student is enrolled in the detention center, the Individual Academic Plan will begin with diagnostic evaluations. By the 10th day record request, teacher notification, and all components will be complete and reviewed by the academic team.	Principal		
Six (6) student files reviewed did not document that the JDC Education Program provided individualized services and supports to detained youths.	Progress monitoring will be documented on the Individual Academic Plan forms, each 4 1/2 weeks.	Principal	The IAP will be reviewed and updated each 4 1/2 weeks.	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Henley-Young Juvenile Justice Center Education Program failed to provide educational services to youths unable or unwilling to actively participate in educational services.	A form is utilized to document services provided to students who are unable or unwilling to attend class. The JDC, school staff and student will sign.	Principal	An internal bi-weekly audit check of attendance and forms will be reviewed by the Principal	June 2020
The JDC Education Program did not develop or implement procedures to ensure the provision of academic instruction to detained youths unable or willing to actively participate in educational programming.	Trainings will be provided by the principal to all academic staff and JDC staff on the process of providing services to students who are unable or unwilling to attend classes.	Principal	An internal bi-weekly audit check of attendance and forms will be reviewed by the Principal	June 2020
<p>The Henley-Young Juvenile Justice Center Education Program failed to provide transition services to detained youths.</p> <ul style="list-style-type: none"> • Six (6) student files did not include a comprehensive transition component. • Two (2) student files did not document the JDC Education Program utilized a team approach for transition planning. • Two (2) student files did not document the JDC Education Program engaged parents/guardians and the youth in transition planning. 	<p>The Individualized Academic Plan (IAP) has been revised to reflect the necessary components needed for transition.</p> <p>A school district's transition assessment tool will be available for all students upon entry. This information will be used on the Individualized Academic Plan.</p> <p>The Henley Young staff have been working collaboratively to ensure each component of the IAP is fully developed by the 10th day of detainment.</p>	Principal	An internal bi-weekly progress monitoring will be conducted by the transition coordinator on the IAP form. The form will be reviewed by the principal.	June 2020

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Henley-Young Juvenile Justice Center Education Program failed to meet the criteria for providing appropriate educational services to students with Individualized Education Programs (IEPs).</p> <ul style="list-style-type: none"> • Four (4) student files did not document that the JDC Education Program reviewed incoming IEPs to ensure the IEPs were current, and could be implemented as written. • Two (2) student files did not document that an operable IEP was in place for students with identified disabilities. • Four (4) student files did not document that the JDC Education Program provided accommodations and modifications and/or related services as required by the IEP. • Two (2) student files did not document that the JDC Education Program provided counseling/ behavior modification services as required by the IEP. One (1) student file was not applicable. • Three (3) student files did not document that the JDC Education Program provided transition services as required by the IEP. 	<p>The Exceptional Education teacher has been utilizing the FAPE monitoring tool to review each IEP to ensure compliance. The monitoring tool was provided by the JPS EES office.</p>	Principal	<p>The IEP will be reviewed by the monitoring tool. Progress monitoring will be documented bi-monthly.</p>	June 2020
	<p>If deficiencies are found, an IEP meeting is held to mitigate the concern, in collaboration with the home school districts. Documentation will be the review/revision signature page.</p>	Principal	<p>An internal bi-weekly audit will be conducted by the principal and EES district staff to ensure compliance.</p>	June 2020
	<p>Related services have been provided according to the student's IEP. A Related Services Log Sheet is placed in the student's folder, which will have a signature from the principal on a bi-weekly basis.</p>			

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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March 19, 2020

OFFICE OF ACCREDITATION

D. 8. Corrective Action Plan for Kemper 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Kemper County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Kemper County District Number: 3500 Date CAP Approved by Local School Board: 2/04/2020

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: Kemper County **District Number:** 3500 **Date CAP Approved by Local School Board:** 2/04/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Standard 4- The Kemper County School District did not submit an audit for fiscal years 2014, 2015, 2016, 2017, and 2018 no later than nine months after the end of the district's fiscal year.	The Kemper County School District approved Brown, Ewing & Company to conduct the financial audit for fiscal ending June 30, 2019.	School Board	School Board Minutes	June 13, 2019
	The Kemper County School District will schedule auditors to conduct field work in the district and monitor progress.	Superintendent School Business Manager	Schedule of Visit	October 15, 2019- December 31, 2019
	The Kemper County School District will ensure that all requested documents will be submitted to auditors by February 12, 2020.	Superintendent School Business Manager		February 12, 2020
	The Kemper County School District will ensure that a draft audit report will be submitted to the Office of State Auditor's office by February 18, 2020.	Superintendent School Business Manager		February 18, 2020
	The Kemper County School District is anticipating a final approved audit report by March 31, 2020		Completed Audit Report	March 31, 2020

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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OFFICE OF ACCREDITATION

D. 9. Corrective Action Plan for Laurel 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Laurel School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Laurel School District District Number: 3420 Date CAP Approved by Local School Board: 2/4/2020

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.

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Corrective Action Plan

District Name: Laurel School District **District Number:** 3420 **Date CAP Approved by Local School Board:** 2/4/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Standard 4-The school district did not submit their fiscal year audit report by the deadlines: March 31, 2016, March 31, 2017, March 31, 2018, and March 31, 2019.	<ol style="list-style-type: none"> 1. Replace Business Manager 2. Change Auditor 3. Hire a firm to assist new business manager with expediting the completion of audit documents 	Superintendent	The completed audit	The implementation of the plan for correction began in November 2019. The new business manager started January 21, 2020 and all audit materials were submitted to the auditor Monday, January 27th. We have been assured by the company that our audit will be complete in time for submission before the March 31st deadline. The FY20 draft audit will be submitted to OSA by the December 15th deadline to ensure compliance with Standard 4.

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 10. Corrective Action Plan for Leland 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Leland School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standards 1 and 1.1 – Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: School Board Duties Responsibilities
- Process Standard 3 – Personnel Appraisal System
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 7 – Transfer Policies
- Process Standard 8 – Student Records
- Process Standard 9 – Strategic Planning
- Process Standard 10 – Compulsory School Attendance

- Process Standard 10.1 – Accuracy, Validity, and Timely Reporting of Student Data
- Process Standard 11 – Dropout Prevention Plan and Program of Services
- Process Standard 13 – 180 Teaching Days
- Process Standard 13.1 – Instructional Time
- Process Standard 13.2 – Instructional Time for Carnegie Unit Credit
- Process Standard 13.4 – Required Attendance for Seniors and Preparation for Graduation Ceremonies
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements
- Process Standard 14.1.4 – Individualized Career and Academic Plan (iCAP)
- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.4 – Mississippi Occupational Diploma
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 15 – Professional Development Plan
- Process Standard 17.1 – Early Childhood Programs (Kindergarten)
- Process Standard 17.2 – Pre-Kindergarten Programs
- Process Standard 17.4 – Special Education Program
- Process Standard 17.6 – Elementary and Secondary Education Act
- Process Standard 20 – Instructional Management System
- Process Standards 21 and 21.2 – Academic Promotion/Retention/Progression
- Process Standard 22 – Alternative Education Program
- Process Standard 31 – School Safety Plan and Implementation

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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 Superintendent failed to provide effective educational leadership:</p> <ul style="list-style-type: none"> ● Std 1.2 Policies ● Std 20 IMP ● Std 15 PD ● Std 17.4 IDEA ● Std 17.6 ESSA ● Std 31 Crisis Management Plan 	<p>The superintendent and school board are committed to following all State laws, federal requirements and State Board of Education policies in the management of the school district.</p> <ul style="list-style-type: none"> ● The superintendent will continue to participate in administrative training provided by the MDE, NISL, and MASS-July 8-13, 2018, July 7-12, 2019, January 26-29, 2020. 	<p>Superintendent School Board</p>	<p>Schedule of training for staff</p> <ul style="list-style-type: none"> -Schedules, agendas, and supporting documentation for the Superintendent's external administrative trainings -Agendas and sign-in sheets -School board minutes addressing any revised job descriptions 	<p>The district will begin corrective actions immediately and complete by May 1, 2020</p> <p>Training Dates:4/12/18 7/8/2018, 7/22-24/2018, 11/12/2018, 2/18-19/2019, 3/30-4/1/2019, 4/22-4/23/2019, 1/26-4/29/2020</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> • The district superintendent and school board members will participate in additional training provided by the MSBA Feb. 19, 2018, July 22-24, 2018, Nov. 12, 2018, Feb. 18-19, 2019, Mar. 30- April 4, 2019, April 22-23, 2019. Training will focus on the administrative duties of the superintendent and school board governance. • The Superintendent annually reviews the job descriptions and qualifications for personnel employed to implement the Instructional Management Plan and Professional Development Program. • The superintendent will provide leadership, supervision and oversight of all district and school programs. See additional corrective actions for standards 1.2, 15, 17.4, 17.6, 20, and 31. <p>Note: Standard 30 has been cleared by MDE</p>		<p>-Refer to corrective actions and evidence for each standard noted:</p> <ul style="list-style-type: none"> • Std 1.2 Policies • Stds 15 and 20 IMP --qualified personnel; license, job descriptions, agendas, schedules of training, observations, sign-in sheets • Std 17.4 IDEA • Std 17.6 ESSA • Std 31 Crisis Management Plan 	

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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
<ul style="list-style-type: none"> • The Superintendent and Board failed to implement board policies that comply with state and federal law and State Board of Education (SBE) Policies. • Irregularities and inconsistencies exist in Board policy and other District publications. <p>Specific policies noted:</p> <ul style="list-style-type: none"> • IHE • IHF • JBCD • JBAB • JCAA 	<ul style="list-style-type: none"> • The superintendent and school board members will establish a schedule for the school board to annually review all board policies, and if needed, make necessary revisions. • The superintendent and school board members participates in additional training provided by MSBA (Feb. 19, 2018, July 22-24, 2018, Nov. 12, 2018, Feb. 18-19, 2019, Mar. 30-April 1, 2019, April 22-23, 2019, on policy development and the annual review/revision process. 	Superintendent School Board	<ul style="list-style-type: none"> • Revised Policies will be submitted to MDE for review and approval • Revised Student Handbook for 2020-2021 • Documentation that verifies the review of all district publications to follow approved board policies 	<p>The district will begin corrective actions immediately and complete by July 31, 2020.</p> <p>Board Approvals: 9/16/2019, 02/20/2020</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● JCD ● ICJI ● ID ● Review all of Section J 	<ul style="list-style-type: none"> ● The Superintendent, School Board, Administrators and licensed Staff will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2020-2021. ● The Superintendent, School Board, Administrators and Licensed Staff will review all district publications and make required revisions to be consistent with current, approved school board policies. ● Policy changes will be communicated to administrative personnel by the Superintendent in a Special Leadership Meeting. The principals will be responsible for sharing this information with their staff. The information will be posted online to be viewed by the public and staff. ● District administrative and instructional personnel will be trained on current board policies. ● Also see corrective actions for standards 7, 10, 14, and 21. 		<ul style="list-style-type: none"> ● School board agendas and minutes approving revised policies and student handbook ● Annual schedule of board review of all policies ● Agendas and sign-in sheets for training ● Online access to current board policies ● Training agendas and sign-in sheets 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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
<ul style="list-style-type: none"> • The Board failed to effectively perform its duties in its role in oversight of management for the District as prescribed by Law. • The Board failed to operate the District in accordance with current school board policy. • Std 1.2 Policies • Std 20 IMP • Std 15 PD • Std 17.4 IDEA • Std 17.6 ESSA • Std 31 Crisis Management Plan 	<ul style="list-style-type: none"> • Refer to corrective actions for each standard noted: • Std 1.2 Policies • Std 15 • Std 20 IMP • Std 17.4 IDEA • Std 17.6 ESSA • Std 31 Crisis Management Plan 	Superintendent School Board	<ul style="list-style-type: none"> • Refer to corrective actions and evidence for each standard noted: • Std 1.2 Policies • Std. 15 PD • Std 20 IMP -qualified personnel; license, job descriptions observations • Std 17.4 IDEA • Std 17.6 ESSA • Std 31 Crisis Management Plan 	Immediate and Ongoing The district will begin corrective actions immediately and complete by July 31, 2020.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 3: The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance.

- 3.1:** Superintendent Evaluation using the assessment benchmarks established by the Mississippi School Boards Association (MSBA) and consistent with assessment components defined in Miss. Code Ann. § 37-7-301.
- 3.2:** Mississippi Principal Evaluation System (MPES).
- 3.3:** Mississippi Teacher Evaluation System.
- 3.4:** Other district staff evaluations as determined by local school board policy.

REGULATIONS: Miss. Code Ann. §§ 37-3-46(b) and 37-7-301

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District is compliant with Process Standard 3.1. ● The District failed to use the Mississippi Administrator Growth Rubric to evaluate Principals. ● The District failed to require schools to use the state Growth for teachers and other district staff. ● The District failed to use the Mississippi School Librarian Growth Rubric to evaluate school librarians. ● The District failed to use the Mississippi Counselor Growth Rubric to evaluate counselors. 	<ul style="list-style-type: none"> ● The district will present the required Growth Rubrics to the school board for approval. (Feb. 20, 2020) ● The district provided training for all personnel. ● The required Growth Rubrics are utilized for Principals, Counselors and Librarian by May 31, 2020. 	Superintendent Principals	<ul style="list-style-type: none"> ● Minutes/ board approval of each Rubric: Teachers, Principals, Librarians Counselors ● Schedule for training personnel on usage of each rubric ● Agendas/sign-in sheets ● Schedule of evaluations ● Completed confidential evaluations on file 	Feb. 20, 2020 The district has implemented corrective actions for the 2019-2020 school year and will be completed by May 31, 2020

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
			Note: Confidential personnel documentation will be on file and not placed in the evidence folders/boxes.	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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
<ul style="list-style-type: none"> • The elementary school and middle school failed to provide the required residency documentation. 	<ul style="list-style-type: none"> • The School District is compliant to adhering with State Law and School Board of Education on enrollment requirements • The district provided training for principals and all other personnel that assist with the Residency Verification process. (Bailey Group- Ann Moore, 1/21/2020) • Each principal quarterly reviews completed verification forms to verify accuracy and completeness. • Each principal quarterly reviews the student folders to ensure that obsolete residency documents have been removed. 	District Administrators Principals Secretaries	<ul style="list-style-type: none"> • Schedule of training for staff • Agendas and sign-in sheets • Schedule of review by each principal to: (a) verify completed verification documentation for each student and (b) verify removal of obsolete data. 	Immediate and Ongoing

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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
<ul style="list-style-type: none"> • The middle school and high school failed to provide the required immunization documentation. 	<ul style="list-style-type: none"> • The district is compliant and will continue to provide training for principals and all other personnel that assist with immunization requirements. • Each principal has reviewed the student folders to ensure that immunization requirements have been met. • Each principal will ensure that any student presenting a Temporary Compliance form will complete the immunization requirements within the established timeline. 	Principals	<ul style="list-style-type: none"> • The district has documentation on file to verify compliance with this standard. • The Dec. 2019 report to the MS Department of Health verifies 100% compliance. 	Immediate and Ongoing

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 7: Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within thirty (30) days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five (5) days prior to the date of the administration of such test.

REGULATIONS: Miss. Code Ann. § 37-15-33 and Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rule 36.1-36.4

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District failed to develop and gain board approval of a complete and non-conflicting policy pertaining to transfer students. • Policies did not specify the assessments to be administered and did not explain how placement decisions will be made. 	<ul style="list-style-type: none"> • The school board will review board policies JBCD and JBAB and adopt necessary revisions. • The district will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2019-2020. • The district will provide training for all personnel. 	Superintendent District Administrators Principals Teachers	<ul style="list-style-type: none"> • School board agendas and minutes • Revised policies JBCD and JBAB • Revised Student Handbook for 2020-2021 • Agendas and sign-in sheets 	July 31, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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 elementary school, middle school and high school failed to maintain records in accordance with the Mississippi Cumulative Folders and Permanent Records Manual of Directions.</p> <ul style="list-style-type: none"> ● father's name not listed ● both sides of the permanent record not completed ● birth certificate ● names of parents not consistent with birth certificate ● permanent records not on required form ● all grades not recorded ● all standardized test results not included <p>Note: Principals may delegate record keeping duties to other staff; however, the principal remains responsible for ensuring the accuracy, completeness and confidentiality of student records.</p>	<ul style="list-style-type: none"> ● The district has provided training for principals and all other personnel that assist with student records. (Jan. 21, 2020) ● The district will utilize the training videos available via iTunes on the MDE Accreditation office website. ● Each principal will review during the fall and spring the cumulative folders and permanent records to ensure that all requirements have been met. 	Superintendent Principals	Checklist	Immediate and ongoing

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Standard 9: The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately.

REGULATIONS: Miss. Code Ann. § 37-3- 49(2)(e)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District failed to develop and gain board approval of a Strategic Plan that contains the required elements. • The middle school did not provide any plan, and the elementary and high school plans did not include all the required materials. 	<p>The district will develop and implement a strategic plan that includes all required components.</p> <ul style="list-style-type: none"> • The district will utilize the training videos available via iTunes on the MDE Accreditation office website. • Each principal will document periodic review the cumulative folders and permanent records to ensure that all requirements have been met. Vision, Mission, Core Values • Short term and long-range goals • Implementation timelines for goals • Dates for reviewing and modifying the plan annually • Annual overall improvement for the district and each school 	<p>Superintendent Principals School Board</p>	<ul style="list-style-type: none"> • School board agendas and minutes documenting approval • School board agendas and minutes documenting the strategic planning process • Documentation of required input from community stakeholders, parents and key personnel • School board agendas and minutes documenting the annual review and modification the plan 	<p>April 30,2020</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The strategic plan will address all schools and include:</p> <ul style="list-style-type: none"> ● Review of education status for each school ● Specific actions related to accreditation issues and school performance for each school ● Alignment with the district's overall plan <p>The district will solicit input from community stakeholders, the School Board, parents and key personnel through meetings, surveys, and questionnaires.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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

10.1: The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor's Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including, but not limited to, the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary.

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district must verify the accuracy, validity and timely reporting of all student data reported to the MDE.</p> <ul style="list-style-type: none"> ● Enrollment ● Attendance ● Transportation ● Absenteeism ● Graduation ● Dropouts <p>Any other required data</p>	<ul style="list-style-type: none"> ● The district will review and revise procedures for monitoring and reporting student absences. ● The district will provide training for principals and all other personnel that assist with collecting and reporting student attendance data. ● The district will meet established timelines for submitting required attendance data. ● The superintendent will periodically meet with principals to review data reports and verify school compliance. 	<p>Superintendent Principal MSIS Coordinator</p>	<ul style="list-style-type: none"> ● Copy of procedures for monitoring and reporting student absences ● Schedule of training for staff ● Agendas and sign-in sheets ● Schedule of review by each principal to verify compliance ● Completed attendance reports within timelines meetings 	<p>April 30, 2020</p>

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
			<ul style="list-style-type: none">• Schedule for superintendent meetings with principals, with minutes from meetings	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 11: The school district develops a plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with Miss. Code Ann. § 37-13-80.

REGULATIONS: Miss. Code Ann. § 37-13-80 and Miss. Admin. Code 7-3: 30.5, State Board Policy Chapter 30, Rule 30.5

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District adopted a district-wide dropout prevention plan, but it does not adequately meet the needs of all students and does not have documentation on the plan's development. 	<ul style="list-style-type: none"> • The district, superintendent and school board will develop and implement a district-wide dropout prevention plan that includes all required components. • The dropout prevention plan will be designed to meet the needs of all students and address all grade levels. • All district administrative and school personnel will be trained on the district's dropout prevention plan. • Periodic reports on implementation of the plan will be presented to the school board that includes specific data for each school. 	Superintendent Principals	<ul style="list-style-type: none"> • Board agendas and minutes documenting the planning and development process • Board agendas and minutes documenting approval of the plan • Schedules of training • Agendas and sign-in sheets • Documentation of reports to the school board verifying implementation of the plan • Statistical reports related to the dropout rate 	April 30, 2020

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Standard 13: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days.

- 13.1: The teaching day must provide at least 330 minutes of instruction per day.**
- 13.2: The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each one-half (½) unit offered, except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.**
- 13.3: No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day.**
- 13.4: The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Highest Levels of Performance are exempted.)**
- 13.5: The summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program.**
 - 13.5.1: Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.**
 - 13.5.2: Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.**
 - 13.5.3: Students enrolled in a summer program are limited to earning one (1) Carnegie unit of credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses. (Districts Meeting the Highest Levels of Performance may be exempted under Miss. Code Ann. § 37-17-11.)**

REGULATIONS: Miss. Code Ann. §§ 37-151- 7(3)(d), 37-3-49, 37-13-61 through 69, § 37-17-11, § 37-151-5(j), and § 37-151-7(3)(c)

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

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District failed to provide the required number of teaching days for seniors. • The District failed to provide 330 minutes of instruction per day in a full-day Pre-K program. • The District failed to provide seniors with the minimum hours of instruction to earn a Carnegie Unit Credit. • The District held graduation ceremonies prior to the last day of school. • The District's Board Policy and the Student Handbook provide conflicting information regarding graduation requirements. 	<ul style="list-style-type: none"> • The district calendar and school schedules for 2018-2019 were revised to ensure compliance. • The district calendar for 2019-2020 includes 180 teaching days. Approved by School Board on 3/21/2019. • The school schedules for 2019-2020 includes 330 minutes of instruction. • The district calendar for 2019-2020 and school schedules document compliance. • The 2019-2020 schedules are compliant. 	Superintendent Pre-K Director School Board	<p>The district is in full compliance with standard #13.</p> <ul style="list-style-type: none"> • Master schedules • Teacher schedules • Documentation of principal observation of teachers following the revised schedules. • Calendar • Master schedules • Teacher schedules • Board minutes and agenda documenting revised annual schedule for 2018-2019 	<p>July 31, 2020</p> <p>Board Approved February 21, 2019</p>

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

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

- 14.1:** Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendices A-1 through G. (See Appendix A) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.
 - 14.1.1:** Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.
 - 14.1.2:** Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.
 - 14.1.3:** Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3.
 - 14.1.4:** Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.
 - 14.1.5:** Innovative Programs
 - 14.1.6:** Early Exit Diplomas
- 14.2:** Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.
- 14.3:** Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program."
- 14.4:** Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. (See Appendix G.)
- 14.5:** The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

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

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

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District's Board Policy and the Student Handbook provide conflicting information regarding graduation requirements 	<ul style="list-style-type: none"> • The revisions to policy IHF will be approved by the School Board • The district will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2020-2021. • Revised Policies will be submitted to MDE for review and approval. • The district will review all district publications and make required revisions to be consistent with current, approved school board policies. • District administrative and instructional personnel will be trained on current board policies. • Requirements for Carnegie units will be specified in local board policy IHF. 	Superintendent District Leadership Team School Board Principals Teachers	<ul style="list-style-type: none"> • Board minutes and agenda documenting revised policy IHF and student handbook • Revised Handbook for 2020-2021 • Document the review of all district publications to follow approved board policies • School board agendas and minutes approving revised policies and student handbook • Schedule of training, sign in sheets and agendas • Revised Policies submitted to MDE for review and approval 	July 31, 2020

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 15: The school district implements a professional development program aligned with the Learning Forward Standards for Professional Learning. (Districts Meeting the Highest Levels of Performance are exempted.)

REGULATIONS: Miss. Code Ann. § 37-17-8 and Miss. Admin. Code 7-3: 44.1, State Board Policy Chapter 44, Rule 44.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The District does not have a Professional Development Plan 	<p>The district has developed and implemented a professional development plan that is aligned with the Learning Forward Standards of Professional Learning and include all required components.</p> <ul style="list-style-type: none"> • The plan includes short-term and long-range goals. • Training was provided for all professional staff. • Leadership teams have been established and include teacher committee assignments. • A Professional Development Calendar is being followed. • School schedules will include leadership meeting times. • An evaluation instrument was adopted and is being utilized. 	Superintendent	<ul style="list-style-type: none"> • School board agendas and minutes documenting approval of the PD plan • Calendar of professional development activities • Schedules, agendas, sign-in sheets of regularly scheduled professional development meetings • List of teacher committees and schedules 	May 31, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
			<ul style="list-style-type: none"> ● List of leadership meetings ● Copy of evaluation instrument ● Data that supports development of the plan ● Data that supports the goals of the Professional Development Plan ● School board agendas and minutes documenting the evaluation of the plan 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

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

17.1: Early Childhood Programs (kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Miss. Code Ann. § 37-21-1, et seq., § 37-21-7, Miss. Admin. Code 7-3: 42.1, State Board Policy Chapter 42, Rule 42.1, Miss. Admin. Code 7-3: 62.6, State Board Policy Chapter 62, Rule 62.6, and the *Mississippi Kindergarten Guidelines*.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • There are no safety covers on unused wall sockets. • One (1) of 39 kindergarten students has an invalid birth certificate. It is a copy of a copy. • The playground is not usable by handicapped students. Additionally, there is insufficient padding material under the equipment. • Subjects are not integrated through a unit/thematic format. • The kindergarten classes do not utilize three (3) learning centers. • The kindergarten classes do not spend 120 minutes in centers each day. • The student/parent handbook does not address kindergarten philosophy or goals. 	<ul style="list-style-type: none"> • The district has developed and implemented procedures to ensure that a valid birth certificate is on file. • The district has developed and implemented procedures to ensure that valid Immunization forms are on file (See corrective action for Standard 6.2) • Kindergarten teachers have been instructed on how to integrate subjects throughout a unit/thematic format through a redesigned lesson plan format. • Kindergarten teachers have been instructed to utilize three (3) learning centers each day. 	Superintendent Kindergarten Director	<ul style="list-style-type: none"> • Documentation that verifies procedures to validate date of birth • Documentation that verifies procedures to validate current immunization forms • Redesigned lesson plan template • Revised daily schedules/learning centers • Documentation verifying completion of hearing and vision screening within first 30 days of enrollment • Revised parent/student handbook 	April 30, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> ● Kindergarten teachers have been instructed to spend 120 minutes in centers each day. ● Hearing and vision screening for all Kindergarten students was completed during the first 30 days of enrollment (documentation is on file) ● The parent and student handbook for the 2019-2020 school year includes all requirements including the philosophy and goals. ● The Kindergarten Director supervises implementation of the Mississippi Kindergarten guidelines and documents compliance 			

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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

17.2: Early Childhood Programs (pre-kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Pre-Kindergarten Miss. Code Ann. § 37-7-301(ss), Miss. Admin. Code 7-3: 28.4, State Board Policy Chapter 28, Rule 28.4, Refer to the *Mississippi Early Learning Guidelines for classrooms serving Three- and Four-Year-Old Children*, Miss. Code Ann. § 37-7-301 (zz)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • One (1) of 13 pre-kindergarten students does not have a completed immunization compliance report. • The playground is not usable by handicapped students. Additionally, there is insufficient padding material under the equipment. • There are no safety covers on unused wall sockets. • The pre-kindergarten is a full-time program, but the day is less than seven (7) hours and does not provide 330 minutes of instruction. • Pre-Kindergarten subjects are not integrated in a unit/thematic format. • The pre-kindergarten class does not utilize five (5) learning centers. • The pre-kindergarten class does not spend 120 minutes in centers each day. • The student/parent handbook does not address pre-kindergarten philosophy or goals. 	<ul style="list-style-type: none"> • The district is compliant. The Pre-Kindergarten schedule has been revised to provide a full day program consisting of 330 minutes of instructional time • Pre-Kindergarten teachers have been instructed on how to integrate subjects throughout a unit/thematic format through a redesigned lesson plan format. • Pre-Kindergarten teachers have been instructed to utilize five (5) learning centers each day • Pre-Kindergarten teachers have been instructed to spend 120 minutes in centers each day • The parent and student handbook for the 2019-2020 school year includes all requirements including the philosophy and goals. • Lesson plan format has been designed to illustrate that pre-kindergarten students participate in 40 to 60 minutes of physical activity. 	Superintendent Kindergarten Director	<ul style="list-style-type: none"> • Daily schedules incorporating 120 minutes of learning centers and 40 to 60 minutes of physical activity each day. • Daily schedules documenting 330 minutes of instructional time each day • Redesigned lesson plan template • Board minutes documenting adoption of pre-k standards 	April 30, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> • The Pre-Kindergarten Director supervises implementation of the Mississippi Pre-Kindergarten guidelines and documents compliance physical activity each day. 		<ul style="list-style-type: none"> • 2019-2020 parent/ student handbook documenting the requirements including philosophy and goals • Training schedules, agendas and sign-in sheets • Completed MDE monitoring rubric verifying compliance with Mississippi Pre-Kindergarten guidelines 	

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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 – Reevaluation (CFR): 34 C.F.R. §§ 300.111, 300.303 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.303 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>CFR-1</p> <ul style="list-style-type: none"> Three (3) of 10 records indicated the District failed to conduct a reevaluation within the required three (3) year time line. <p>(Students 5, 17, and 18)</p> <p>CFR-5</p> <ul style="list-style-type: none"> One (1) of ten (10) student records indicated the District failed to reevaluate the student who had an eligibility ruling of Developmental Delay (DD) prior to the student's 10th birthday. <p>(Student 9)</p>	<ul style="list-style-type: none"> Provide training on Child Find-Reevaluation for Evaluation and Determination of Eligibility policies and procedures to psychometrists and other District assessment personnel to ensure compliant implementation in accordance with the IDEA, the IDEA's implementing regulations, 7 Miss. Admin. Code Pt.3, Ch. 74, R. 74.19, and Special Education Eligibility Determination Guidelines. Submit to the MDE OSE a written procedure utilized for tracking timelines to ensure a timely reevaluation is conducted within the required three (3) year time line. 	Special Education Director	The District shall document and submit evidence of Child Find - Reevaluation training (e.g. sign-in sheets, PowerPoint presentations, or agendas) to the MDE OSE for approval.	May 30, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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: Individualized Education Programs (IEP), Delivery of Services (DS), Free Appropriate Public Education (FAPE), Least Restrictive Environment (LRE): 34 C.F.R. §§ 300.17, 300.22 – 300.23, 300.34, 300.39, 300.42, 300.43, 300.101 – 300.110, 300.112 – 300.118, 300.320 – 300.324; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.17, 300.22 – 300.23, 300.34, 300.39, 300.43, 300.101 – 300.110, 300.112 – 300.118, 300.320 – 300.324

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-1</p> <ul style="list-style-type: none"> Six (6) of 19 student records indicated the District failed to include all required Committee members at the IEP meeting. (Students 6, 7, 9, 12, 22, and 24) <p>DS-2</p> <ul style="list-style-type: none"> Eleven (11) of 19 student IEPs failed to ensure students' Present Levels of Academic Achievement and Functional Performance (PLAAFP) provided a detailed and targeted summary of current daily academic and functional performance, including baseline data provided for developing measurable annual goals. (Students 6, 10, 12, 14, 15, 17, 18, 21, 22, 24, and 25) 	<ul style="list-style-type: none"> Review and revise written policies and procedures for the development and implementation of IEPs for students with disabilities to ensure the policies and procedures reflect all required components of the IDEA. Develop a written plan documenting how the District will conduct self-monitored IEP reviews to evaluate IEP development, evaluate implementation, and ensure the provision of a FAPE to each child with a disability. Reconvene the IEP Committees for students identified in the findings to revise the IEPs to include all required components that will meet the unique needs of the students. 	Special Education Director	<ul style="list-style-type: none"> Submit documentation of the review and revisions to policies and procedures, including a written plan for monitoring IEP development and implementation. Submit documentation that IEP committees have reconvened to address and correct the findings for each student cited. 	May 30, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-3 34 C.F.R. § 300.320(a)(1)(i); 7 Miss. • Fourteen (14) of 19 student IEPs failed to include statements of how the student's disabilities affect the involvement and progress in the general education curriculum. (Students 4, 6, 8, 9, 10, 12, 13, 14, 15, 17, 18, 21, 24, and 25)</p> <p>DS-4 • Fifteen (15) of 19 student IEPs failed to include at least one (1) or more of the following components: student strengths, the concerns of the parents, results of most recent evaluations, academic needs of the students, or developmental and functional needs. (Students 2, 4, 6, 7, 8, 9, 10, 12, 14, 15, 17, 18, 21, 24, and 25)</p> <p>DS-5 • Fourteen (14) of 19 student IEPs failed to address the academic areas of need of the student(s). (Students 6, 7, 8, 9, 10, 12, 15, 16, 17, 18, 21, 22, 24, and 25)</p>	<p>• Provide training to administrators, special and general education teachers, related service providers, and other appropriate personnel regarding required IEP components and development of an IEP that meets the unique needs of the students. This training shall address the requirements to review, revise, and develop an IEP annually, to ensure an IEP is in effect at the beginning of each school year, to ensure required Committee members are present at IEP meetings, to implement the IEPs by providing the special education and related services documented in each student's IEP, to write IEPs that address the academic, developmental, and functional needs of students, and to include all required components that will meet the unique needs to students, to write IEP goals that are measurable, to identify accommodations and modifications specific to a student, and to provide educational benefit for all students with disabilities enrolled in and served by the District. Training must also include transition, LRE and ESY procedures.</p>	<p>Special Education Director</p>	<p>• Develop or review and, as necessary, revise procedures to review all students' IEPs to ensure that the areas of noncompliance found in the report are not present in current IEPs which were not reviewed during the audit.</p> <p>• The District shall document and submit evidence of the IEP training (e.g. sign-in sheets, PowerPoint presentations, and/or agendas).</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-6</p> <ul style="list-style-type: none"> Six (6) of 19 student IEPs failed to address the students' functional areas of need. (Students 7, 12, 15, 18, 21, and 24) <p>DS-7</p> <ul style="list-style-type: none"> Eleven (11) of 19 student IEPs failed to state annual goals in measurable terms. (Students 4, 6, 7, 8, 10, 15, 17, 18, 22, 24, and 25) <p>DS-8</p> <ul style="list-style-type: none"> Seventeen (17) of 19 student IEPs failed to include descriptions of how student progress toward meeting the annual goals will be measured. (Students 2, 4, 6, 7, 8, 9, 10, 12, 13, 14, 16, 17, 18, 21, 22, 24, and 25) <p>DS-9</p> <ul style="list-style-type: none"> Nine (9) of 19 student IEPs failed to consider special factors. (Students 4, 7, 8, 12, 16, 18, 21, 22, and 24) 	<ul style="list-style-type: none"> Provide training to all appropriate personnel including administrators, special and general education teachers, and related service providers to ensure the provision of a FAPE to each child with a disability in accordance with the child's IEP to ensure that District personnel understand: <ol style="list-style-type: none"> The provision of a FAPE requires special education services and related services be provided in accordance with each student's IEP, and students with disabilities are afforded the opportunity to participate with their nondisabled peers in all aspects of the general education environment, including nonacademic and extracurricular activities; The remedy available to individual children when the District fails to ensure the implementation of a student's IEP and the provision of a FAPE; and Why compensatory services are provided to children with disabilities, the process for determining a student's need for compensatory services, and the District's process for documenting the decision-making process used by an IEP Committee when determining compensatory services. 	Special Education Director	The District shall document and submit evidence of the training regarding FAPE (e.g. sign-in sheets, PowerPoint presentations, or agendas) to the MDE OSE for approval.	May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-10</p> <ul style="list-style-type: none"> Ten (10) of 19 student IEPs failed to specifically identify the provision of specially-designed instruction, describe the nature of the instruction that aligns with the needs of the child, or support the achievement on annual goals. (Students 8, 9, 12, 14, 15, 17, 18, 21, 22, and 24) <p>DS-12</p> <ul style="list-style-type: none"> Ten (10) of 19 student IEPs failed to list the frequency or the duration of services. (Students 6, 7, 8, 9, 15, 17, 21, 22, 24, and 25) <p>DS-13</p> <ul style="list-style-type: none"> Ten (10) of 19 student IEPs failed to identify the supplementary aids and services, such as accommodations and modifications, needed to enable the child to be involved in and make progress in the general education curriculum. (Students 2, 7, 8, 10, 12, 14, 16, 17, 24, and 25) 		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-14</p> <ul style="list-style-type: none"> • Nine (9) of 19 student IEPs failed to identify modifications to enable the child to be involved in and make progress in the general education curriculum. <p>(Students 2, 6, 8, 15, 16, 17, 18, 21, and 24)</p> <p>DS-15</p> <ul style="list-style-type: none"> • Two (2) of 19 student IEPs failed to identify related services that address the needs of the students and support annual goals. <p>(Students 14 and 15)</p> <p>DS-17</p> <ul style="list-style-type: none"> • Four (4) of 19 student IEPs failed to include supports for personnel. <p>(Students 9, 18, 21, and 24)</p>		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-19</p> <ul style="list-style-type: none"> • Six (6) of 19 student IEPs failed to provide a statement of individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the student on State-wide and district-wide assessment programs. (Students 8, 13, 14, 16, 18, and 22) <p>DS-20-1</p> <ul style="list-style-type: none"> • Nine (9) of 19 student IEP transition services plans failed to include appropriate post-secondary goals in the areas of training, education, employment, and independent living skills. (Students 10, 12, 15, 16, 17, 18, 21, 22, and 24) <p>DS-20-2</p> <ul style="list-style-type: none"> • Six (6) of 19 student IEP Committees failed to update post-secondary goals annually. (Students 15, 16, 17, 18, 21, and 24) 		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-20-3</p> <ul style="list-style-type: none"> • Eight (8) of 19 student IEP Committees failed to develop transition goals based on age-appropriate assessments. <p>(Student 12, 15, 16, 17, 18, 21, 22, and 24)</p> <p>DS-20-4</p> <ul style="list-style-type: none"> • Nine (9) of 19 student IEPs failed to include transition services in one (1) or more of the following areas: instruction, related services, community experiences, development of employment and other post-school adult living objectives, or acquisition of daily living skills and functional vocational evaluation that reasonably enable the students to meet their post-secondary goals. <p>(Students 10, 12, 15, 16, 17, 18, 21, 22, and 24)</p>		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-20-5</p> <ul style="list-style-type: none"> • Ten (10) of 19 student IEPs failed to include courses of study that reasonably enable the students to meet post-secondary goals. (Students 10, 12, 13, 14, 15, 16, 17, 18, 21, and 24) <p>DS-20-6</p> <ul style="list-style-type: none"> • Eight (8) of 19 transition services plans on student IEPs failed to include appropriate measurable post-secondary goals updated annually and related to the student(s) identified transition needs. (Students 10, 12, 15, 16, 17, 18, 22, and 24) <p>DS-20-7</p> <ul style="list-style-type: none"> • Four (4) of 19 student records indicated students were not invited to IEP meetings to participate in the development of their transition plans or there was no indication that student preferences and interests were considered. (Students 15, 17, 18, and 24) 		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-20-8</p> <ul style="list-style-type: none"> Three (3) of 19 student IEPs indicated the District failed to invite outside agency representatives to the IEP meetings to participate in the development of the transition plans with the prior consent of the parent or student who has reached the age of majority. (Students 18, 22, and 24) <p>DS-21</p> <ul style="list-style-type: none"> One (1) of 19 student records reviewed indicated the IEP did not include graduation options. (Student 12) <p>DS-22</p> <ul style="list-style-type: none"> Seven (7) of 19 student records indicated the IEP Committees failed to document consideration of placement options for students with disabilities. (Students 12, 14, 15, 17, 18, 22, and 24) 		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-23</p> <ul style="list-style-type: none"> Eight (8) of 19 student IEPs failed to include an explanation of the extent to which the students participate with non-disabled peers. (Students 10, 12, 13, 14, 15, 18, 22, and 24) <p>FAPE-1</p> <ul style="list-style-type: none"> Ten (10) of 19 students ESY documentation failed to include one (1) or more of the following: the student(s) eligibility determination, the criterion used for the student(s) ESY eligibility determination, or documented data to support the ESY eligibility decision. (Students 6, 8, 10, 12, 17, 18, 21, 22, 24, and 25) 		Special Education Director		May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>FAPE-2 The MDE identified five (5) students for whom the District failed to ensure the provision of a FAPE. Specifically, the District:</p> <ul style="list-style-type: none"> • Failed to review and revise students IEPs; • Failed to implement the IEP; or • Failed to provide special education and related services. <p>(Students 6, 10, 12, 22, and 24)</p>		Special Education Director	Verification of implementation of the IEPs and provision of services to students will require an on-site visit by OSE staff.	May 30, 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> The District is noncompliant with Process Standard 17.6. 	<ul style="list-style-type: none"> The district utilizes a computerized tracking system called Marathon Web for each of its Fixed Assets. The findings have been addressed and resolved. 	Federal Program Director	Marathon data is available electronically.	May 30, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 20: The school district meets the following instructional management requirements:

- 20.1: The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)**
- 20.2: The instructional management system includes a tiered instructional model in accordance with Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1, including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements.**

REGULATIONS: Miss. Code Ann. §§ 37-3-49(2)(a-c), 37-3-49(5), and Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District failed to implement a tiered instructional model that includes academic interventions, behavioral interventions and the requirements of the Literacy Based Promotion Act.	<ul style="list-style-type: none"> • The district will develop and implement a tiered instructional model that includes academic, behavioral and the Literacy-Based Promotion Act requirements. • Administrators and instructional personnel have been trained. • Short-term and long-range goals are addressed. • The district implements a PBIS model and collaborates with external agencies. • The superintendent will regularly monitor implementation of the IMS at each school. • Principals will periodically report progress to the school board. 	Superintendent	<ul style="list-style-type: none"> • School board minutes and agendas documenting approval of IMS plan including a tiered model and Literacy-Based Promotion Act • Calendar of activities • Document training for staff: Schedules, agendas, sign-in sheets • Progress monitoring data • Assessment data reports • Reports to the school board 	May 30, 2020

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

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
<ul style="list-style-type: none"> • The District failed to comply with Process Standard 21 and 21.2. Board policy IHE is just a MSBA template and contains no information specific to the district. Neither the board policy or student handbook contain language prohibiting the retention of students for extracurricular purposes. The District is compliant with Process Standard 21.1. 	<ul style="list-style-type: none"> • The school board will review and revise policy IHE and the student/parent handbook to contain the criteria for academic promotion, progression and retention of students in the district. • The district will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2020-2021. • The board policy and the handbook will be updated to specifically address the prohibition of retention of students for extracurricular purposes. • Training will be provided for all instructional and administrative personnel on the policy revisions. 	Superintendent School Board Teachers Principals District Leadership Team	<ul style="list-style-type: none"> • Board minutes and agenda documenting revised policy IHE and handbook specific to the district • Revised handbook • Agendas and sign-in sheets that document training on revised policy 	July 31, 2020

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District failed to provide documentation for the alternative education program on-site audit. 	<ul style="list-style-type: none"> ● The district has reviewed and updated the guidelines for implementation of the Alternative Education program and/or the behavior modification program as defined by the State Board of Education, Chapter 7. ● The school board has reviewed and revised policy JCD to reflect transportation of students placed in the alternative education program that complies with Miss. Code §37-13-92. ● The district has reviewed the current Alternative Education Handbook and made all required revisions to be consistent with current, approved school board policies for 2019-2020. ● Transportation will be provided based on State law and District Policy. 	Superintendent Principals	<ul style="list-style-type: none"> ● Revised board policy JCD to reflect transportation of students in alternative education ● Board minutes and agenda documenting revised policy and procedures ● Documented training for staff: Schedules, agendas, sign-in sheets ● Progress monitoring data ● Cumulative folders ● Revised IIP Template, with individualized IIPs on file 	May 30, 2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> • Instructional and administrative personnel were trained on the requirements for cumulative records, regular evaluation of student progress, Individual Instructional Plans (IIPs) which emphasize academic performance, behavior modification, functional skills and career education. The District will ensure that IIPs will be developed and implemented for each student excluding students with IEP's. Behavior interventions will be developed and implemented for each student based on specified behaviors. • Instructional and administrative personnel were trained on the requirements of documentation regarding suitability for placement with verification by the appropriate counselor. The Counselor will provide documentation regarding the suitability of the alternative program for each student excluding students with IEP's . The IEP Team will determine suitability for students with special needs. Counseling will be provided to students based on their individual needs and documentation will be kept identifying the student and their specified time frame. 		<ul style="list-style-type: none"> • Documented placement decisions verified by the appropriate counselor • Full day schedule with rigorous workload and minimal non-instructional time • Updated transportation schedule • Completed MDE monitoring rubric • Agendas and sign-in sheets 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> ● Instructional and administrative personnel were trained on Individual Instruction Plans with provisions to a full day of attendance and a rigorous workload, with minimal non-instructional time. The District will ensure that student receive not less than 330 minutes of instructional time which shall include character education. ● The administrator in charge of Alternative Education will utilize the MDE monitoring instrument to adhere to the Guidelines as specified by the Guidelines for Alternative/GED School Programs. The District will report academic progress consistent with the traditional setting. 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 2/06/2020

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
<ul style="list-style-type: none"> The District's crisis management plan failed to comply with the requirements for Process Standard 31 	<ul style="list-style-type: none"> The school board will develop and adopt a Comprehensive School Safety Plan that includes all required components. The District will develop a Comprehensive Safety Plan for each school that includes all required components. The school board will annually review and if necessary revise the comprehensive safety plan. <p>Plan components and procedures will include:</p> <ul style="list-style-type: none"> School Blueprints All types of crisis Two Family reunification points with maps Documentation of Emergency Drills List the crisis response team with contact information; 	<p>Superintendent School Board SRO</p>	<ul style="list-style-type: none"> School board agendas and minutes School Blueprints Two Family reunification points with maps Documentation of Emergency Drill List of crisis response team with contact information; review and update the information to keep current Two Evacuation locations with maps 	<p>Immediate and Ongoing</p> <p>Board Approval: July 22, 2019</p>

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Contact list will be reviewed and kept updated</p> <ul style="list-style-type: none">• Two Evacuation locations with maps• Require that all interior and exterior doors capable of Lockdown will be locked.• All doors, knobs, locks will function properly.• All doors will be locked while students are present.• Unused lockers @LHS will be secured.• Plain language, not color codes will be used.			

Please use additional sheets as needed.

Page 2 of 2

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 11. 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The North Bolivar Consolidated School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standards 4 – Annual Financial Audit
- Process Standards 4.3 – EEF Procurement Cards
- Process Standard 18 – Library/ Media Center and Services

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: North Bolivar Consolidate School Dist District Number: 0617 Date CAP Approved by Local School Board: 10/31/19

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: North Bolivar Consolidate School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district is not in compliance with standard 4.0 based on the district failing to submit an audit report for the fiscal year June 30, 2014. The local school board shall obtain an annual financial audit of the school district, as conducted under the guidelines of the State Auditor, no later than nine months later the March 31, 2015 deadline.	The school board has obtained an annual audit of the school district as conducted under the guidelines of the state auditor for the fiscal year ending June 30, 2014 (see attachment 10).	School Board Superintendent Business Manager	A complete audit for 2014	
The district is not in compliance with Standard 4.0 based on the District failing to submit an audit report for the fiscal year June 30, 2015. The local school board shall obtain an annual financial audit of the school district, as conducted under the guidelines of the State Auditor, no later than nine months later the March 31, 2016 deadline.	The school board had obtained an annual financial audit of the school district as conducted under the guidelines of the Office of State Auditor for the fiscal year ending June 30, 2015 (see attachment 11)	School Board Superintendent Business Manager	A complete audit for 2015	

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district is not in compliance with Standard 4 based on the audit report for fiscal year ending June 30, 2016. The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of State Auditor, no later than nine months after the end of the district's fiscal year. The school district did not submit their fiscal year audit report by March 31, 2017 deadline. A letter of warning has been issued to the school district and placed in the district file. Remain on record until cleared by the Office of Internal Audit.	The school board had obtained an annual financial audit of the school district as conducted under the guidelines of the Office of State Auditor for the fiscal year ending June 30, 2016 (see attachment 12)	School Board Superintendent Business Manager	A complete audit for 2016	

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district is noncompliant with Standard 4 based on the audit report for fiscal year ending June 30, 2017. The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>The school district did not submit their fiscal audit report by the March 31, 2018 deadline. A letter of warning has been issued to the school district and placed in the district file. Remain on record until cleared by the Office of Internal Audit.</p>	<p>The school board has obtained an annual financial audit of the school district as conducted under the guidelines of the Office of State Auditor for the fiscal year ending June 30, 2017 (see attachment 13)</p>	<p>Superintendent</p>	<p>A complete audit for 2017</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district is noncompliant with Standard 4 based on the audit report for fiscal year ending June 30, 2018. The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>The school district did not submit their fiscal audit report by the March 31, 2019 deadline. A letter of warning has been issued to the school district and placed in the district file. Remain on record until cleared by the Office of Internal Audit.</p>	<p>The school board has obtained an annual financial audit of the school district as conducted under the guidelines of the Office of State Auditor for the fiscal year ending June 30, 2018 (see attachment 14)</p>	<p>Superintendent Business Manager</p>	<p>A complete audit for 2018</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standard 4.3 based on the audit report for the fiscal year ending June 30, 2017. The most recent annual report of the school district, as conducted under the guidelines of the Office of State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.</p> <p>The school district issued EEF cards to thirteen federally funded teachers. Procedures were not in place to be followed and ensure compliance with state law. A letter of warning has been issued to the district and placed in the district file. Remains on file until cleared by the Office of Internal Audit.</p>	<p>The school district has implemented procedures to follow and ensure that the issuance of EEF cards are in compliance with state law (see attachment 15).</p>	<p>Superintendent Business Manager</p>	<p>Procedures for issuing EEF cards to eligible teachers</p>	<p>August, 2019 - ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standard 4.3 based on the audit report for the fiscal year ending June 30, 2018. The most recent annual report of the school district, as conducted under the guidelines of the Office of State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.</p> <p>The school district issued Educational Enhancement Fund cards to ten (10) federally-funded teachers. Procedures were not in place to ensure compliance with state laws.</p>	<p>The school district has implemented procedures to follow and ensure that the issuance of EEF cards are in compliance with state law (see attachment 15).</p>	<p>Superintendent Business manager</p>	<p>Procedures for issuing EEF cards to eligible teachers</p>	<p>August, 2019 - ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standard 4.3 based on the audit report for the fiscal year ending June 30, 2016. The most recent annual report of the school district, as conducted under the guidelines of the Office of State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.</p> <p>The school district issued EEF cards to thirteen (13) federally-funded teachers. Procedures were not in place to ensure compliance with state laws a letter of warning was issued to the district and placed in the district file. Remains on file until cleared by the Office of Internal Audit.</p>	<p>The school district has implemented procedures to follow and ensure that the issuance of EEF cards are in compliance with state law (see attachment 15).</p>	Superintendent Business Manager	Procedures for issuing EEF cards to eligible teachers	August 2019 - ongoing
<p>FY 2015 - The district failed to provide records related to the teacher EEF funds and there is question whether the proper documentation and the related monitoring exists.</p>	<p>The school district has implemented procedures to follow and ensure that the issuance of EEF cards are in compliance with state law. Records / documents showing the adhering to the procedures will be available for review if needed (see attachment 17).</p>	Superintendent Business Manager	<p>Procedures for issuing EEF cards to eligible teachers</p> <p>Signature sheets showing the issuing and collecting of the EEF cards.</p>	August 2018 - ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	The school board has contracted Brown, CPA PLLC to conduct the financial audit report for FY 19 (see attachment 16).	Superintendent Business Manager	Signed contract	September 16, 2019
	The school board will submit a draft FY 19 audit to the Office of State Auditor for review and approval.	Superintendent Business Manager CPA Firm	Draft FY 19 Audit Report	March 10, 2020
	The school board will submit the FY 20 draft audit report to the Office of State Auditor by the deadline to ensure that the final FY 20 audit is approved by the March 31st deadline.	Superintendent Business Manager CPA Firm	Draft FY 20 Audit Report	December 15, 2020

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr District Number: 0617 Date CAP Approved by Local School Board: 10/31/19

Standard 18: Each school has a library media center. Refer to the current edition of the *Mississippi School Library Media Guide*.

- 18.1:** Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.
- 18.2:** The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

REGULATIONS: Miss. Code Ann. §§ 37-17-6(3)(a) through (e) and *Mississippi School Library Media Guide*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standards 18, 18.1, and 18.2 based on the findings from an unannounced audit that was conducted September 15-23, 2015. At several school libraries, the automated management system was inoperative. Renewal of the licensure software had not been made, and the bar code scanner was not in use. The district does not have a board policy on the selection of materials, the procedures for challenges to materials, or donated materials. The libraries do not maintain a list of credible and age-appropriate websites that support the curriculum. None of the schools have a library website available on the home school page. Will remain on record until cleared by the Office of Accreditation.	<p>All school libraries have automated management systems that are operative. Routine updates and/or maintenance to the system will be conducted to ensure the systems remain operable (see attachment 16-18).</p> <p>Renewal of the licensure software has been renewed (see attachment 19)</p> <p>A policy on the selection of materials, the procedures for challenges to materials, and donated materials have been board approval and is available on the district website under "Online Policy Manual" (see attachment 20).</p>	Principals Librarian Technology Department	<p>Operable automated management system</p> <p>List of credible, age-appropriate websites</p> <p>Follett Destiny Icon / link on website</p> <p>Approved board policy</p>	November, 2018 – ongoing

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Create a survey through Survey Monkey for teachers and students to provide input in library collection development and programming. Conduct and analyze the results of the survey to guide the process of collection development and programming.	Librarians Elem. Curriculum Coord. Secondary Curriculum Coord.	Completed teacher and students library survey	December, 2019 - ongoing
	Inventory library collection to determine weeding needs and guide the selection of library materials.	Librarians Library Assistants	Collection Analysis Summary	December 11, 2019 - ongoing
	Submit an annual budget request for funding based on the input from teachers, students, and committee members, prioritizing as needed.	Librarians	Weeding Consideration Report	March 1, 2020 - ongoing
	Complete an annual budget report documenting how money was spent using the library budget forms located on MDE website.	Librarians Library Assistants	Budget Request Form	January 31, 2020 - ongoing
	Conduct meetings with the library Advocacy Committee to review and/or revise library public relations plan, policies, assist in the selection of library materials/books, and to promote the school library program.	Librarians Library Assistants	Agenda Sign-in Sheet Minutes End Products of Meeting (revised plan, policy, etc.)	January 17, 2020 - ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Distr **District Number:** 0617 **Date CAP Approved by Local School Board:** 10/31/19

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Evaluate librarians using the current professional growth rubric.	Principals Curriculum Coordinators	Completed Librarian Growth Rubric	January 8, 2020 - ongoing
	Verify the utilization of a certified librarian at I. T. Montgomery (see attachments -	Curriculum Coordinator	Librarian License Master Schedule	December 11, 2019

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 12. Corrective Action Plan for North Panola School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The North Panola School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement
- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: North Panola School District **District Number:** 5411 **Date CAP Approved by Local School Board:** 1/21/2020

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District has teachers with certificates that are currently not on file.	The North Panola School District will implement its plan for recruitment and retention more systemically by assuring the following occurs:			
	1. School- and district-level representatives will attend various college recruitment fairs annually with a list of vacancies reflecting district-wide openings.	Personnel Director, Federal Programs Director	Registration, pictures	February - April 2020
	2. Vacancies will be advertised on the website for the district and MDE, the local newspaper, and throughout the district via e-blast and/or building bulletin boards.	Personnel Director, District MSIS/SAM Clerk	District vacancies	January - June 2020
	3. Personnel reports will be reviewed monthly to ensure teachers are assigned to areas where they are certified. In the event a long-term substitute is assigned to an opening, that vacancy will continue to be listed until a certified person fills the position.	District MSIS/SAM Clerk	License and placement review	January - May, 2020

Corrective Action Plan

District Name: North Panola School District **District Number:** 5411 **Date CAP Approved by Local School Board:** 1/21/2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District has individuals that are teaching academic core subjects without the proper endorsement.	The teacher at North Panola High School assigned to teach SREB and Essentials for College Math is in the process of securing the added endorsement needed. She attended the required professional development last summer but had not submitted the certificate of attendance and applied for the additional 929 Endorsement to teach the Essentials for College Math class. Documentation has been submitted, and we are awaiting the updated license.	District MSIS/SAM Clerk	License reflect area of endorsement	February - March 2020
	Non-certified instructional personnel will work toward the attainment of a license by: ◇ Attending Praxis training sessions (provided by the district, MDE, or external providers) ◇ Taking the Praxis assessment in the area(s) needed for certification ◇ Applying for Special, non-renewable licenses ◇ Participating in an alternate route program to secure a teaching license	Personnel Director, Federal Programs Director, District MSIS/SAM Clerk	Registration documentation, score reports, session sign-in sheets, licenses with endorsements	January - May, 2020

Corrective Action Plan

District Name: North Panola School District District Number: 5411 Date CAP Approved by Local School Board: 1/21/2020

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: North Panola School District **District Number:** 5411 **Date CAP Approved by Local School Board:** 1/21/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school district did not submit an audit report by the deadline for Fiscal Years 2014, 2015, 2016, 2017 and 2018.	<p>Although the audits have not been submitted in a timely manner, the audits for the previous years have been submitted.</p> <p>Currently, the district has an agreement to secure an annual audit from McKenzie CPA, PLLC.</p> <p>The annual audit for the current year ending in 2019 is due by March 31, 2020, and the audit report will be submitted on time as required.</p> <p>All future annual audits will begin within 5 months of the end of the fiscal year and be completed on or before the March 31st deadline.</p> <p>The FY20 draft audit report will be submitted to OSA for review and approval by December 15, 2020 to ensure OSA approves the final FY20 audit report by the March 31st deadline.</p>	Business Manager	Complete Audit submitted to the Board of Education and MDE	December 15, 2020

Please use additional sheets as needed.

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OFFICE OF ACCREDITATION

D. 13. Corrective Action Plan for Okolona 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Okolona School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 17.8 – Gifted Education Program

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Okolona Seperate School District **District Number:** 0921 **Date CAP Approved by Local School Board:** 2/9/20

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

17.8: Gifted Education

REGULATIONS: Miss. Code Ann. §§ 37-23-171 through 181, Miss. Admin. Code 7- 3: 35.1, State Board Policy Chapter 35, Rule 35.1, and Regulations for Gifted Education Programs in Mississippi and the Gifted Education Program Standards

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
As part of the Instructional Management Plan and/or board policy the district must establish written guidelines for coordinated, comprehensive, and coherent process for student referral and assessment in order to determine eligibility for gifted services including provisions for annual universal screening at one grade level, referrals accepted by multiple sources, providing parents with information about characteristics of gifted learnings utilizing multiple, reliable assessment measures, informed consent, and a hearing policy for parent appeals.	Written guidelines will be established for gifted program.	Gifted Coordinator	Quest Gifted Handboook	August 2018-Present
The district must hire certified personnel endorsed in Gifted Education.	The district employed Dorothy Buchanan September 2019 and is still serving as gifted teacher. (former gifted teacher)	Gifted Coordinator and Superintendent	State of Mississippi teacher license	Due to retirement restrictions, employee is scheduled to begin in September 2019-present

Corrective Action Plan

District Name: Okolona Seperate School District **District Number:** 0921 **Date CAP Approved by Local School Board:** 2/9/20

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district must notify parents of gifted education program, the referral to placement process, and characteristics of gifted children.	The district will communicate to parents via AIMS Web (the district's all-call system), school website, and brochure.	Gifted Coordinator	Gifted Handbook and brochure	July 2018-present
The district must screen students in grades 2-6 for potential eligibility for gifted education.	The district will begin screening students August each year and finish by September each year.	Gifted Coordinator, Linda Tutor, Contractual Psychometrist	GPPDS, SIGS, and GRS	September 2018-present
The district must create and implement a district Instructional Management Plan (IMP) based on the Outcomes for Gifted Education Programs that meet Regulations for Gifted Education Programs 2013.	The district will create and implement an IMP based on Outcomes Gifted Education Programs.	Gifted Coordinator, Superintendent, Chad Spence	Gifted Handbook	October 2018-present
The district must complete the referral to placement process for student identified as potentially gifted through screening.	The district's LSC (Local Survey Committee) will ensure that referral to placement processes are followed, ensuring that every potential eligible student is properly identified.	Gifted Coordinator	LSC Form	October 2018-present

Please use additional sheets as needed.

Corrective Action Plan

District Name: Okolona Seperate School District **District Number:** 0921 **Date CAP Approved by Local School Board:** 2/9/20

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district must provide gifted education services to children identified as gifted through the referral placement process.	The district will ensure that students are properly scheduled to receive gifted education services.	Superintendent, school counselors, gifted coordinator	Student's schedule	October 2018-present
The district must screen all first grade students for potential gifted eligibility.	The district will begin screening students after the new school year begin.	Gifted Coordinator, Dorothy Buchanan, Gifted Teacher	Gifted Handbook	September-October each school year
The district must complete the referral to placement process for all students referred for programming from sources other than gifted screening	The district will ensure that it utilizes an array of sources for gathering information about student's potential gifted abilities.	Gifted Coordinator, Gifted Teacher	SIGS, GRS, and GPPDS	May 2019 present

Please use additional sheets as needed.

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OFFICE OF ACCREDITATION

D. 14. Corrective Action Plan for Picayune 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, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Picayune School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 17.4 – Special Education Programs

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Picayune School District **District Number:** 5520 **Date CAP Approved by Local School Board:** 1/14/2020

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
CFI-7	MET and IEP committee will convene and revise IEP's. Upload IEP's into SharePoint.	MET and IEP Team	Student 62,63,67,69,76,86,91	9/30/2019
Child Find Reevaluation CFR-1 Additional Finding 34 C.F.R	Convene IEP meeting. Revise IEP.Upload IEP's into SharePoint.	IEP committee	Student # 93	9/30/2019
Child Find Reevaluation Additional Findings	Convene IEP meeting. Revise IEP. Upload IEP's into SharePoint.	IEP committee	Student # 61,70,71,87	9/30-10/1/19
Delivery of Service DS-1	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP committee	Student # 42,43	9/30-10/1/2019
DS-2	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 6,11,25,27,29,34,36, 42, 46,50	9/30/-10/1/19

Corrective Action Plan

District Name: Picayune School District District Number: 5520 Date CAP Approved by Local School Board: 1/14/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-3	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 11,29,34,46	9/30-10/1/19
DS-4	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,11,18,29,35,36,46, 50, 51	9/30-10/1/19
DS-5	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,11,18,29,35,36,46, 50, 51	9/30-10/1/19
DS-6	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,6,7,11,23,27,32,36, 45, 50,53	9/30-10/1/19
DS-7	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,29,36,45,50	9/30-10/1/19
DS-8	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 1,5,11,16,18,19,25,2 9, 42, 46,53	9/30-10/1/19

Please use additional sheets as needed.

Corrective Action Plan

District Name: Picayune School District **District Number:** 5520 **Date CAP Approved by Local School Board:** 1/14/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-9	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 1	9/30-10/1/2019
DS-10	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 23,29,35,42 Revised IEP	9/30-10/1/19
DS-12	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 1,5,7,23,24,44 Revised IEP	9/30-10/1/19
DS-13	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 1 & 31 Revised IEP	9/30-10/1/19
DS-14	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 22,53,56 Revised IEP	9/30-10/1/19
DS-15	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 12,23,39 Revised IEP	9/30-10/1/019
DS-16	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 7,12,36,46 Revised IEP	9/30-10/1/019
DS-17	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 1 & 45 Revised IEP	9/30-10/1/19

Please use additional sheets as needed.

Corrective Action Plan

District Name: Picayune School District **District Number:** 5520 **Date CAP Approved by Local School Board:** 1/14/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-18	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 24 Revised IEP	9/30-10/1/19
DS-19	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 32 Revised IEP	9/30-10/1/19
DS-20-1	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 11 & 34 Revised IEP	9/30-10/1/19
DS-20-2	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,11,29,34 Revised IEP	9/30-10/1/19
DS-20-3	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 11 & 34 Revised IEP	9/30-10/1/19
DS-20-4a	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,11,14,34 Revised IEP	9/30-10/1/19
DS-20-4-b	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 11, 29 Revised IEP	9/30/-10/1/19

Please use additional sheets as needed.

Corrective Action Plan

District Name: Picayune School District **District Number:** 5520 **Date CAP Approved by Local School Board:** 1/14/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-20-4-c	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,11, 14 Revised IEP	9/30-10/1/19
DS-20-4-d	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 11 & 14 Revised IEP	9/30-10/1/19
DS-20-4-e	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,11,14 Revised IEP	9/30-10/1/19
DS-20-5	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 11 Revised IEP	9/30-10/1/19
DS-20-6	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 34, 42 Revised IEP	9/30-10/1/19
DS-20-7	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 34 Revised IEP	9/30-10/1/2019
DS-21	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 34 Revised IEP	9/30-10/1/2019

Corrective Action Plan

District Name: Picayune School District **District Number:** 5520 **Date CAP Approved by Local School Board:** 1/14/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-22	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,27,29,35,46 Revised IEP	9/30-10/1/2019
DS-23	Convene and Revise IEP's. Upload IEP's into SharePoint.	IEP Committee	Student # 5,10,35,42,50 Revised IEP	11/5/2019
Discipline Procedures: DIS-2-Additional Findings	Conduct a Manifestation Determination	Positive Behavioral Specialist and IEP Committee	Student # 94, 97 Manifestation Determination	11/5/2019
DIS-2-Additional Findings	Review/Revise policies and procedures for Manifestation Determination.	Special Education Director and Sped Department Chairs	Revised policy and procedures	11/5/2019
DIS-4- Additional Findings	Review/Conduct a Functional Behavioral Assessment and Behavioral Intervention Plan.	Positive Behavioral Specialist and IEP Committee	Student # 79 Completed and FBA and BIP	11/5/2019

Corrective Action Plan

District Name: Picayune School District **District Number:** 5520 **Date CAP Approved by Local School Board:** 1/14/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DIS -5	Conduct an FBA to develop a BIP. Upload into SharePoint.	Positive Behavioral Specialist and IEP committee.	Student #79 Completed FBA and BIP	11/5/19
DIS-6- Additional Findings	Convene and Review/Revise BIP. Upload into SharePoint.	Positive Behavioral Specialist and IEP Committee.	Student #79 Completed FBA and BIP	11/5/19
Compensation-Personnel Services 2 C.F.R. § 200.430 (i)(1)(i-vii)	Submit semi-annual certification forms	Special Education Director	Submit semi-annual certification forms	9/20/19

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
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OFFICE OF ACCREDITATION

D. 15. Corrective Action Plan for Quitman County School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Quitman County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement
- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Quitman County School District **District Number:** 6000 **Date CAP Approved by Local School Board:** 2/11/2020

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
STANDARD 2: The District is non-compliant with Standard 2.0-2.1 based on the 2018-2019 Personnel Accreditation Edit Report. The District has teachers with certificates that are currently not on file. 2.1 - The District has a principal with less than 100% effort	The District hired a Licensed staff for the position of P.E. teacher at Quitman County Elementary School. Documentation submitted and cleared.	Quitman County Elementary Principal	Evidence of MDE License (Submitted previously)	September, 2019
	The District has a full-time principal. See MSIS Profile attached.		Evidenced by MSIS Profile	
	Since this is a coding issue, and not an out of teaching area issue, the Quitman County Middle School Administration will work with OSS to create and input an acceptable Code in MSSIS for teachers conducting interventions	Quitman County Middle School Principal and School Guidance Counselor	Corrected codes reflected in MSIS	

Corrective Action Plan

District Name: Quitman County School District **District Number:** 6000 **Date CAP Approved by Local School Board:** 2/11/2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
STANDARD 2.2 The District is non-compliant with Standard 2.2 based on the 2018-2019 Personnel Accreditation Edit Report. The District has individuals that are teaching academic core subjects without the proper endorsement.	The District hired a Licensed staff for the position of P.E. teacher at Quitman County Elementary School. Documentation submitted and cleared.	Quitman County Elementary Principal	Evidence of MDE License (Submitted previously)	September, 2019
	The District has a full-time principal. See MSIS Profile attached.		Evidenced by MSIS Profile	
	Since this is a coding issue, and not an out of teaching area issue, the Quitman County Middle School Administration will work with OSS to create and input an acceptable Code in MSSIS for teachers conducting interventions	Quitman County Middle School Principal and School Guidance Counselor	Corrected codes reflected in MSIS	

Corrective Action Plan

District Name: Quitman County School District District Number: 6000 Date CAP Approved by Local School Board: 2/11/2020

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

District Name: Quitman County School District **District Number:** 6000 **Date CAP Approved by Local School Board:** 2/11/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Standard 4: The Quitman County School District did not submit an Audit for Fiscal Years 2013/2014, 2014/2015, 2015/2016, 2016/2017 and 2017/2018 prior to the March 31st Deadline	The District will request audits in a timely manner to ensure they are submitted to the Office of Internal Audit prior to or by the March 31st Deadline. The Audit for FY19 is in progress and a draft will be submitted to OSA by March 15th. To ensure timely Audit submissions moving forward, FY20 Audit will be completed in early November and a draft will be submitted to OSA by the December 15th deadline to ensure the Audit meets the March 31st Clearinghouse deadline.	Superintendent Business Manager	Future Audits completed no later than November, with draft to OSA by December 15th	November, 2020-Ongoing

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 16. Corrective Action Plan for South Pike School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The South Pike School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement
- Process Standard 10 – Personnel Appraisal System
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements
- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 22 – Alternative Education Program

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly license by state law and federal requirements of the Elementary and Secondary Education Act (ESEA).

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, ESEA, and Federal C

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standard 2.0 based on the 2018-2019 Personnel Accreditation Edit Report. The District has teachers with certificates that are currently not on file. Remains on record until cleared by the Office of Accreditation.	To become compliant with Standard 2, the South Pike School District will require and verify all personnel requiring licensure be properly endorsed as required by federal and state mandates.	Human Resource Coordinator Principals	MDE's Educator License Management System	Spring 2020
	The district leadership team and school principals, as necessary, will meet to determine hiring or reassignment for state certified staff for vacancies throughout the district.	Human Resource Coordinator Principals	Sign-In Sheets Agenda Minutes	Spring 2020
	The district will offer incentives in the form of sign-on bonuses for state certified staff in the areas of English, mathematics and science; retention bonuses for certified staff who remain in the district each year; and an achievement incentive for state tested classes.	Principals Federal Programs Director Business Manager	SPSD Board Policy	Spring 2020
	Principals will not offer employment to any personnel who is not properly endorsed. Any personnel who is not	Human Resource Coordinator	MDE's Educator License Management System	Spring 2020

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	properly endorsed and are currently employed within the SPSD will not be submitted to the superintendent for employment renewal for the subsequent school year.	Principals		
	The district will require a quarterly progress report on all provisional licensed personnel by school.	Human Resource Coordinator Principal	District created "Report of Progress"	Spring 2020
	Teacher contracts will be issued in late February to mid March to state certified personnel for the subject of licensure.	Human Resource Coordinator Business Manager Principal	District Renewal Form MDE's Educator License Management System	Spring 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standard 2.2 based on the 2018-2019 Personnel Accreditation Edit Report. The District has that's teaching academic core subjects without the proper endorsement. Remains on record until cleared by the Office of Accreditation.	In order to comply with Standard 2.2, the South Pike School District (SPSD) will ensure all postions requiring Mississippi licensure be held by appropriately certified personnel by the requirement of local, state and federal policy.	Superintendent Human Resource Coordinator School Administrators	Internal Audit of documented efforts through a monthly district report	Spring 2020
	The SPSPD will actively recruit state licensed personnel through the following measures: - The district and school leadership will form teams to attend and participate in college recruitment fairs out of district.	Human Resources Coordinator School Administrators	Request to Attend Professional Development Form	Spring 2020/Ongoing
	-The district will host an in-district recruitment fair for potential licensed personnel.	Human Resources Coordinator Principals	Sign-in Sheets	Spring 2020
	- District personnel will continue to report vacancies each month to the Mississippi Department of Education.	Human Resources Coordinator	MDE monthly submission report	Monthly

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	- The district will post all vacancies as required on the district's website.	Human Resources Coordinator	District Website	Ongoing
	- The district will host a "Grow Your Own" program with Mississippi Department of Education representatives on-site to assist paraprofessionals and provisional licensure holders in understanding next steps to become fully certified.	Human Resource Coordinator	Sign-in Sheets Agenda Minutes	February 2020
	- Title II funds will be designated to help in-district paraprofessionals and provisional licensure holders with professional development to help prepare for licensure requirements.	Federal Programs Director Human Resources Coordinator	SPSD Consolidated Federal Programs Application Sign-In Sheets Agenda Minutes	Spring 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standard 10, based on receipt of documented response from the District outlined in letters dated December 4, 2018 and January 29, 2019. The District failed to provide evidence to dispute the allegation that a student was granted due process in a suspension.	The SPSD will ensure compliance of Standard 10 through the implementation of the "Due Process" procedures as outlined in the district's handbooks.	Superintendent Assistant Superintendent School Administrators	Internal Audit	Spring 2020
	Trainings will be held with all school level administrators on proper procedures for "Due Process" as outlined by the SPSD handbook.	Superintendent Assistant Superintendent	Sign-In Sheets Agenda Minutes	Spring 2020
	School administrators will send documentation of suspensions and recommendations of expulsions to district level personnel to ensure "Due Process" procedures were followed.	Superintendent Assistant Superintendent District level administrator School Administrators	Discipline Referral School Status Engagement Logs Completed Expulsion Packets	Spring 2020

Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District knowingly documented the suspended student incorrectly as present instead of absent.	The SPSD will ensure compliance of Standard 10 through the following strategies to maintain accurate record of attendance:			
	- The district's MSIS/SAM Spectra personnel will conduct trainings with school level administrators and office staff to ensure proper input of daily attendance.	MSIS/SAM Spectra District Personnel	Sign-In Sheets Agenda Minutes	Spring 2020
	- The district will send school's office staff to annual SAM Spectra conference presented by Central Access.	MSIS/SAM Spectra District Personnel Principals	Request to Attend Professional Development Form Training Materials	October 2020
	- School office staff responsible for attendance will maintain active documentation of all daily attendance activity (suspensions, check-in and out).	Principals	Attendance Documentation	Spring 2020 - daily
	-The district will perform formal quarterly audits of daily attendance and informal inquiry as needed to ensure compliance.	MSIS/SAM Spectra District Personnel	Internal Audit/Checklist of Compliance	Each term beginning March 2020
	- The MDE Attendance Officer will provide training to ensure proper reporting of student absences of 5,10, and 12 days for school administrators and office staff.	MDE Attendance Officer	Sign-In Sheets Agenda Minutes	Each semester beginning Spring 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	- Monitor the Mississippi Department of Education and Central Access website for pertinent trainings to assist in ensuring compliance with attendance and Standard 10.	MSIS/SAM Spectra District Personnel	Approved Request to Attend Professional Development Form Training Materials	Immediately and ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District District Number: 5712 Date CAP Approved by Local School Board: 2/06/2020

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

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

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

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

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

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

14.1.5: Innovative Programs

14.1.6: Early Exit Diplomas

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

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

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

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

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

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

Use form on next page and additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standard 14.1 An On-site investigation in May, 2019 revealed the District allowed six (6) students who did not earn the minimum number of Carnegie units required for graduation to graduate in May 2019 and participate in graduation exercises.	The District shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education.	Superintendent	Board Policy	
The District failed to include evidence of Individual Success Plans (ISPs), evidence of revisiting ISPs, or evidence of 5-year plans for students. (Process Standard 14.1.4)	The District requires the high school to review and verify the records of all seniors to ensure that students are enrolled in appropriate classes and have met Carnegie unit requirements for graduation.	High School Counselor High School Principal	District Checklists Internal Audits	January 2020
Records of 39 graduates lacked a signed parent consent form. (Process Standard 14.1.2)	The District will also establish a Review Committee to review cumulative folders of high school seniors to ensure that folders have documented evidence that students have earned the minimum number of Carnegie units required to graduate, prior to graduation.	Curriculum Coordinator High School Counselor	Appendix A Cumulative Folder Checklist Cumulative Folder Labels	May 2020
	The District will ensure that appropriate staff attend any MDE trainings regarding graduation requirements.	High School Counselor High School Principal	Request to attend Professional Development Form	February 2020 and ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	The District has developed a Consent Form for parents of students opting out of Appendix A-2 requirements. The district requires the high school to place a signed copy in the student cumulative record. The District has developed an Opt-Out Form as a means of cross-referencing students (via parental consent) who choose to complete the graduation requirements specified in Appendix A-1. (Process Standard 14.1.2)	High School Guidance Counselor Principal	-Parental Consent Form -Opt-Out Form (for cross-referencing)	May 2020
	The District ensures that all students will complete an Individual Success Plan (ISP) prior to exiting Grade 8. Five (5) year plans will be developed with students and counselors beginning in seventh (7th) grade. ISPs will become part of and remain in the student's cumulative file for the duration of high school. ISPs will be reviewed and revised annually if applicable.	Seventh (7th) and Eighth (8th) Grade Guidance Counselor High School Guidance Counselor	Completed ISPs	May 2020

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standard 14.2. An On-Site investigation in May, 2019 revealed the District allowed one (1) student who did not pass all four (4) EOC assessments or meet one (1) of the options outlined in Appendix-5 in lieu of a passing score, to graduate in May 2019 and participate in graduation exercises.</p>	<p>The District requires the high school to review the records of all seniors to ensure that the students have achieved a passing score on each of the required EOC assessments or has met one (1) of the options outlined in Appendix-5 in lieu of a passing score in order to graduate in May 2020 and participate in graduation exercises.</p>	<p>High School Guidance Counselor Curriculum Coordinator</p>	<p>Appendix-5 Concordance Tables</p>	<p>May 2020</p>
	<p>The District will require the high school to review the records of all seniors for the 2019-2020 school year to ensure students are enrolled in appropriate classes and are provided with all testing/retesting opportunities.</p>	<p>High School Guidance Counselor</p>	<p>Testing Schedule Cumulative Record Checklist Testing labels</p>	<p>May 2020</p>
	<p>The District will review, cross reference, and verify assessment requirements for each senior. This includes the cross reference of the concordance table with assessment requirements and other approved options for students to meet EOC subject area test requirements.</p>	<p>High School Guidance Counselor</p>	<p>Graduation Assessment Options Student Record Checklist</p>	<p>May 2020</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The District Review Committee will review cumulative folders of high school seniors to ensure that folders have documented evidence that students have completed all requirements for graduation. Documentation includes but is not limited to the review of the following: Graduates and Other Completers Report (MSIS); Students Graduation Option Report (MSIS); Graduate/Completer Counts by District Report (MSIS); Permanent Records; electronic transcripts.</p> <p>The District Review Committee will review the May 2020 graduation program prior to printing for graduation exercises.</p>	<p>MSIS Clerk High School Guidance Counselor Curriculum Coordinator High School Principal</p> <p>High School Guidance Counselor High School Principal</p>	<p>Cumulative Folder Checklist Sheet</p> <p>Graduation Programs</p>	<p>May 2020</p> <p>May 2020</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standard 14.5. An On-Site investigation in May, 2019 revealed the District allowed eight (8) students to graduate in May 2019 and participate in graduation exercises without documentation to support that they had met the minimum graduation requirements outlined in Process Standards 14.1 and 14.2	The District Review Committee will review cumulative folders of high school seniors to ensure that folders have documented evidence that students have completed all requirements for graduation. Documentation includes but is not limited to the review of the following: Graduates and Other Completers Report (MSIS); Students Graduation Option Report (MSIS); Graduate/Completer Counts by District Report (MSIS); Permanent Records; electronic transcripts. All documentation will be reviewed to ensure that EOC requirements and Carnegie unit requirements have been met.	High School Guidance District Review Committee	Cumulative Folder Checklist Graduation Options (Student EOC) Record Checklist Concordance Chart Students Opting for Career or District Pathway Forms Graduation Pathways Requirement Forms	May 2020
	High school seniors who have not met the graduation requirements, as established by the local school board and the MDE, will not be allowed to participate in graduation exercises.	High School Guidance Counselor High School Principal	Graduation Assessment Options Student Record Checklist	May 2020
	Parent meetings have been held regarding students who have not met state assessment requirements.		Parent Meeting Agenda and sign-in	January 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District is noncompliant with Standard 22 based on a monitoring visit conducted November 13, 2018, at the South Pike Learning Center. The MDE reviewed five (5) out of five (5) total student records. Individualized Instruction Plans (IIPs) does not emphasize academic goals, behavior goals, functional skills and career education. Disciplinary policy does not describe the appointment of a committee consisting of classroom teachers and other appropriate professional personnel to ensure a continuation of educational services as constituted by law. During classroom observation and interviews, teachers from the traditional school providing instructional services with the exception of one (1) teacher solely assigned to the elementary school level students are providing services during planning	The District will hire and assign to the Alternative School, two certified teachers to ensure the continuing education of students and classroom supervision at all times.	Alternative School Administrator Human Resource Director	Teacher Recommendation Board Minutes	August 2020
	The District will ensure that any student assigned Alternative School Placement has an Individualized Instruction Plan (IIP) in place which outlines the student's academic day, to include courses required for graduation, as well as behavior and academic goals for the student. The Alternative School Administrator will monitor the IIPs. IIPs will be kept on file at the Alternative School.	Alternative School Administrator	IIP on file Discipline Committee reviews prior to placement Alternative School Administrator receives upon placement	August 2020

Corrective Action Plan

District Name: South Pike School District **District Number:** 5712 **Date CAP Approved by Local School Board:** 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
period hours which is not in compliance with Process Standard 24. A desk audit was conducted on May 29, 2019 by the Office of Compulsory School. The District was unable to clear violations.	The District will review and revise disciplinary policy to reflect the appointment of a committee to ensure a continuation of services as constituted by law. Revisions will be submitted to the local school board for adoption.	Superintendent Board of Trustees	Board Agenda Board Minutes	April 2020
	The District will appoint a committee consisting of classroom teachers and other appropriate professional to ensure a continuation of educational services to students as constituted by law.	Assistant Superintendent	Alternative School Handbook	April 2020

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 17. Corrective Action Plan for Wayne County School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Wayne County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 1/30/2020

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.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 1/30/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4 Wayne County School District (7700-000) 09/04/2015 -- Current</p> <p>MS Code Section §7-7-2511(e), each school district in the state is required to have an annual audit each fiscal year. MDE is responsible for ensuring all sub-recipients expending \$500,000 or more in federal funds during the sub-recipient's fiscal year have obtained an A-133 audit. Records indicate the Wayne County School District has not submitted an audit for fiscal year ending June 30, 2014, therefore they are in violation of the following Accreditation Process Standards.</p> <p>Standard 4-The local school board obtains an annual financial audit of the school district as conducted under the guidelines of the OSA, no later than nine months after the end of the districts fiscal year due March 31, 2015.</p> <p>A letter of warning should be issued to the district and placed in the district file.</p>	Wayne County School District's FY 14 was submitted to and on file with MDE.	<p>CFO</p> <p>Superintendent</p> <p>Board</p>	Annual Audit	Completed

Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 1/30/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4 Wayne County School District (7700-000) 12/16/16 -- Current</p> <p>The district is not compliant with Standard 4 based upon audit report for the fiscal year ending June 30, 2015. 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. (2 C.F.R. Part 200)</p> <p>Violation: The school district did not submit their fiscal year audit report by March 31, 2016 deadline.</p> <p>A letter of warning has been issued and placed in the district file.</p>	Wayne County School District's FY 15 was submitted to and on file with MDE.	<p>CFO</p> <p>Superintendent</p> <p>Board</p>	Annual Audit	Completed

Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 1/30/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4 Wayne County School District (7700-000) 09/25/2017--Current</p> <p>The district is noncompliant with Stand 4 based on findings from an audit for the fiscal year ending June 30, 2016. The local school board must obtain 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. §7-7-211(e)</p> <p>Violation-The district did not submit their fiscal year audit report by the March 31, 2017 deadline. Remains on record until cleared by the Office of School Financial Services and Office of Internal Accountability.</p> <p>Written documentation must be received in the Office of Accreditation.</p>	Wayne County School District's FY 16 was submitted to and on file with MDE.	CFO Superintendent Board	Annual Audit	Completed

Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 1/30/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4 Wayne County School District (7700-000) 04/05/2018--Current</p> <p>The distict is noncompliant with Standard 4 based on the audit report for fiscal year ending June 30, 2017. 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 §MS Code 7-7-211 (e)</p> <p>Violation: The school district did not submit thier fiscal year audit report by the March 31, 2018 deadline.</p> <p>When four (4) consecutive violations of the same process standard have been verified, then the Office of Internal Accountability will notify the Office of Acrediation. A citation of noncompliance will be placed on the district's Accreditation Record of Summary, and the Office of Accreditation will notify the district of action. The deficiencies will remain on record until the district has successfully demonstrated compliance with all financial accountability requirements and accreditation standards. If the deficiencies remain on record at the time annual accreditation statuses are assigned, the district's accreditation status will be downgraded, and the district will be required to develop a corrective action plan to address the deficiencies.</p> <p>This is the district's 5th consecutive violaiton.</p>	Wayne County School District's FY 17 was submitted to and on file with MDE.	<p>CFO</p> <p>Superintendent</p> <p>Board</p>	Annual Audit	Completed

Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 1/30/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4 Wayne County School District (7700-000) 04/17/2019--Current</p> <p>The district is not in compliance with Standard 4 based on the audit report for the fiscal year ending June 30, 2018. 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. §MS Code 7-7-211(e)</p> <p>Violation--The school district did not submit their fiscal year audit report by the deadline, March 31, 2019.</p> <p>A letter of citation has been issued to the school district and placed in the district file. Remains on record until cleared by the Office of Internal Audit.</p> <p>This is the district's 5th consecutive violation.</p>	<p>Wayne County School District is aware their FY 18 audit was not submitted by the March 31, 2019 deadline. The private audit firm hired by the school board is processing this audit currently.</p> <p>The district has hired a new CFO in August of 2019 and appointed a new superintendent January 1, 2020. We will work diligently henceforth to ensure our annual audits are completed and submitted to MDE no later than nine (9) months after the end of the district's fiscal year.</p>	<p>CFO</p> <p>Superintendent</p> <p>Board</p>	<p>Annual Audit</p>	<p>Completed</p>

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 19, 2020

OFFICE OF ACCREDITATION

D. 18. Corrective Action Plan for Wilkinson County School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2019*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Wilkinson County School District was assigned a PROBATION status by the Commission on School Accreditation on December 5, 2019. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standards 1 and 1.1 –Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: Local School Board
- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement
- Process Standard 3 – Personnel Appraisal System
- Process Standard 12 – Community Involvement, Parental Communication, and Business Partnership
- Process Standard 13 – 180 Teaching Days

- Process Standards 21 and 21.1 – Academic Promotion/ Retention Progression

Recommendation: Approval

Backup material attached

Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 1-8-2020

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
The Superintendent failed to provide effective educational leadership in key areas including management of district personnel, effective implementation of policies, and the development of board and community relations.	The newly appointed Superintendent has begun hosting monthly administrators' meetings with district personnel and site based principals. These meeting agendas include, but are not limited to the discussion of policy driven decision making, professional development on management, and parental/community involvement within the school.	Superintendent Principal District Administrators Federal Programs Director	Yearly updates of current policies and educational strategies. Needs Inventory Evaluation Rubric	ongoing

Corrective Action Plan

District Name: Wilkinson County **District Number:** 7900 **Date CAP Approved by Local School Board:** 1-8-2020

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 1-8-2020

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
The School Board has failed to adopt, maintain, and implement policies that are current and clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to effectively implement an educational system that supports principals and teachers and ensures decisions are made consistently for all students.	Current district policies were board approved June 2018. An electronic copy of Wilkinson County School District's Policies are located on the district website: www.wilkinson.k12.ms.us under the heading Departments listed WCSD Governing Policies. A print copy of The Wilkinson County School District's Policies are available in the central office on the desk outside of the Superintendent's Office.	School Board Members Board Attorney Superintendent District Technology Coordinator	Yearly update of current policy and procedures. Data analysis of recorded incidents at the school level.	This will be completed annually.

Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 1-8-2020

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

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

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

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

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

Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 1-8-2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Board Members are actively engaged in the day-to-day operations of the District.	Board members attend annual MSBA Conferences. They actively participate in various trainings to ensure they are aware of the policies and procedures to follow as fellow board members of school districts. Board members will re-frame from engaging in the day to day operations.	Superintendent Board Members	Monthly evaluations of board proceedings and additional training opportunities throughout the school year.	February 17-20, 2020/ongoing

Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 1-08-2020

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
All District professional positions requiring licensed staff were not filled by staff that were properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA)	Wilkinson County School District has implemented the following recruitment and retention plan: 1. WCSD will host 2 job fairs to recruit certified and highly qualified persons in all content areas,, school level administration, and district level administration.	Human Resources District Technology Coordinator Coordinator of Teaching and Learning Federal Programs Director	Sign in/ Registration Pictures Social Media Responses	March 13, 2020 and April 18, 2020
	2. Job vacancies will be posted on the district website, local newspaper, and on social media outlets to recruit certified and qualified persons to fill vacancies at the district level, school level administration, and classroom teachers	Human Resources District Technology Coordinator	Vacancy Posting Applications	March 2020-June 2020

Corrective Action Plan

District Name: Wilkinson County **District Number:** 7900 **Date CAP Approved by Local School Board:** 1-08-2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	3. Licensure review will be conducted on a monthly basis to ensure certified personnel are maintaining the adequate license in the areas they have been assigned.	Coordinator of Teaching and Learning District MSIS Coordinator	License	January 2020-May 2020

Please use additional sheets as needed.

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1-8-2020

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District has a teacher that is teaching an academic core subject without the proper endorsement.	The Wilkinson County School District has incorporated a teaching and learning coordinator that is responsible for educators being properly licensed and endorsed in the respective content areas.	Teaching/Learning Coordinator Principal Business Manager Superintendent	Quarterly licensure updates	August 2020

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1-8-2020

Standard 3: The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance.

- 3.1:** Superintendent Evaluation using the assessment benchmarks established by the Mississippi School Boards Association (MSBA) and consistent with assessment components defined in Miss. Code Ann. § 37-7-301.
- 3.2:** Mississippi Principal Evaluation System (MPES).
- 3.3:** Mississippi Teacher Evaluation System.
- 3.4:** Other district staff evaluations as determined by local school board policy.

REGULATIONS: Miss. Code Ann. §§ 37-3-46(b) and 37-7-301

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
3.1 The Superintendent has not yet been evaluated by the Board in accordance with Standard 3.1.	Board members have attended trainings on the how and when to evaluate the Superintendent. The executive secretary has a time-line to follow throughout the school year to keep the Superintendent informed of deadlines.	Executive Secretary Board Members Superintendent	Rubric created for the evaluation of Superintendents	December 22, 2020

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1-8-2020

Standard 12: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. (Districts Meeting the Highest Levels of Performance are exempted.)

- 12.1: A school district that has been designated as Failing (F) as defined by the State Board of Education shall establish a community-based pre-kindergarten through higher education (P-16) council.**
- 12.2: A district and/or a school designated as a D or F shall establish a community-based pre-kindergarten through higher education (P-16) council.**

REGULATIONS: Miss. Code Ann. § 37-7-337 and § 37-18-5(4)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District failed to provide documented evidence to substantiate an active P-16 Community Engagement Council.	Documentation of P-16 council meetings are included as an attachment for the 2018-2019 school year. For the 2019-2020 school year, each building level principal participated in a P -16 training on January 22, 2020 and January 23, 2020 in Jackson Mississippi and Hattiesburg Mississippi.	Principal Federal Programs Director Superintendent	Monthly meeting updates and/or training certificates	Ongoing

Corrective Action Plan

District Name: Wilkinson County School District District Number: 7900 Date CAP Approved by Local School Board: 1-8-2020

Standard 13: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days.

- 13.1: The teaching day must provide at least 330 minutes of instruction per day.
- 13.2: The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each one-half ($\frac{1}{2}$) unit offered, except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.
- 13.3: No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day.
- 13.4: The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Highest Levels of Performance are exempted.)
- 13.5: The summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program.
 - 13.5.1: Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
 - 13.5.2: Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.
 - 13.5.3: Students enrolled in a summer program are limited to earning one (1) Carnegie unit of credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses. (Districts Meeting the Highest Levels of Performance may be exempted under Miss. Code Ann. § 37-17-11.)

REGULATIONS: Miss. Code Ann. §§ 37-151- 7(3)(d), 37-3-49, 37-13-61 through 69, § 37-17-11, § 37-151-5(j), and § 37-151-7(3)(c)

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

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Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1-8-2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District calendar provided to evaluators indicates that the school year for students is 179 days, rather than the required 180 days. The District's bell schedule failed to provide instruction for the 5th, 6th, and 7th period classes on what the District referred to as 65% days. The District issued a handbook which incorrectly addresses the district policy for earning Carnegie unit credit.	The District calendar for the 2019-2020 school year was approved in May 2019. The current district calendar reflects the requirements set forth by Mississippi Department of Education. A copy of Wilkinson County High School and William Winans Middle School bell schedule is attached to reflect all students report to all classes on 65% day. The Wilkinson County School District current handbook for 2019-2020 is located on the district website (www.wilkinson.k12.ms.us) reflects the district and state policy for earning Carnegie unit credit on pages 26-35 of the handbook.	Superintendent Board Members	Annual review of current policies and updates from The Mississippi Department of Education	Annually

Corrective Action Plan

District Name: Wilkinson County District Number: 7900 Date CAP Approved by Local School Board: 1-8-2020

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
The District failed to create and implement with consistency local board policies regarding the promotion, progression, and retentions of students.	The promotion and retention policy for The Wilkinson County School District is located on the district's website (www.wilkinson.k12.ms.us). The promotion and retention policy is also located in our current handbook for the 2019-2020 school year on pages 64-65 of the handbook. The District will continue to progress monitor students' grades, growth, and follow up with students that have promotion in jeopardy issues . Interventions will be put in place to address all areas of concern.	School Board Members Superintendent Principal Teacher	Every nine week grading period	Ongoing