

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

- G. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1

Background Information: In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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. Aberdeen School District
2. Canton School District
3. Carroll County School District
4. East Jasper School District
5. East Tallahatchie School District
6. Greenville Public School District
7. Greenwood-LeFlore Consolidated School District
8. Hazlehurst City School District
9. Hollandale School District
10. Jackson Public School District
11. Jefferson Davis County School District
12. North Bolivar Consolidated School District
13. Sunflower County School District
14. Vicksburg-Warren School District

The following district remains under investigation by the Office of Student Assessment, therefore the CAP for Process Standard 16 is under review by the Office of Student Assessment and ***is not*** included in the backup material:

- Canton Public School District

Recommendation: Approval

Back-up material attached

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 1. Corrective Action Plan for Aberdeen 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the *Mississippi Public School Accountability Standards, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Aberdeen School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 16 – Statewide Assessment System

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Aberdeen School District

District Number: 4820

Date CAP Approved by Local School Board: 1/6/2025

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Office of Student Assessment requested a citation be placed in the district's record for violations of Process Standard 16 and Appendix F for testing irregularities in the 2023-2024 school year.</p>	<ol style="list-style-type: none"> Review and update the current Aberdeen School District Test Security procedures to provide more precise and concise guidelines on active supervision for students and staff. Provide ongoing mandatory training sessions for all teachers, test proctors, hall monitors, and principals on proper test security protocols. Two training sessions will consist of one in-depth session two to three weeks before the district midterms, benchmark assessments, and MAAP testing window opens and a second remedial training to review essential points and answer any lingering questions from the staff training a day or two before the district and MAAP assessments. The training will emphasize the importance of maintaining ethical boundaries during state assessments, focusing on avoiding coaching or giving unintentional guidance to students during assessments, and active supervision 	<p>District Test Coordinator (DTC), School Test (STC), and Principals</p> <p>DTC and STC</p>	<p>Superintendent and School Board acknowledgment and approval</p> <p>Agendas, Handouts, PowerPoint slides and Sign-In Sheets</p>	<p>August 2024 - December 2024</p> <p>September 2024 - Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Aberdeen School District District Number: 4820 Date CAP Approved by Local School Board: 1/6/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>monitoring techniques concerning Appendix F, the Confidentiality Agreement, and Mississippi Code § 37-16-4. Violations of the test procedures may be reported to the Mississippi Department of Education's Educator Misconduct Office. Individuals found violating Mississippi Code § 37-16-4 may face enforcement actions and penalties. Within the Aberdeen School District, staff may also be subject to disciplinary measures, up to and including termination, depending on the severity of the irregularity and non-compliance with the Code of Ethics.</p> <p>3. Unannounced In-District Test Security Audits during district and state testing to ensure staff is actively supervising students according to protocols.</p> <p>4. Conduct Post-Test Debriefings after each testing session to provide feedback on supervision effectiveness and any security concerns to share with principals and School Test Coordinators.</p>	<p>DTC, STC, and District Representatives</p> <p>DTC, STC, and Principals</p>	<p>ASD Test Security Auditing Checklist and MDE Test Security Auditing Checklist</p> <p>ASD Test Security Auditing Checklist feedback provided for Principals and STCs</p>	<p>October 2024 - Ongoing</p> <p>September 2024 - Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Aberdeen School District

District Number: 4820

Date CAP Approved by Local School Board: 1/6/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>5. Administer an anonymous test security survey to test administrators to evaluate their understanding and comfort with test security and supervision protocols. Provide follow-up measures if needed.</p> <p>6. A district representative will be assigned to Aberdeen Elementary School for each day of the MAAP testing.</p> <p>7. The district's post-assessment Caveon Data analysis does not contain indicators of possible testing irregularities.</p>	<p>DTC,STC, and Principals</p> <p>Superintendent and DTC</p> <p>DTC, STC, and Principal</p>	<p>Survey responses</p> <p>Dated sign-in sheet listing the district staff members on site for each testing day</p> <p>Caveon Data Report</p>	<p>January 2025 and May 2025</p> <p>December 2024 -May 2025</p> <p>June 2025-August 2025</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 2. Corrective Action Plan for Canton 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Canton School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 16 – Statewide Assessment System

Recommendation: Approval

Back-up material: None

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Carroll County School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

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

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 12/12/24

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

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

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

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

Corrective Action Plan

District Name: Carroll County School District

District Number: 0800

Date CAP Approved by Local School Board: 12/12/24

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Violation 4.6: FY16 and FY17 District failed to submit a copy of the original budget to the Board for approval and did not do a final amended budget to actual numbers. The budgets were also not properly publicized.</p>	<p>The FY24 Amended Budget was Board approved on 09/23/2024. FY24 was submitted to FETS and State approved on 09/30/2024. The FY25 Original Budget was Board approved on 06/06/2024. The FY25 Budget was publicized in The Conservative on August 22, 2024. The FY24 Audit Report will reflect resolution of the accreditation violation citations.</p>	<p>Business Manager</p>	<p>Board Minutes/ Newspaper Publication</p>	<p>October 2024</p>
<p>Violation 4.6: FY18 District failed to record all receivables. Fund 2090 reflected a negative fund balance at year end. District did not properly record accrued payroll.</p>	<p>The District made entries to correct these errors. The District has implemented a procedure for recording receivables, payables and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system has been put in place to ensure proper balances. The FY24 Audit Report will reflect resolution of the accreditation violation citations.</p>	<p>Business Manager</p>	<p>Financial Reports</p>	<p>July 2024</p>
<p>Violation 4.6: FY19 District failed to make principal and interest payments on Sixteenth Section Principal Trust Loans. Payroll overtime expenditures for bus drivers were calculated incorrectly for</p>	<p>The District made entries to correct the Sixteenth Section payments. Calendar reminders are set each year to ensure that this does not happen again. An automated time keeping system and payroll software</p>	<p>Business Manager</p>	<p>Financial Reports</p>	<p>July 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 12/12/24

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>bus drivers. Claims payable were misstated and did not reflect the correct balances at year end.</p>	<p>are used to ensure that employees are paid accurately. The District has implemented a procedure for recording receivables, payables and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system has been put in place to ensure proper balances. The FY24 Audit Report will reflect resolution of the accreditation violation citations.</p>	<p>Business Manager</p>	<p>Financial Reports</p>	<p>July 2024</p>
<p>Violation 4.6: FY20 District failed to record claims payable and did not reflect the correct balances at year end. The year-end financial statements were materially misstated for a prepaid asset, workers compensation premiums.</p>	<p>The District made entries to correct these errors. The District has implemented a procedure for recording receivables, payables and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system has been put in place to ensure proper balances. The FY24 Audit Report will reflect resolution of the accreditation violation citations.</p>	<p>Business Manager</p>	<p>Financial Reports</p>	<p>July 2024</p>
<p>Violation 4.6: FY21 District failed to record claims payable and did not reflect the correct balances at year end.</p>	<p>The District made entries to correct the errors. The District has implemented a procedure for recording receivables, payables and payroll liabilities at the end</p>	<p>Business Manager</p>	<p>Financial Reports</p>	<p>July 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 12/12/24

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Violation 4.6: FY22 District failed to record claims payable and did not reflect the correct balances at year end.</p>	<p>of each month and then again at the end of the fiscal year. An internal control system has been put in place to ensure proper balances. The FY24 Audit Report will reflect resolution of the accreditation violation citations.</p> <p>The District made entries to correct the errors. The District has implemented a procedure for recording receivables, payables and payroll liabilities at the end of each month and then again at the end of the fiscal year. An internal control system has been put in place to ensure proper balances. The FY24 Audit Report will reflect resolution of the accreditation violation citations.</p>	<p>Business Manager</p>	<p>Financial Reports</p>	<p>July 2024</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
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OFFICE OF ACCREDITATION

G. 4. Corrective Action Plan for East Jasper School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the East Jasper School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

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

Recommendation: Approval

Back-up material attached

Corrective Action Plan

2/4/2025

East Jasper School District

3111

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

District Name: _____

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), § 37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

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

Corrective Action Plan

District Name: East Jasper School District

District Number: 3111

Date CAP Approved by Local School Board: 2/4/2025

2/4/2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District Number: 3111 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The auditor further noted three instances where coding for the purchase of assets meeting the criteria to be tagged and added to the subsidiary record was incorrect with respect to object code. This makes it more difficult to capture the asset when the inappropriate object code is used.</p> <p>4.1</p> <p>Per Repeat Finding #SL2019-C in the FY19 Audit Report, the auditor noted that the review of the control system and substantive testing of capital asset transactions revealed deficiencies in the following areas:</p> <p>There were five (5) purchased items meeting the threshold for inclusion in subsidiary records that were no identified and added by the district. The cost of these five (5) items was \$28,436.70. The auditor noted eight (8) items that were approved for disposal and later sold as surplus property that remained on inventory and had not been deleted at the time of fieldwork. The original cost of these eight (8) items was \$310,217.00 and included seven (7) school buses. During the physical</p>	<p>Attend fiscal updates and accounting management system training.</p> <p>Equipment will be valued at historical cost or fair market value at the date of donation or purchase.</p> <p>Requests for disposal of fixed asset items will be submitted by the property manager for Board approval before items are removed from the fixed asset inventory.</p>	<p>Business Manager Fixed Assets Clerk Facilities Director</p> <p>Business Manager Fixed Assets Clerk</p> <p>Property Manager: a. Campus Administrators and Designee(s) b. Department Director/Coordinator or and/or Designee (s) Superintendent</p>	<p>Agendas</p> <p>Annual Fiscal Year Audit</p> <p>Internal Fixed Assets Audits</p> <p>Internal Fixed Assets Audits</p> <p>Board Minutes</p>	<p>Fall and Spring Semester of each Year.</p> <p>Within nine (9) months after the close of the fiscal year</p> <p>Fall and Spring Semester of each year July 1 – June 30 Yearly</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District Number: 3111 Date CAP Approved by Local School Board: 2/4/2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District Number: 3111 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The effect was an understatement of capital assets in the amount of \$27,797 and an understatement of accumulated depreciation of \$1,112. An audit adjustment was proposed and accepted, by the district, to record the assets to the subsidiary records.</p> <p>4.1 Per Finding #2021-001, the auditor's review of the control system and substantive testing of capital asset transactions revealed deficiencies in the following area:</p>	<p>disposal, and transfer of fixed assets by reconciling them monthly to current month additions and Board-approved disposals of equipment.</p> <p>The district will also require a bi-annual inventory of all capital assets within the district. Proper paperwork should be submitted when an asset is moved to a new location within the district.</p> <p>The district will be utilizing a new software program (Brightly) to help input and track fixed assets. The Facilities Director who implements this software for maintenance work orders will be assisting the Fixed Assets Clerk, Business Manager, and Property Managers with maintaining accurate records of fixed assets inventory using this program.</p> <p>At the end of each fiscal year, the Property Manager or other responsible official will conduct an inventory of fixed assets, verify the existence and condition of fixed assets, and reconcile fixed assets records.</p>	<p>Facilities Director</p> <p>Business Manager</p>	<p>Annual Fiscal Year Audit</p> <p>Annual Fiscal Year Audit</p>	<p>Within nine (9) months after the close of the fiscal year</p> <p>Within nine (9) months after the close of the fiscal year</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District Number: 3111 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Three (3) items meeting the threshold for capitalization were not added to the district's subsidiary records and depreciation records and were omitted from the district's financial statements. An audit adjustment was made to record and correct this omission. The cost of the three items was \$20,978, and related depreciation was \$6,923. The effect was an understatement of capital assets in the amount of \$20,978 and an understatement of accumulated depreciation of \$6,923.</p>	<p>The district will also require a bi-annual inventory of all capital assets within the district. Proper paperwork should be submitted when an asset is moved to a new location within the district.</p>	<p>Fixed Assets Clerk Property Manager: a. Campus Administrators and Designee(s) b. Department Director/Coordinator or and/or Designee (s)</p>	<p>Internal Fixed Assets Audits Fixed Assets Inventory Reports</p>	<p>Fall and Spring Semester of each year July 1 - June 30 Yearly</p>
	<p>The district will review and refine policies and implement procedures and internal controls with regard to the purchase, disposal, and transfer of fixed assets by reconciling them monthly to current month additions and Board-approved disposals of equipment.</p>	<p>Facilities Director</p>	<p>Annual Fiscal Year Audit</p>	<p>Within nine (9) months after the close of the fiscal year</p>
	<p>The district will be utilizing a new software program (Brightly) to help input</p>	<p>Facilities Director</p>	<p>Annual Fiscal Year Audit</p>	<p>Within nine (9) months after the close of the fiscal year</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: East Jasper Consolidated School District Number: 3111 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>and track fixed assets. The Maintenance Director who implements this software for maintenance work orders will be assisting the Fixed Assets Clerk, Business Manager, and Property Managers with maintaining accurate records of fixed assets inventory using this program.</p>			

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 5. 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the East Tallahatchie School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit
 - Process Standard 4.1 – Fixed Assets System
 - Process Standard 4.5 – Financial Reports
 - Process Standard 4.6 – Reporting Financial Data

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: East Tallahatchie School District District Number: 6811 Date CAP Approved by Local School Board: 1/31/2025

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

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

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

Corrective Action Plan

District Name: East Tallahatchie School District District Number: 6811 Date CAP Approved by Local School Board: 1/31/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The East Tallahatchie School District is deficient in Standard 4.1 for FY 2019, 2020, 2021, and 2022 in regards to the district was unable to provide evidence that any physical inventory of fixed assets was performed during fiscal year.</p>	<p>The East Tallahatchie School district has hired a Fixed Assets Manager. The district will provide staff training on accurately inspecting fixed assets and will supply forms that align with MDE guidelines. Fixed asset forms have been created to outline procedures for checking in, checking out, disposing of, and relocating fixed assets within the district. These forms will require signatures from building administrators and the fixed assets clerk.</p>	<p>Certified Staff Building Level Administrators Fixed Assets Manager</p>		<p>This process began in August FY2024 and will be completed end FY2025.</p>
<p>The East Tallahatchie School district is deficient on Standard 4.5 for FY 2019. During the auditor's testing of compliance with state laws and regulations, the board minutes did not provide evidence that the required monthly financial statements are being provided to the board for approval.</p>	<p>The East Tallahatchie School District hired a new business manager and ensures that monthly financial statements are submitted to the board of education for approval by submitting bank reconciliations, financial statements, and a monthly claim docket.</p>	<p>Business Manager Accounts Payable Board Clerk</p>		<p>The current business manager submits required monthly financial statements to the board for approval effective July 1, 2022 and is currently in place</p>
<p>The East Tallahatchie School District is deficient for standard 4.6 for FY 2019 and 2020 per the compliance findings, the district was unable to provide evidence that the FETS report was filed by October 15th, as required.</p>	<p>The East Tallahatchie has hired a new business manager whose responsibilities including submitting FETS by the October 15th deadline. To ensure timely submissions deadlines a checklist is provided.</p>	<p>Business Manager</p>		<p>Yearly FETS has been submitted on time. October 15 FY2025</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: 1/31/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The East Tallahatchie School District is deficient for standard 4.6 Per Finding # 2020-001, during the auditor's testing, it was noted that bank reconciliations had significant reconciling adjustments after year-end closeout and FETS submission, as well as bank reconciliations were not prepared timely for FY 2020 and 2021.</p>	<p>The East Tallahatchie School District will ensure has the accounts payable department and business office that works to ensure that the balance will be adjusted to reflect and correct end of year balances. The business office staff will implement a procedure for recording receivables, and payables at the end of each month and again at the end of the fiscal year. An internal control system will be put in place to ensure proper balances.</p>	<p>Business Manager Accounts Payable</p>		<p>Documents are submitted monthly to the board of education FY2025.</p>
<p>The East Tallahatchie School District is deficient in Standard 4.6 Per Finding # 2020-004, and #2021-003 during the auditor's testing, it was noted the district did not properly accrue invoices at year-end. This resulted in an audit year-end. This resulted in an audit adjustment to properly state accounts payable at year-end for FY 2020 and 2021.</p>	<p>The business will seek financial assistance in ensuring that invoices are properly accrued at year-end. The district will implement policies or procedures to establish an internal control system that will ensure strong financial accountability, proper safeguarding of assets, and accurate accounting records.</p>	<p>Business Manger</p>		<p>FY2023 and FY2024 have not been completed. The business manager will ensure that all invoices are properly accrued at year-end FY2025.</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

- G. 6. Corrective Action Plan for Greenville 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Greenville Public School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

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

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Greenville Public School District District Number: 7620 Date CAP Approved by Local School Board: 2/25/2025

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: Greenville Public School District

District Number: 7620

Date CAP Approved by Local School Board: 2/25/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>FY 20 Violation – Per Finding #2020-001, the CPA noted the following:</p> <p>1) During the test of receivables, the CPA noted that receivables in Fund 2610 were overstated in the amount of \$804,393.76. Audit adjustments were made to accurately reflect these receivables.</p> <p>2) During the test of unearned revenue, it was noted that unearned revenue in Title I (Fund 2211) was overstated in the amount of \$160,418.98 with the Title I tolerable misstatement amount being \$76,836.</p>	<p>The administration will utilize financial consultants to provide additional training, review and assistance to ensure accurate and timely reporting of all financial information including the required submission of the Financial Exchange Transfer System (FETS) by the October 15th deadline.</p>	<p>Business Manager Assistant Business Manager</p>		<p>Ongoing, monthly financial reports submitted to and approved by the school board.</p>
<p>FY 20 Violation – Per Finding #2020-003, during the course of the audit, the CPA found the following discrepancies with the information provided on the accounting records and other internal control issues:</p> <p>1) During the test of receivables, the CPA noted that receivables in Fund 2610 were overstated in the amount of \$585,152. Audit adjustments were made to accurately reflect these receivables.</p>	<p>The administration will ensure that the expenditures in its accounting records are verified and reconciled with the expenditure details in MCAPS the Special Education Cluster and all other federal expenditures to ensure that the budgeted amounts are not exceeded. The financial staff and SPED Director will meet regularly to review revenue and expenditures to ensure accuracy.</p>	<p>Business Manager Assistant Business Manager SPED Director</p>	<p>Review and verify expenditures, request for funds and receivables</p>	<p>Ongoing, monthly reviews and meeting with business office staff and program director</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Greenville Public School District District Number: 7260 Date CAP Approved by Local School Board: 2/25/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>2) During the test of IDEA Part B, the CPA noted that the expenditure details in MCAPS and the general ledger did not agree. During the course of the audit, the auditor noted a discrepancy between the information provided on the accounting records and the expenditure details in MCAPS for the Special Education Cluster grant. Expenditures were made in excess of the allowable budget. This created receivables to be overstated in the amount of \$585,152. As noted in Finding #2020-003 (1) above, audit adjustments were made to accurately reflect these receivables.</p>	<p>The administration will continue to utilize financial consultants to provide additional training, review and assistance to ensure accurate and timely reporting throughout the year on all financial information. Assistance and training will be provided to properly ensure that the fiscal year correctly closed out and ensure the following: (a) Any necessary journal entries and adjustments are made prior to the end of the fiscal year closeout and submission of FETS by the October 15th deadline, (b) Receivables and revenue balances and account payables are properly reconciled before closing; and (c) Verify expenditures to ensure that there are not any overstated prepaid expenditures at the year-end closing.</p>	<p>Business Manger Assistant Business Manger</p>	<p>Review and verify expenditures and receivables MDE approval date for FETS submission</p>	<p>Ongoing, monthly financial reports submitted to and approved by the school board.</p>
<p>FY 21 Violation – Per Finding #2021-001, the following items were noted during testing: 1. During the auditor’s test of receivables, it was noted that receivable and unearned revenue balances were not properly reconciled during the current audit period. A consultant was</p>	<p>The district has retained financial consultants to provide assistance to assist in compiling financial statements to ensure accurate and timely reporting of all financial information including the required submission of the Financial Exchange Transfer System (FETS) by October 15th deadline; Administration will</p>	<p>Business Manger Assistant Business Manger</p>	<p>MDE approval date for FETS submission</p>	<p>Monthly ongoing assistance</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Greenville Public School District District Number: 7260 Date CAP Approved by Local School Board: 2/25/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>not properly reconciled during the current audit period. A consultant was hired by the school district to reconstruct the correct balances and make the necessary adjustments after the fiscal year ended but before financial statements were issued.</p> <p>2. During the auditor's test of payables, it was noted that payable balances were not properly reconciled during the current audit period. A consultant was hired by the school district to reconstruct the correct payable balances, resulting in an audit adjustment of \$79,737.15 to clear old balances.</p> <p>3. During the auditor's test of prepaid expenditures, it was noted that the prepaid balance was not properly reconciled during the current audit period and was overstated by \$869,692. An audit adjustment was made to accurately reflect this balance.</p> <p>FY 22 Violation – Per Finding #2022-001, during testing of the cutoff surrounding prepaid insurance, accounts receivable and accounts payable, the</p>	<p>continue to utilize consultants to ensure all bank statements are accurately reconciled and monthly general ledger adjustments and entries are completed.</p> <p>The administration will ensure that the business office staff continues to work with consultants to timely complete year-end close out tasks and submit FETS by the October 15th deadline.</p>	<p>Business Manager Assistant Business Manager Special Education Director</p>	<p>Review and verify expenditures, request for funds and receivables</p>	<p>Ongoing, monthly reviews and meeting with business office staff and program director</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Greenville Public School District District Number: 7260 Date CAP Approved by Local School Board: 2/25/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>auditor noted errors requiring audit adjustments of \$1,086,782. During testing of investments, the auditor noted the district was not properly recording the activity in the QSCB sinking funds. The errors resulted in audit adjustments, totaling \$351,856.</p> <p>FY 23 Violation - Per Finding #2023-001, during testing of the cutoff surrounding accounts payable, the auditor noted errors requiring audit adjustments of \$592,421.</p>	<p>The administration will ensure that the business office staff continues to work with consultants to timely complete year-end close out tasks and submit FETS by the October 15th deadline.</p>	<p>Business Manager Assistant Business Manager Special Education Director</p>	<p>Review and verify expenditures, request for funds and receivables</p>	<p>Ongoing, monthly reviews and meeting with business office staff and program director</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 7. Corrective Action Plan for Greenwood-LeFlore 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Greenwood-LeFlore Consolidated School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 16 – Statewide Assessment System

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Greenwood Leflore Consolidated District Number: 4211 Date CAP Approved by Local School Board: 1/14/2025

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school district is noncompliant with Standard 16 and Appendix F for testing irregularities in the 2023-2024 school year.	1. Align all state testing administration training with the Mississippi Department of Education's (MDE) state test security training PowerPoint and in-person training sessions.	District Test Coordinator (DTC)	Revised district test security training PowerPoint as needed	July 2024 February 2025
	2. Increase the frequency of in-person (i.e. MAAP-A Regional Work Session and MAAP-A DTC/STC/Sped Director) technical assistance for district personnel responsible for test security training.	District and School-level Test Coordinators	State-facilitated test security training attendance and travel documentation	December 2024 February 2025 March/April 2025
	3. Implement technical assistance training from the MDE by conducting district test security training reinforcing testing guidelines inclusive of educator coaching at least quarterly.	School-level Test Coordinators Principals	Agendas Sign-in sheets Signed Appendix F	August 2024 October 2024 January 2025 Feb./March 2025
	4. Conduct district auditing and monitoring of Appendix F during state testing.	Assistant Superintendent of Academics	Sign-in sheets	August 2024 December 2024 January 2025 May 2025

Please use additional sheets as needed.

Corrective Action Plan

District Name: Greenwood Leflore Consolidated District Number: 4211 Date CAP Approved by Local School Board: 1/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
		District and School-level Test Coordinators Curriculum Directors District Literacy and District Instructional Coaches		
	5. Remove all violators from state testing. Continue to remediate and retrain violators as a condition of employment.	School-level Test Coordinators Principals	Agendas Sign-in sheets	August 2024 October 2024 January 2025 Feb./March 2025

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 8. Corrective Action Plan for Hazlehurst 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Hazlehurst School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standard 8 – Student Records
- Process Standards 14 and 14.1 – Graduation Requirements: Minimum Carnegie Unit Requirements
- Process Standards 14 and 14.2 – Graduation Requirements: High School End of Course Assessments
- Process Standards 14 and 14.5 – Graduation Requirements: Participation in Graduation Ceremonies
- Process Standard 16 – Statewide Assessment System
- Process Standards 17 and 17.4 – State and Federal Programs: Special Education Programs
- Process Standards 21 and 21.1 – Promotion/Progression/Retention Policies: Uniform Grading Policy
- Process Standard 26 – High School Curriculum

- Process Standards 29 and 29.1 – Pupil Transportation: Quarterly Bus Inspections
- Process Standards 29 and 29.2 – Pupil Transportation: Bus Driver Licenses
- Process Standard 30 – School Facilities
- Process Standard 31 – School Safety Plans and Implementation

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 1-9-2025

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 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	1. Reviewed and revised all policies. Updated policies were placed on the website (SY 2024-25). 2. Entered an agreement with website vendor to ensure policies are updated.

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Some board policies are published and referenced in the student handbook, but the same process is not implemented in the personnel handbook.</p>	<p>The HCSD has developed student handbooks as well as personnel handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians. These handbooks are created annually.</p>	<p>Superintendent Board Clerk</p>	<p>Board Approved Student & Personnel Handbooks disseminated to students/parents and faculty</p>	<p>3. Performed checks of policies on website. July 2024 - ongoing</p> <p>Student and staff handbooks were revised and updated to reflect current policies. The handbooks were distributed in school years 2023-24 and 2024-25.</p>
<p>There is no structured process in place for reviewing, revising, and rescinding policies. Based on a review of board minutes and interviews, policies are dealt with on an as needed basis. None of the policies adopted by the Board in 2014 have been placed in the District's policy manual.</p>	<p>The HCSD Board of Trustees has established a systematic process for reviewing and revising school board policies. HCSD Board of Trustees review board policies 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. As policies are revised, updates are provided on the district website. Parents are alerted</p>	<p>Superintendent Board Members Board Clerk</p>	<p>Board Policy Review Calendar Work Session Agendas and Minutes District Websites Email (Policy Updates)</p>	<p>Completed policy reviews according to the district's policy review calendars. Policy revisions have been communicated to all stakeholders. July 2024 - Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is not implementing its Public Comment Policy (BCAF) appropriately. Individuals or organizations are put on the agenda under Public Comments when they should be listed as an agenda item. Sometime action by the board is required and it would be inappropriate to limit their presentation to three minutes as required by the Public Comment Policy.</p>	<p>of updates through Active Instant Messenger (AIM). The HCSD has ensured Board Policy BCAF is implemented. The district reviews all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. If the general public requires more than (3) minutes and possibly require board action, the Board of Trustees follow the process outlined in Policy BCBI, which ensures individuals or organizations are listed as an agenda item</p>	<p>Superintendent Board Members Board Clerk</p>	<p>Board Policy BCAF Board Agendas Public Comment Sign-in Sheet Board Minutes</p>	<p>Policy BCAF was revised to ensure that all statements are consistent with board policy and communicated with stakeholders. July 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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 received 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 -Mother's name was not on one cumulative folder</p> <p>*Hazlehurst Middle School - Sample of 20 of 297 -None of the records had indicated that the student had transferred from the elementary to the middle school. Until this year, the two schools have been a K-8 school so that information will have to be added.</p>	<p>After the training with MDE on cumulative folders all members of the district's leadership team will carefully review all folders for incomplete documentation and will make the necessary corrections identified during the on-site visit.</p> <p>Counselors will review each folder to ensure completion for accurate documentation. A transcript analysis will be conducted by the counselor and/or the designated personnel at each school.</p> <p>Counselors and/or designated personnel will request the records from the previous school of the student.</p>	<p>Records Clerks Principals Assistant Principals</p>	<p>Each counselor will utilize the checklist titled Required Information for Cumulative and Permanent Records to complete the record review process and will assist by the record clerks. Additionally, each principal will periodically conduct a quarterly audit to ensure organization and completion of the cumulative folders.</p>	<p>Completed Quarterly December 2024 March 2025 August 2025 June 2026 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>-One student's name was incomplete on records</p> <p>-One record had an incorrect birth certificate.</p> <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>After the training with MDE on cumulative folders all members of the district's leadership team will carefully review all folders for incomplete documentation and will make the necessary corrections identified during the on-site visit.</p> <p>Counselors will review each folder to ensure completion for accurate documentation. A transcript analysis will be conducted by the counselor and/or the designated personnel at each school.</p>	<p>Records Clerks Principals Assistant Principals</p>	<p>Each counselor will utilize the checklist titled "Required Information for Cumulative and Permanent Records" to complete the record review process and will assist by the record clerks. Additionally, each principal will periodically conduct a quarterly audit to ensure organization and completion of the cumulative folders.</p>	<p>Completed Quarterly December 2024 March 2025 August 2025 June 2026 (Present & ongoing)</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>Each site's principal will conduct an integrity check each nine weeks for cumulative folders of returning and students new to the school.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 1-9-2025

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: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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, 2021*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district used an outdated District Test Security Plan. The italicized text within the District's Test Security Plan was copied almost word-for-word from MDE's sample language provided in 2017.</p> <p>The test security plan failed to comply with requirements regarding secure storage, handling, and returning of materials. The District's Test Security Plan contained information that conflicted with the individual schools' test security plans regarding accessibility to the secure storage areas. The Plan failed to include a list of personnel involved in the test administration.</p> <p>The District Test Security Plan should require that the DTC investigates all irregularities. The Plan noted that the Superintendent will conduct all irregularities/investigations.</p>	<p>The District Test Security Plan was updated on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>June 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Hazlehurst Elementary School: The following findings are based on the review of the School Test Security Plan:</p> <ol style="list-style-type: none"> The plan contained conflicting information about the handling of testing materials. The Plan failed to comply with the requirements regarding secure storage, handling, returning of materials, and individuals who had access to secure storage areas. The student illness section was incomplete. The Plan referenced test booklets and the breaking of bands of booklets for paper test but failed to reference test tickets/login slips for computer-based assessments. <p>The following findings are based on the review of the on-site monitoring during the Spring 2022 testing window:</p> <ol style="list-style-type: none"> The School Test Coordinator had not printed classrooms student login tickets or provided the Test Administrator Manual to the administrators for the 	<p>The district updated the District Test Security Plan on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. <p>The School Test Coordinator will train teachers who will administer the Kindergarten Assessment. The training will include but not limited to the following:</p> <ol style="list-style-type: none"> Printed student log-in student tickets 	<p>District Test Coordinator School Test Coordinator Counselor</p> <p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p> <p>Security Plan that includes current guidelines of student assessments</p>	<p>June 2024-Ongoing</p> <p>March 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Kindergarten Readiness Assessment.</p> <p>2. Students were assigned and grouped to classrooms different than what was noted in the testing portal.</p> <p>3. The school failed to have computers ready for testing. Computer screens displayed an incorrect testing vendor login screen.</p> <p>4. Teachers were unprepared to administer the assessment. They were perplexed and continually asked for help.</p>	<p>2. Students assigned to classrooms as noted in the testing portal.</p> <p>3. Computers used for testing will be prepared and logged on to the correct testing vendor displayed prior to the testing session.</p>			
<p>Hazlehurst Middle School</p> <p>The following findings are based on the review of the School Test Security Plan:</p> <p>1. The plan contained conflicting information about the handling of testing materials. The Plan failed to comply with the requirements regarding secure storage, handling, returning of materials, and individuals who had access to secure storage areas.</p> <p>2. The Plan referenced test booklets and the breaking of bands of booklets for paper test but failed to reference test tickets/login slips for computer-based assessments.</p>	<p>The District Test Security Plan was updated on June 26, 2023 that includes current guidelines of student assessments. The Plan includes the following:</p> <ul style="list-style-type: none"> -Requirements regarding secure storage, handling, and returning materials at the district and school levels. -Accessibility to secure storage areas -The DTC shall investigate all testing irregularities. - The student illness section will be completed. -Reference test tickets/login slips for computer-based assessments. 	<p>District Test Coordinator School Test Coordinator Counselor</p>	<p>District Test Security Plan that includes current guidelines of student assessments.</p>	<p>2024 - Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

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

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

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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 reviewed each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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 in order to meet the student's individual needs in accordance with MDE policy 74.19.</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), the district reconvened 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 provided professional development to special education teachers and appropriate staff regarding the development and implementation of IEP's findings</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

21.1: The school district implements a uniform grading policy.

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Board policies and District publications regarding the promotion, retention, and progression of students are inconsistent.</p> <p>-Policy IHE, Promotion and Retention, references RCSD, making it unclear if this policy is for the Hazlehurst School District.</p> <p>-On February 2, 2018, the Board adopted Policy IHA, Grading System, with revisions adopted on January 16, 2019; however, based on the wording and the red font, the Auditors could not determine whether this is a sample policy provided by the Mississippi School Board Association (MSBA).</p>	<p>The HCSD will review and revise Board policies to ensure that the language is consistent with the language in all District publications including the Student Handbook.</p> <p>The HCSD will remove the language referencing Sample Policy Disclaimer from the official Board policies.</p> <p>The HCSD will revise the Student Handbook to ensure that the Handbook contains accurate information regarding attendance.</p> <p>The HCSD will revise the Student Handbook to ensure that it does not contain conflicting information.</p>	<p>Superintendent Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Board Policy Review Calendar Updated District Website Email (Policy Updates) Updated faculty and student handbooks</p>	<p>1. Reviewed and edited all policies on website and handbook 2. Entered a new agreement with Finalsite (website vendor) on October 5, 2023. 3. Performed monthly check to ensure monthly information is updated on the website. 4. The HCSD would request one final internal evaluation before</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 1-9-2025

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, 2021*.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on a review of the data in MSIS provided by the HCSD for the 2021-2022 school year, The District failed to provide students with access to the following required course offerings:</p> <ul style="list-style-type: none"> Physics Mississippi Studies College and Career Readiness Course Advanced Placement Mathematics Advance Placement Social Studies <p>The District failed to provide a curriculum that, at a minimum, consists of required and approved courses that generate at least 33 1/2 Carnegie units annually.</p> <p>The District's MSIS data continues to show comprehensive health as a course offering. Comprehensive health is not an acceptable course and should not be offered.</p>	<p>The District shall provide the required curriculum as published in Appendix B of the Mississippi Public School Accountability standards.</p> <ol style="list-style-type: none"> 1. The District will revise list of course offerings that includes required and approved courses that make up the 33 ½ required Carnegie units. 2. The District will provide a curriculum that consists of required and approved courses that make up the 33 1/2 required Carnegie units. 3. The District will remove Comprehensive Health as a course offering. 4. The HHS 2023-2024 will be updated to reflect the noted changes. 	<p>High School Principal Counselor Director of Accreditation, Compliance, & Accountability MSIS District Coordinator</p>	<p>HHS List of Course Offerings HHS 2023-2024, 2024-2025, & 2025-2026 Master ScheduleS</p>	<p>August 2024 (Present & Ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

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

- 29.1: All buses are inspected on a quarterly basis and are well-maintained and clean.
- 29.2: Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two (2) hours of in-service training per semester.
- 29.3: Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.
- 29.4: Emergency bus evacuation drills are conducted at least two (2) times each year.

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district failed to provide documentation regarding quarterly bus inspections, well maintained, and cleaned.	The district shall ensure and document that all buses are inspected quarterly. The district shall have on file quarterly inspection documentation.	Superintendent Director of Transportation Transportation Clerk	Completed quarterly inspection documentation	August 2024-Ongoing
The district failed to provide documentation that each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each	The district shall ensure and document that all bus drivers completed the required MDE sanctioned two (2) in-service training hours per semester with sign-in sheets	Superintendent Director of Transportation Transportation Clerk	Copy of valid bus driver commercial driver's license/driver certificate Copy of bus driver's year Motor Vehicle Reports	August 2024-Ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1-9-2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>driver has received two (2) hours of in-service training per semester.</p> <p>Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.</p>	<p>The district shall ensure that buses arrive at their designated school sites prior to the start of the instructional day. The district shall have on file daily arrival time of buses.</p>	<p>Superintendent Director of Transportation Transportation Clerk</p>	<p>Copy of agendas and sign-in sheets (2 hour in-service)</p> <p>Bus arrival logs</p>	<p>August 2024-Ongoing</p>
<p>Emergency bus evacuation drills are conducted at least two (2) times each year.</p>	<p>The district shall ensure and document that that bus evacuation drills are conducted at least two times each year. Documentation will be kept on file.</p>	<p>Superintendent Director of Transportation Transportation Clerk</p>	<p>Completed evacuation drills log</p>	<p>August 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on an on-site visit between December 2021 and October 2022, the HCSD was found to be non-compliant at the following facilities/locations:</p>	<p>The District will develop a comprehensive list to address all noted facility deficiencies. Facilities will be monitored ongoing to ensure a safe and secure environment. The District will develop a procedure which requires that prior to the beginning of each school year, a complete and comprehensive safety survey be completed of the school buildings and grounds and reported to the superintendent and school board.</p>	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>August 2024 -Ongoing</p>
<p>Hazlehurst Elementary School</p> <p>Exterior -No "Visitor Parking" signs -No "Handicap parking sign -No main utilities shut-off labeled</p> <p>Interior -There is no two-way intercom between the office and the classrooms</p>	<p>Hazlehurst Elementary School:</p> <p>Exterior -Install "Visitor Parking" signs -Install "Handicap Parking" signs - Label main utilities shut-off</p> <p>Interior - Install a two-way intercom between the office and all classrooms</p>	<p>Superintendent Director of Maintenance</p>	<p>Correction Binder of Deficiencies</p>	<p>August 2024 -Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -No main utility shut-offs map posted in main lobby -No Asbestos Management Plan on file in main office -No Material Safety Sheet (MSDS) on file in main office <p>E-Wing</p> <ul style="list-style-type: none"> -Inoperable emergency lights in hallway -The egress window is too high for students to exit the classroom -Unprotected outlets in classrooms -Classroom 505 - egress obstructed / egress unmarked -Classroom 507 has more than 20% covered with paper on the walls -Classroom 501 has paper covering egress window, egress not marked -Unprotected light in faculty restroom 	<ul style="list-style-type: none"> -Post main utility shut-offs map in main lobby -Place Asbestos Management Plan in Main Office -Place a MSDS plan on file in main office <p>E-Wing</p> <ul style="list-style-type: none"> -Repair or replace emergency lights in hallway -Install steps in classroom for egress of windows -Cover all unprotected outlets in classrooms -Remove obstruction from in front of egress window in Classroom 505 and mark egress window -Remove excess paper from Classroom 507 walls -Remove paper covering egress window, mark egress window classroom 501 -Cover unprotected light in faculty restroom 	<p>Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<ul style="list-style-type: none"> -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs 	
<ul style="list-style-type: none"> -Classrooms 509 and 510 - egress obstructed Classroom 514 - egress window is unmarked 	<ul style="list-style-type: none"> -Remove obstruction from in front of egress window in Classrooms 509 and 510 -Mark egress window in Classroom 514 	<p>Superintendent Director of Maintenance</p>	<p>Correction Binder of Deficiencies</p>	<p>August 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>C-Wing -Blocked egress window with computers and tables in Classrooms 303, 305, and 309 -Paper covering egress window in Classroom 310</p> <p>B-Wing -Library egress window obstructed with computers/tables; egress window will not open -Bookshelves blocking egress window in Room 207 -Extension cord used as a permanent power source -Egress door sticking -Inoperable emergency light</p> <p>Parent Center -Expired fire extinguisher</p> <p>A-Wing - Classroom 100 - extension cord used as a permanent power source -Classroom 102 - glass missing -Inoperable emergency/Exit lights in hallway</p>	<p>C-Wing -Remove obstruction from in front of the egress window in Classrooms 303, 305, and 309 -Remove paper off the egress window in Classroom 310</p> <p>B-Wing -Remove obstruction from egress window in the library and repair egress window so it can open -Remove bookshelves in front of egress window in Classroom 207 -Remove extension cord as permanent source -Repair egress sticking door -Repair/replace emergency light</p> <p>Parent Center -Inspect and update fire extinguisher</p> <p>A-Wing -Remove extension cord being used as a permanent power source in Classroom 100 -Replace missing glass in Classroom 102 -Repair/ replace emergency/ exit lights in hallway</p>	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, and Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair and signatures -Repair reports - Ongoing monitoring logs</p>	<p>August 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Hazlehurst High School Findings:</p> <p>Interior</p> <ul style="list-style-type: none"> -No Asbestos Management plan on file in main office -No MSDS plans in the main office -The school lacks a two-way intercom between the main office and classrooms -No main shut-off value map posted in the main lobby -Boarded up windows in the main office -Unlocked custodial/storage areas at the time of visit -Unprotected light in custodial closet <p>Exterior</p> <ul style="list-style-type: none"> -Outside air conditioning unit unsecure -Main utilities unmarked (i.e., gas, water, and electrical) -No "Visitor Parking" signs -No "Handicap Parking" signs -Fence broken down and weeds covering the fence <p>A Hall Downstairs</p> <ul style="list-style-type: none"> -Inoperable exit signs throughout building 	<p>Hazlehurst High School:</p> <p>Interior</p> <ul style="list-style-type: none"> -Provide up-to-date Asbestos Management Plan in main office -Provide MSDS plans on chemicals -Install a two-way intercom system in the building -Post a main shut-off map in the main lobby -Replace window pane in main office -Lock custodial closet -Cover unprotected light in custodial closet <p>Exterior</p> <ul style="list-style-type: none"> -Secure all outside air conditioning units -Mark all main utilities -Mark all "Visitor Parking" signs -Mark all "Handicap Parking" signs -Repair fence and remove weeds on the fence <p>A Hall Downstairs</p> <ul style="list-style-type: none"> -Repair/replace exit signs throughout building 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>August 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> - Inoperable emergency lights throughout building -Unprotected light at egress downstairs A Hall -Damaged tread in stairwells -Panic bar missing cover in stairwell 	<ul style="list-style-type: none"> -Cover unprotected lights at egress downstairs A Hall -Replace damaged tread in stairwells -Repair/replace panic bar in stairwell 			
<ul style="list-style-type: none"> A Hall Upstairs -Missing ceiling tile -Electrical panel unlocked -Blank plate falling out of panel -Panel unlabeled 	<ul style="list-style-type: none"> A Hall Upstairs -Replace missing ceiling tiles -Lock electrical panel -Replace plate in panel -Label panel 			
<ul style="list-style-type: none"> Classrooms A Hall Up/Downstairs -Classrooms A-1, A-2, A-3, and A-4 - paper above egress window -Classroom A-5 - outlet cover missing -Hole in outlet box -Glass missing and covered with cardboard 	<ul style="list-style-type: none"> Classrooms A Hall Up/Downstairs -Remove paper from egress windows Classrooms A-1,A-2,A-3, & A-4 -Replace outlet cover Classroom A-5 -Plug hole in electrical box -Replace glass in window 			
<ul style="list-style-type: none"> -Classroom A-8.1 - unlocked chemical room door -Expired fire extinguisher -Broken bottles on flammable cabinet -No MSDS in Labs A-8.1 and A-8.2 	<ul style="list-style-type: none"> -Lock chemical door in classroom A-8.1 -Replace outdated fire extinguisher -Remove broken bottles -Provide MSDS for all chemicals in Labs A-8.1 and A-8.2 			
<ul style="list-style-type: none"> -Obstructed egress door between classrooms 	<ul style="list-style-type: none"> -Remove obstruction from behind egress door 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -Classroom A-8.2 - missing ceiling tile - No MSDS sheets for chemicals in A-8.2 -Classroom A-7 - no emergency cut-off valve at teacher's station -Classroom A-10 - damaged window 	<ul style="list-style-type: none"> -Replace missing ceiling tile in Classroom A-8.2 -Add emergency gas cut-off valve at teacher's station in Classroom A-7 -Replace damaged window in Classroom A-10 			
<ul style="list-style-type: none"> -Classroom A-6 - broken window covered with plywood -Classroom A-11 - egress window has paper above it that prevents it from opening 	<ul style="list-style-type: none"> -Replace broken window in Classroom A-6 -Remove paper from egress window in classroom A-11 			
<ul style="list-style-type: none"> Cafeteria -Broken window in seating area -Hole in the ceiling by serving line -Broken thermostat in kitchen area -Blocked electrical panels -Panels unlocked and unlabeled -Women's restroom has unprotected light, missing cover over light switch -Paint peeling from ceiling in kitchen area 	<ul style="list-style-type: none"> Cafeteria -Replace broken window in seating area -Repair hole in ceiling by serving line -Replace broken thermostat in kitchen -Remove carts from in front of panels -Lock panels and label them -Cover unprotected lights in women's restroom and cover light switch -Remove and paint ceiling in kitchen area 			
<ul style="list-style-type: none"> -Unprotected light on back porch of kitchen -Hole in ceiling in kitchen area -Hole above freezer wall outside kitchen 	<ul style="list-style-type: none"> -Cover unprotected light on back porch of kitchen -Repair hole in ceiling in kitchen -Repair hole above freezer by back porch 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> - Dry food stored too close to ceiling -Unprotected light under the vent a hood -Broken light under the vent a hood 	<ul style="list-style-type: none"> -Remove dry food less than 24" from ceiling -Cover the unprotected light under the vent-a hood -Replace the broken light under the vent-a-hood 			
<p>Short Wing Hall</p> <ul style="list-style-type: none"> -Ceiling tile missing by exit door near restroom -Damaged emergency light by Classroom B-4 -Inoperable exit signs 	<p>Short Wing Hall</p> <ul style="list-style-type: none"> -Replace ceiling tile by exit door -Replace damaged emergency light by Classroom B-4 -Repair exit signs 			
<p>Short Wing Hall Classrooms</p> <ul style="list-style-type: none"> -Classroom B-6 - exposed wires above smart-board -Classroom B-3 - egress will not open, handle missing -Unprotected light in janitor closet 	<p>Short Wing Hall Classrooms</p> <ul style="list-style-type: none"> -Conceal wires above smart-board in classroom B-6 -Replace door handle in classroom B-3 to allow egress -Cover light in janitor closet 			
<p>C-Wing Hall</p> <ul style="list-style-type: none"> -Pipe hanging through the ceiling (trip hazard) -Inoperable exit signs <p>C-Wing Classrooms</p> <ul style="list-style-type: none"> -Classroom C-1 - open box behind 	<p>C-Wing Hall</p> <ul style="list-style-type: none"> -Strap pipe to wall or remove the pipe -Repair or replace exit signs in the hall <p>C-Wing Classrooms</p> <ul style="list-style-type: none"> -Cover open box behind teacher's desk in 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
teacher's desk -Classroom C-2 - broken thermostat by smart-board D-Wing Hall -Closed per Facilities Director and Superintendent	Classroom C-1 -Replace broken thermostat in Classroom C-2 D-Wing Hall -Not inspected; closed per Facilities Director and Superintendent	Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability	Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs	August 2024-Ongoing
Band Hall -Ceiling tile missing -Fire extinguisher not hanging on wall -Inoperable exit sign -Inoperable emergency light -Egress exit blocked -Need steps for egress window -Cover missing from electrical box under the electrical panel -Electrical panel unlocked -Seating capacity not posted	Band Hall -Replace missing ceiling tile in band hall -Place fire extinguisher on wall or place in a case -Repair or replace the exit sign -Repair or replace the emergency light -Remove blockage from in front of egress -Build steps for egress window -Lock electrical panel -Post seating capacity -Replace missing cover on electrical box under electrical panel			
-Hole in right side of electrical panel -Electrical panel unlabeled -Window boarded up in teacher's office -Unprotected light in server room	-Place blank in hole on the electrical panel -Label electrical box -Replace glass in boarded up window in teacher's office -Cover unprotected light in server room			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Old Gymnasium</p> <ul style="list-style-type: none"> -Old gym is unsafe/uninhabitable for human occupancy <p>New Gymnasium</p> <ul style="list-style-type: none"> -Door sticks that leads into the lobby -Damaged column outside the gym -Insulation damage above gym playing floor -Seating capacity not posted -Damaged emergency light in gym 	<p>Old Gymnasium</p> <ul style="list-style-type: none"> -Gym will not be occupied until in compliance with life/safety code <p>New Gymnasium</p> <ul style="list-style-type: none"> -Repair sticking lobby door -Repair damaged column outside gym -Repair damaged insulation in the gym -Post capacity sign -Repair or replace damaged emergency light in Gym -Lock electrical panel -Label electrical panel -Install a door closer on exit door in lobby 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>August 2024-Ongoing</p>
<ul style="list-style-type: none"> -Unlocked electrical panel -Unlabeled electrical panel -No door closer on the exit door in the lobby -Missing blank in panel in girl's locker room upstairs -No evacuation map in the gym 	<ul style="list-style-type: none"> -Replace missing blank in electrical panel in girl's locker room upstairs -Install an evacuation map in gym 			
<p>Walter Washington Vocational Complex</p> <ul style="list-style-type: none"> -Missing ceiling tile in boy's restroom -Damaged ceiling tile in the hallway -Exit door sticking -Expired fire extinguisher in the hallway 	<p>Walter Washington Vocational Complex</p> <ul style="list-style-type: none"> -Replace missing ceiling tile in boy's restroom -Replace damaged ceiling tile in the hallway -Repair sticking exit door -Replace expired fire extinguisher 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> -Allied Health Classroom has an extension cord used as a permanent electrical source -Allied Health Classroom has an electrical outlet loose on the back wall above the counter -Unlocked electrical panels in the building trade classroom -Uncovered electrical panel main breaker exposing wires in the building trade classroom -Water cooler missing in the building trade classroom -Ceiling tile missing in the supply room in the building trade classroom -No evacuation map posted in the building trade classroom -Multiple wires were running across the floor creating a trip hazard in the computer discovery classroom -Electrical room is being used as a storage closet -Ceiling tile missing in the electrical room -Ceiling tile missing in the janitor's closet -Miscellaneous materials in janitor's closet 	<ul style="list-style-type: none"> -Remove extension cord as permanent electrical source in Allied Health classroom -Secure electric outlet to the wall above the counter in the Allied Health classroom -Lock electrical panel box in the building trade classroom -Cover main breakers in the electrical panel with exposed wires in building trade classroom -Replace missing water cooler or remove pipes in building trade classroom -Replace missing ceiling tile in supply room in building trade classroom -Post an evacuation map -Remove wires running across the floor in the computer discovery classroom -Remove supplies from electrical room -Replace missing ceiling tile in electrical room -Replace missing ceiling tile in janitor's closet -Remove miscellaneous materials from janitor closet 	<p>Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators</p>	<p>Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs</p>	<p>August 2024-Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
JROTC Building -Inoperable drinking fountain -No emergency light in the hallway -Broken door closer	JROTC Building -Repair drinking fountain -Install emergency light(s) in hallway -Repair broken door closer	Superintendent Director of Maintenance Custodial/Maintenance Staff Director of Accreditation, Compliance, & Accountability Administrators	Correction Binder of Deficiencies -Pictures with noted date of repair & signatures -Repair reports - Ongoing monitoring logs	August 2024-Ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

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

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

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

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 1/9/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The following schools/facilities failed to provide evidence that the required school safety drills had been conducted: Hazlehurst High School.</p>	<p>The school safety drills for all schools will be followed and implemented (Fire drills-monthly; Tornado drills- twice per year; Lockdown/Intruder (within the first 60 days of each semester).</p>	<p>High school principal High School Assitant Principal Director of Safe & Orderly</p>	<p>Copy of HHS School Safety Drill Schedule (sy 2024-2025)</p>	<p>August 2024- Ongoing</p>
<p>The District failed to provide a District Crisis Management Plan approved by the local school board.</p>	<p>The district developed the District Crisis Management Plan. The Plan was approved by school board on December 1, 2022. The district will ensure that the Plan is updated and includes all required components set forth by the Office of Safe and Orderly Schools.</p>	<p>Superintendent Director of Maintenance Director of Accreditation, Compliance, & Accountability</p>	<p>District Crisis Management Plan (School Board 7/1/2024)</p>	<p>December 2024- Ongoing</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 9. Corrective Action Plan for Hollandale 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Hollandale School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 4 – Annual Financial Audit: Report Deadlines
- Process Standard 16 – Statewide Assessment System

Recommendation: Approval

Back-up material attached

Corrective Action Plan

Hollandale School District

7611

2-5-25

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

District Name: _____

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

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

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

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

Corrective Action Plan

District Name: Hollandale School District District Number: 7611 Date CAP Approved by Local School Board: 2-5-25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district's FY 19, FY 20, FY 21, FY 22, and FY 23 audit reports were delinquent. 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. Miss. Code Ann. § 7-7-211(e) (Miss. Admin. Code 7-3: 10.1, State Board Policy Chapter 10, Rule 10.1. 2 C.F.R. Part 200.</p>	<ol style="list-style-type: none"> 1. The School district will report the board monthly on the status of audit completion. 2. The school district will communicate weekly with the auditor to submit documents required to complete the yearly audit by the deadline. 3. The school district will purchase the necessary software and equipment to provide audit documentation on a monthly basis. 	<p>Business Manager</p>	<p>Submission of annual audit reports by the March 31st deadline</p>	<p>The FY 24 audit report will be submitted by the 3/31/25 deadline.</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hollandale School District District Number: 7611 Date CAP Approved by Local School Board: 2-5-25

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district was found non-complaint in FY 2022-2023 and FY2023-2024 for violating Process Standard 16 and Appendix F for testing irregularities.</p>	<ol style="list-style-type: none"> 1. District and School Test Coordinators will provide ongoing rest trainings on Appendix F, Mississippi Department of Education (MDE) Accountability Standards, MS Code of Ethic and Standards for all staff involved in testing. We will utilize the training guide provided by the Mississippi Department of Education (MDE). 2. The training will specifically outline expectations and procedures for Test Administrators and Proctors as it relates to monitoring students during the testing session. 3. School Test Coordinators will provide training to students before the testing session on their responsibility in testing as it relates to confidentiality, testing integrity, and reporting, 4. School Test Coordinators will provide training on the testing schedules and logistics for each testing session. 5. No teacher can proctor or administer an assessment of the subject they teach. 	<p>District Test Coordinator Principal School Test Coordinators</p>	<p>Trainings Agendas Sign-in Sheets DTC and STC</p>	<p>Fall Spring Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hollandale School District District Number: 7611 Date CAP Approved by Local School Board: 2-5-25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>6. We will increase principals responsibility to ensure accuracy of logistics.</p> <p>7. After submission of State Assessment schedule, all changes will be approved through the District Test Coordinator (DTC) and Superintendent and Mississippi Department of Education (MDE) will be notified immediately.</p>			

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 10. 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Jackson Public School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 6 and 6.1 – Residency Requirements
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 2/4/2025

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

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During the April 5 through April 22, 2016 legislative audit, the District’s board policies failed to serve as the basis of operation for the District. Furthermore, irregularities and inconsistencies existed in local board policies and other district documents such as the student handbook, etc.</p> <p>Although the District implemented some corrective actions outlined in the Corrective Action Plan approved by the State Board of Education on December 15, 2016, such as establishing a</p>	<p>Pursuant to Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 19, §§ 37-9-1 through 81, §§ 37-9-101 through 113, § 37-7-301(p)(w); and the Federal Civil Rights Act of 1964, local board policies that comply with State and Federal statutes and SBE policies shall serve as the basis of operation of the District.</p> <p>1. The District will undertake a comprehensive review and revise all district publications to ensure that all statements are clearly written and consistent with approved school board policy.</p>	<p>Superintendent</p> <p>Board</p>	<p>Board minutes</p> <p>Cross-walk checklist</p>	<p>Ongoing</p> <p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>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.</p>	<p>District publications have been received and are being reviewed. Effort is coordinated with legal and communications office.</p> <p>District Action: There is a monthly review cycle of policies with the members of the board's Policy Review Committee. The Board completes its review of one section of board policies each month, or amend specific policies as needed each month. The District reviews and revises all district publications annually 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: All leaders are trained on the student handbook. There is a committee that oversees student discipline to ensure adherence to our policies and consistency across the board. All policies that are under review will be posted on the</p>	<p>Superintendent</p>	<p>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>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 2/4/2025

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 school district operates according to school board policies and federal statutes and SBE policies and standards.</p>	<p>Board Policies Under Review web-page with the noted suggestions.</p> <p>Any policy affecting students that parents need to know about will necessitate an automated call or placement on the District's web page and/or other means.</p> <p>Monthly meetings with principals to inform them of policy changes. Policy changes are also posted on the District's website for public comment and review prior to board approval. Superintendent will ensure principals have regular staff meetings and will give hard copies of policy to staff and review changes with them.</p> <p>3. The District shall consistently implement all board policies, including the Code of Conduct for Students, throughout the District to ensure equity for all students.</p> <p>District Action: All policies are reviewed on an annual basis. There is a monthly</p>	<p>Superintendent</p> <p>Superintendent</p>		<p>Completed and Ongoing.</p> <p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>meeting where members of the policy review committee convene to review any recommended updates, amendments, deletion, or creation of new policies. Once the policy review committee has reviewed recommended changes, the changes are posted on the District's website under "Policies Under Review" for public comment and review. The policies are then presented to the Board for review and approval. All approved and revised board policies are updated on the website where all employees and community members can access. Employees will be held accountable for not following and knowing applicable policies.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

Date CAP Approved by Local School Board: 2/4/2025

District Number: 2520

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

6.1: Residency requirements

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District amended Board Policy JBE, (Residency Requirements) on August 4, 2016; however, the District failed to implement the amended policy. The MDE reviewed student records for School Year 2023-2024 (i.e. cumulative folders and permanent records) in 11 schools in the Jackson Public School District.,</p> <p>Remaining Schools for 2024-2025 = 5</p> <p>Cardozo Peeples Powell Callaway Jim Hill</p>	<p>In order to comply with Miss. Code Ann. § 37-15-29 and 7 Miss. Admin. Code Pt. 3, Ch. 68, R. 68.1, the District shall implement a process to verify residency requirements.</p> <p>1. Office of Enrollment Services will conduct annual Enrollment/Registration Training for Principals and School staff on proper procedures for enrolling students.</p> <p>2. Office Managers and Records Clerks will verify that residency documents are enclosed in students' cumulative folder and signed by designated school official.</p> <p>3. Office Managers and Records Clerks will evaluate student cumulative folders to confirm that two (2) appropriate proofs of residence are on file and properly verified.</p>	<p>Director of Enrollment Services</p> <p>Principals</p> <p>Principals</p>	<p>Agendas, Sign-ins/ Training Documents</p> <p>Internal Audits Electronic Checklist Reports</p> <p>Internal Audits</p>	<p>March 2024 and ongoing</p> <p>August 2024 and ongoing</p> <p>October 2024 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>4. Office Managers and Records Clerks will annually remove all "OLD" proofs of residence at the close of school year.</p> <p>5. Office of Enrollment Services will conduct Monthly Technical Support to provide reinforcement on proper enrollment practices.</p>	<p>Principals</p> <p>Director of Enrollment Services</p>	<p>Internal Audits</p> <p>Agendas, Sign-ins/ Training Documents</p>	<p>August 2024 and ongoing</p> <p>August 2024 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 2/4/2025

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

6.2: Immunization requirements

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed student records for School Year 2023-2024 (i.e. cumulative folders and permanent records) in 4 schools in the Jackson Public School District. Of the 4 schools monitored, 0 schools failed to provide the required immunization documentation.</p> <p>Remaining Schools for 2024-2025 = 5</p> <p>Cardozo Callaway Forest Hill Jim Hill Lanier</p>	<ol style="list-style-type: none"> 1. Verify that 121/122 compliance forms are on file for all enrollees. Require ALL new, incoming students to provide an updated 121/122 compliance form at the time of enrollment. 2. Records Clerks and ISTs will verify that the immunization document is filed in the student's cumulative folder as well as apply the immunization date on the cumulative folder, permanent record, and the student information system (SIS). 3. Designated School Official will complete the Preliminary Compliance Report Form (compliance fact sheet) to be submitted to the Mississippi State Department of Health (MSDH) also include a compliance binder check by Climate and Wellness Staff to verify the integrity of report at the district level before submission to MSDH. 	<p>Director of Enrollment Services</p> <p>Principals</p> <p>Principals Director of Enrollment Services Climate and Wellness</p>	<p>Internal Audit</p> <p>Compliance Binders and Review Forms</p> <p>Review Forms Compliance Binders Compliance Fact Sheet</p>	<p>June 2024 and ongoing</p> <p>June 2024 and ongoing</p> <p>September 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>4. Designated School Official will complete Final Compliance Report to be submitted to MSDH to verify the integrity of report at district level before submission to MSDH.</p>	<p>Principals Director of Enrollment Services Climate and Wellness</p>	<p>Review Forms Compliance Binders Compliance Fact Sheet</p>	<p>December 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 2/4/2025

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>1. Annual Records Training to ensure that schools are following district procedures for properly maintaining students' cumulative folders and permanent records.</p>	<p>Director of Enrollment Services</p>	<p>Agendas/Sign-ins Training Documents</p>	<p>August 2024 and ongoing</p>
<p>The MDE reviewed students' records for School Year 2023 - 2024 (i.e., cumulative folders and permanent records) in 11 schools in the Jackson Public School District. Eight (8) of those schools failed to provide the required documentation to verify compliance with the Mississippi Cumulative Folders and Permanent Records Manual of Directions.</p>	<p>2. Verification of Student Data on Cumulative Folder and Permanent Record - Records will be evaluated to ensure that all appropriate data are applied to both record types.</p>	<p>Principals Enrollment Services</p>	<p>Audit Review Report Electronic Checklist</p>	<p>August 2024 and ongoing</p>
<p>Remaining Schools for 2024-2025 = 13</p>	<p>3. Technical Support Trainings to reinforce fundamental record maintenance practices for schools with non-compliant records.</p>	<p>Director of Enrollment Services ESR Specialists</p>	<p>Agendas/Sign-ins Training Documents</p>	<p>November 2024 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools

District Number: 2520

Date CAP Approved by Local School Board: 2/4/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Bates Pecan Park Bailey Cardozo Kirksey Peoples Powell Callaway Forest Hill Jim Hill Lanier Murrah Provine				

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 11. Corrective Action Plan for Jefferson Davis 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Jefferson Davis School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 16 – Statewide Assessment System

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Jefferson Davis County School District District Number: 3300 Date CAP Approved by Local School Board: 2/10/2025

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district is non-complaint with Standard 16- The school district adheres to all requirements of the Mississippi Statewide Assessment Systems. See Appendix F. Miss. Code Ann. 37-16-1 through 4 and 37-16-9, and Miss. Admin. Code 7-3: 78.1 and 78.7.</p>	<p>1. Preparation and Prevention: Jefferson Davis County School District High School 2024-2025 (Fall/Spring) school year. The District Test Coordinator Assistant will act as the School Test Coordinator for Jefferson Davis County High School.</p>	<p>District Test Coordinator</p>	<p>Agendas, Sign-in sheets, training handouts, and mock test training; for example, counting test tickets and inventory.</p>	<p>December 2, 2024</p>
<p>The Office of Student Assessment requested a citation be placed in the district's record for violations of Process Standard 16 and Appendix F for testing irregularities in the 2023-2024 school year.</p>	<p>2. Secure and non-secure test materials will be house in a secured vault located at the Central Office/Exceptional Education Office. Secured and unsecured test materials will be transported to and from the testing site (High School) by the District Test Coordinator and the District Test Coordinator Assistant each day of testing.</p>	<p>District Test Coordinator</p>	<p>Agendas, Sign-in sheets, training handouts, and mock test training; for example, counting test tickets and inventory.</p>	<p>December 2, 2024</p>
	<p>3. Policy and Communication: -Student Guidelines: Jefferson Davis County School District's Testing Team will communicate the school's academic integrity policy and consequences for</p>	<p>District Test Coordinator</p>	<p>The district will require students to sign an honor code before taking the test, committing to</p>	<p>December 2, 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jefferson Davis County School District District Number: 3300 Date CAP Approved by Local School Board: 2/10/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>cheating to students, and parents, before testing begins.</p> <p>Test Administrator and Test Proctor Training:</p> <p>4. Test Administrator and Test Proctor Training:</p> <ul style="list-style-type: none"> - Training Sessions: Organize training for test administrators and test proctors on how to detect and handle cheating. Emphasize vigilance and adherence to protocols and student monitoring. 	<p>District Test Coordinator</p>	<p>honest and ethical behavior.</p> <p>4. Training materials (powerpoints) and Signed Test Security Confidentiality Agreements for each staff member performing a testing role.</p>	<p>December 2, 2024</p>
	<p>Testing Environment:</p> <p>5. Seating Arrangements; Jefferson Davis County School District will arrange seating to minimize opportunities for cheating and test irregularities. The District Test Coordinator's Assistant will assign high school students into their test sessions from the district office (DTC's office).</p>	<p>District Test Coordinator</p>	<p>5. Students seated by alphabetical order. Desk will be separated and/or blinders will be used if students are sitting at a table.</p>	<p>December 2, 2024</p>
	<p>6. Controlled Environment: Jefferson Davis County School District will monitor the test environment closely for any unauthorized materials or electronic devices.</p>	<p>District Test Coordinator</p>	<p>6. Test Administrator/ Proctor Student Ratio: The district will ensure an</p>	<p>December 2, 2024</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jefferson Davis County School District

District Number: 3300

Date CAP Approved by Local School Board: 2/10/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>7. The District's post-assessment Caveon forensic analysis for Spring 2025 does not contain widespread flags/irregularities indicative of possible test collusion.</p>	<p>Osa Test Security</p>	<p>adequate test administrator and proctor ratio to maintain close supervision during the test. Students will go through a metal detector before entering the secured test environment to ensure the environment is free of unauthorized electronic devices. Caveon's Forensic analysis report.</p>	<p>December 2, 2024</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 12. 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the North Bolivar Consolidated School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and 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:

- 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 and Responsibilities
- Process Standards 4 and 4.1 – Annual Financial Audit: Fixed Assets System
- Process Standards 4 and 4.6 – Annual financial Audit: Reporting Financial Data
- Process Standard 8 – Student Records

- Process Standard 22 – Alternative Education Program

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 01/23/25

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
<p>A comparison of the 2018-2019 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 noted the following deficiencies:</p>	<p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, MSIS clerk and relevant funding supervisors to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS Personnel Report.</p>	<p>Personnel Director Technology Director MSIS Clerk Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>MSIS Personnel Accreditation Report Board minutes</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE could not confirm that all personnel were listed in the MSIS Personnel/Accreditation Report for the 2018-2019 school year. Although they are approved in Board minutes, the District failed to list individuals in the Personnel Report in positions as:</p> <ul style="list-style-type: none"> -Bus Drivers -Custodians - Cafeteria workers -After school program staff -Alternative school staff 	<p>The Technology Director receives and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p>	<p>Technology Director</p>	<p>Shared email</p>	<p>Current-ongoing</p>
<p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, MSIS clerk and relevant funding supervisor to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS</p>	<p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, MSIS clerk and relevant funding supervisor to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS</p>	<p>Personnel Director Technology Director MSIS Clerk Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>MSIS Personnel Accreditation Report Board minutes</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District reported 71 certified employees on the MSIS Detailed Personnel Report. Of the 71 certified employees in the District, the MDE randomly selected 35 of the contracts or files (49%) for comparison to data provided through MSIS. Nine (9) of the 35 selected files (26%) revealed discrepancies between contracted amounts and salaries reported on the MSIS Detail Personnel Listing Report.</p>	<p>Personnel Report. The Technology Director will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p> <p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, MSIS clerk, and relevant funding supervisor to ensure that personnel information is entered and updated accurately. Administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest</p>	<p>Personnel Director Technology Director MSIS Clerk Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>Board minutes Contracts MSIS Personnel Accreditation Report</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 01/23/25

01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Salaries reported for 33 of the individuals listed in the MSIS Personnel/Accreditation Data Report for the 2018-2019 school year failed to match to District salary schedules.</p>	<p>quality of data is submitted, as referenced in the MSIS Personnel Report. The Technology Director will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p>	<p>Personnel Director Technology Director MSIS Clerk Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>Board minutes Contracts MSIS Personnel Accreditation Report</p>	<p>March 28, 2025</p>
<p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, MSIS Clerk and relevant funding supervisors to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit</p>				

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Employee work assignments listed in the MSIS Personnel/Accreditation Data Report did not always correspond with the positions approved in Board minutes. Some examples include individuals who may be approved in board minutes as teacher aides, but listed in the personnel report for study hall, approved as library assistant, but listed for study hall and/or approved as kindergarten assistant, but listed for study hall.</p>	<p>Report regularly to ensure that the highest quality of data is submitted, as referenced in the MSIS Personnel Report. The Technology Director will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p> <p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All</p>	<p>Personnel Director Technology Director MSIS Clerk Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>Board minutes Contracts MSIS Personnel Accreditation Report</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District failed to provide supplemental contracts for everyone receiving a supplement for other duties. Supplements are approved for some positions as documented in Board minutes, but MDE could not verify that the supplements approved are included in the salaries listed in the MSIS Personnel/Accreditation Report for 2018-2019.</p> <p>Salaries reported for employees in Board minutes failed to match salaries reported in the MSIS Personnel/Accred</p>	<p>parties will review the Personnel Edit Report regularly to ensure that the highest quality of data is submitted, as referenced in the MSIS Personnel Report. The Technology Director will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p> <p>Upon receipt of the Personnel report, the Personnel Director will create supplemental contracts for all other/additional duties. The Business Manager will check for contracts in TalentEd within a week of board approval of additional duties. The Payroll Clerk will only provide salary pay to employees who have been issued a contract, verifying that all employees have a contract.</p> <p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information using</p>	<p>Personnel Director Business Manager Payroll Clerk</p>	<p>Board minutes Contracts MSIS Personnel Accreditation Report</p>	<p>Current-ongoing</p> <p>March 28, 2025</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>-itation Report for the 2018-2019 school year.</p>	<p>the following procedures: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, MSIS clerk and relevant funding supervisors to ensure that personnel information is entered and updated accurately. Administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality of data is submitted, as referenced in the MSIS Personnel Report. The Technology Director will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p>	<p>Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>Accreditation Report</p>	<p>March 28, 2025</p>
<p>The District failed to list all personnel approved in Board minutes for</p>	<p>Upon receipt of the Personnel report, the Personnel Director will create supplemental</p>	<p>Personnel Director Business Manager</p>	<p>Board minutes MSIS/Personnel</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>employment in the MSIS/Personnel Accreditation Report for 2018-2019. Board minutes indicate some individuals had resigned but the District still listed them in the Personnel Report, and their salaries and days worked had not been adjusted.</p>	<p>contracts for all other/additional duties. The Business Manager will check for contracts in TalentEd within a week of board approval of additional duties. The Payroll Clerk will only provide salary pay to employees who have been issued a contract, verifying that all employees have a contract.</p>	<p>Payroll Clerk</p>	<p>Accreditation Report</p>	
<p>The District failed to indicate in the MSIS Personnel/Accreditation Report for 2018-2019 individuals serving in coaching positions or any After School (AS) positions. Therefore, the MDE could not verify whether the District reported all employee supplements in MSIS for these individuals.</p>	<p>The district will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Personnel Director will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Payroll Clerk, and MSIS Clerk and rel to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality of data is submitted, as referenced in the MSIS</p>	<p>Personnel Director Technology Director MSIS Clerk Payroll Clerk Funding Supervisors Business Manager Superintendent</p>	<p>Board minutes MSIS Personnel Accreditation Report Contracts</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent was reported as being employed 50% of the time for the 2018-2019 school year.</p> <p>The Superintendent failed to ensure all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. During the 2019-2020 school year, the MDE discovered that the District's E-Rate Application contained significant errors reflecting recent school consolidation, school closures,</p>	<p>Personnel Report. The Technology Director will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission.</p> <p>The District will ensure that all data is reported accurately in compliance with reporting procedures. The MSIS Clerk will submit reports to the Superintendent, upon request, to ensure data is accurate.</p> <p>The Superintendent and/or designee will meet consistently with the Technology Director to ensure that all data is entered and updated accurately. The district canceled the 2019-2020 E-Rate application. The District will ensure that all data is reported accurately and in compliance with reporting procedures. All district data and applications will contain accurate information.</p>	<p>MSIS Clerk Superintendent</p> <p>Technology Director Superintendent</p>	<p>MSIS Personnel Accreditation Report</p> <p>E-Rate application</p>	<p>Current-ongoing</p> <p>Current-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>and movement of students. The application included other errors that warrant concern that the District has made an inaccurate presentation of the schools in the District. The MDE advised the District to cancel the application to avoid any USAC violations.</p>	<p>The district will submit documents to include contracts and MSIS reports to verify accuracy of salaries, positions, etc.</p>	<p>Personnel Director Superintendent</p>	<p>Contracts MSIS reports</p>	<p>June 30, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

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 district is non-compliant with Standards 1 and 1.1 based on findings from an unannounced audit. The Superintendent failed to provide effective educational leadership in key areas including management of district personnel and effective implementation of policies.</p>	<p>The district reviews and/or revises all district policies and publications annually to ensure that: all statements are clearly written and consistent with school board policy as well as state and federal statutes; written policies are current with board actions and administrative decisions.</p> <p>The district will ensure that all operations in the district are implemented or carried out based on approved district policies, by referencing policies when making decisions, as requested by relevant administrator.</p>	<p>Superintendent Personnel Director Federal Programs Director</p>	<p>Reviewed/revised approved policies (handbooks/plans) Board minutes Observations Checklists</p>	<p>Current-ongoing</p>
		<p>All district and school administrators</p>	<p>Administrator meeting minutes School evaluations District observations</p>	<p>Current-ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>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.</p>	<p>Board minutes reflect board actions to reflect School Board responsibilities of setting policy and Superintendent/district responsibilities of day-to-day operations of the school district.</p> <p>The district will ensure that all data is reported accurately and in compliance with MSIS reporting procedures. Upon board approval, personnel will be on boarded to include verification of personnel information and necessary hiring documents by Personnel Director and business office officials. A contract will be created by the Personnel Director. The MSIS Clerk will ensure information is accurate and consistent. The Superintendent and Principals will review the Personnel edit report to ensure accuracy and correct, as needed.</p>	<p>Superintendent Board Secretary</p> <p>Superintendent Personnel Director Business Manager MSIS Clerk Principals MSIS Clerk</p>	<p>Board minutes</p> <p>MSIS Personnel Accreditation Data Report</p>	<p>Current-ongoing</p> <p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

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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
<p>The Superintendent and Board failed to implement local Board policies that comply with state and federal laws and State Board of Education policies. Board policies do no serve as the basis of operation for the District.</p>	<p>The district reviews and/or revises all district policies and publications annually to ensure that: all statements are clearly written and consistent with school board policy as well as state and federal statutes; written policies are current with board actions and administrative decisions.</p> <p>The district ensures that all operations in the district (each school/departments) are implemented or carried out based on approved district policies, by referencing policies when making decisions, as requested by relevant administrators.</p>	<p>Superintendent Personnel Director Federal Programs Director</p>	<p>Reviewed/revised approved policies (handbooks/plans) Board minutes Observations Checklists</p>	<p>Current-ongoing</p>
		<p>All district and school administrators</p>	<p>Administrator meeting minutes School evaluations District observations</p>	<p>Current-ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The 2018-2019 Student Handbook contains policies and procedures that are inconsistent with state statute and State Board of Education policies including, but not limited to, policies pertaining to attendance, grading, and graduation.</p>	<p>Board minutes are documented to reflect board actions to notate School Board responsibilities of setting policy and Superintendent/district responsibilities of day-to-day operations of the school district.</p> <p>The District will review and/or revise all district policies and publications annually to ensure that: all statements are clearly written and consistent with board approved school board policies as well as state and federal statutes; written policies are current with board actions and administrative decisions.</p>	<p>Superintendent Board Secretary</p> <p>Superintendent Personnel Director Federal Programs Director Principals</p>	<p>Board minutes Board agendas</p> <p>Reviewed/revised approved Student Handbook</p>	<p>Current-ongoing</p> <p>Approved - ready for review (Ongoing)</p>

Please use additional sheets as needed.

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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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Board failed to effectively perform its duties in accordance with applicable law including: 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);</p> <p>Ensuring the District develops and implements approved Board policies and procedures that comply with state and federal statutes and SBE policies and standards (See also Process Standard</p>	<p>The District will ensure that all data will be reported accurately and in compliance with MSIS reporting procedures. All personnel data will be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.</p> <p>The District reviews and/or revises all district policies and publications annually to ensure that all statements are clearly written and consistent with approved school board policy as well as state and federal statutes; written policies are current with board</p>	<p>Technology Director Personnel Director MSIS Clerk Superintendent</p> <p>Superintendent Personnel Director Federal Programs Director</p>	<p>Personnel Checklist MSIS Personnel Accreditation Data Report</p> <p>Reviewed/revised approved policies Board minutes Observation Checklists</p>	<p>March 28, 2025</p> <p>Current-ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>1.2);</p> <p>Ensuring implementation of appropriate standards of governance (See also Process Standards 1, 1.1, and 1.2);</p> <p>Ensuring the District submitted their financial audit report for Fiscal Years 2014, 2015, 2016, 2017, and 2018 by the March 31, 2015, 2016, 2017, 2018, and 2019 deadlines (See also Process Standard 4)</p> <p>A review of official records on file, including Board minutes, indicates that the Board may be in violation of Mississippi's Open Meetings Act. A review of Board minutes from March 2018-January 2019 found no justifications for going into executive session which are called at almost every meeting.</p>	<p>written policies are current with board actions and administrative decisions.</p> <p>The District ensures that all operations in the district are implemented or carried out based on approved district policies.</p> <p>The audits were completed.</p> <p>The district will provide the MDE access to all board meetings to ensure compliance with the Mississippi's Open Meeting Act and the proper use of executive sessions.</p>	<p>Superintendent Directors Principals</p> <p>Superintendent Business Manager CPA Firm</p> <p>Superintendent Assistant Superintendent Technology Director</p>	<p>Observations and evaluations of procedures and staff</p> <p>Signed contract Audit report</p> <p>Recorded board meetings MDE observation summary</p>	<p>Current-ongoing</p> <p>Complete but ongoing</p> <p>Immediately-Ready for evaluation</p>

Please use additional sheets as needed.

Corrective Action Plan

North Bolivar Consol. School District

District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

District Name:

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

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

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

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

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.1:(FY19)</p> <p>1. The district failed to enter values for many of the assets listed on the capital asset report from the accounting software. District stated that the assets were not entered correctly in the system when originally purchased and it was later difficult to trace the asset back to the PO/invoice to support the value. The paperwork could not be found at the time of the audit to provide accurate purchase amounts for the assets . Estimates were needed to provide values and it was unknown if some of the assets would have been above the capitalized thresholds, therefore effecting the financials (FY19).</p>	<p>The Superintendent created a fixed assets team to track prior fixed assets to determine value. The team tracked assets (researched location and information in Integrity-POs/invoices) and listed assets, asset information, and value. The Fixed Assets Clerk will submit and report on fixed assets at the beginning and ending of the academic year.</p>	<p>Superintendent Fixed Assets Team</p>	<p>Fixed Assets List from Integrity</p>	<p>Completed - ongoing</p>
<p>2. The district did not complete disposal forms for each asset being disposed. The district also disposed of some of the assets that were originally listed with no value, some of which were marked depreciable, but never accounted for on the financial statements.</p>	<p>The Fixed Assets Clerk will train principals and other personnel on the procedures for disposals to ensure that school staff understand the correct procedures for fixed assets disposal. Fixed assets disposal forms will be approved/not approved by the Fixed Assets Clerk. Approved disposals will be recommended to the Superintendent for board approval and deleted from Fixed Assets.</p>	<p>Superintendent Principals Fixed Assets Clerk</p>	<p>Board agenda/minutes of approved disposals</p>	<p>Completed-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.1 (continued) 3. Two assets purchased in FY19 were on the acquisitions report but did not appear on the depreciation schedule.</p>	<p>The Fixed Assets Coordinator will identify the assets and determine the depreciation value. The Business manager/designee will enter the depreciation value and request scheduling to track depreciation each year. The Fixed Assets Coordinator will verify corrections and report/show printed verification to the Superintendent.</p>	<p>Fixed Assets Coordinator Business manager/designee Superintendent</p>	<p>Integrity printout/report of identified fixed assets</p>	<p>March 28, 2025</p>
<p>4. A building listed on the capital asset schedule did not have a depreciation expense due to being listed with an incorrect date.</p>	<p>The building's correct date will be researched and identified by the Fixed Assets Coordinator to be entered into accounting system by the Business manager/designee. The Fixed Assets Coordinator will verify correction and report/show printed verification to the Superintendent.</p>	<p>Fixed Assets Coordinator Business manager/designee Superintendent</p>	<p>Integrity printout/report of identified building with correct date listed</p>	<p>June 30, 2025</p>
<p>5. Several assets listed did not have adequate descriptions, and some of the same assets were entered twice, for example two tag numbers for the same asset.</p>	<p>The Fixed Asset team reviewed list of assets, view assets, provide adequate descriptions and identify double-entry of assets for the purpose of deletion, if necessary. The corrections have been given to the Business manager/designee to edit in the accounting system. Upon completion, the Fixed Assets Coordinator will verify corrections and report/show printed verification to the Superintendent.</p>	<p>Fixed Assets Coordinator Business manager/designee Superintendent</p>	<p>Integrity printout/report of corrected assets</p>	<p>December 2024-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>6. District is not maintaining subsidiary ledger accurately.</p>	<p>The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.</p>	<p>Business manager/designee Superintendent</p>	<p>Printed ledger</p>	<p>Immediately/Continuously</p>
<p>4.1 (FY20) (1) 1. The district failed to enter values for many of the assets listed on the capital asset report from the accounting software. District stated that the assets were not entered correctly in the system when originally purchased and it was later difficult to trace the asset back to the PO/invoice to support the value. The paperwork could not be found at the time of the audit to provide accurate purchase amounts for the assets. Estimates were needed to provide values and it was unknown if some of the assets would have been above the capitalized thresholds, therefore effecting the financials (FY19)</p>	<p>The Superintendent created a fixed assets team to track prior fixed assets to determine value. The team tracked assets (researched location and information in Integrity-POs/invoices) and listed assets, asset information, and value. The Fixed Assets Clerk will submit and report on fixed assets at the beginning and ending of the academic year.</p>	<p>Superintendent Fixed Assets Team</p>	<p>Fixed Assets List from Integrity</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
(2) Large adjustments were proposed by auditor and accepted by the district during the conversion to correctly state the acquisition and accumulated depreciation amounts.	The Business manager and district consultant made corrections to correctly state the acquisition and accumulated depreciation amounts.	Business manager Superintendent	Integrity Report/journal entries	Completed
(3) District is not maintaining subsidiary ledger accurately. District is still in the process of implementing proper controls and some information entered in the accounting software is not verified.	The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.	Business manager/designee Superintendent	Printed ledger	Immediately/Continuously
4.1 (FY21) 1. During the auditor's inventory testing, the following exceptions were noted: a. Two (2) assets were found but are no longer in use. The assets should be disposed and removed from the inventory list.	Disposal forms were completed by the Fixed Assets Coordinator and recommended to the Superintendent to be board approved.	Fixed Assets Coordinator Superintendent	Disposal form/Board agenda/Board minutes	Completed
b. One(1) asset was not tagged.	Asset was tagged by Fixed Assets Coordinator.	Fixed Assets Coordinator	Tagged item (picture if needed)	Completed
c. One(1) asset was not in the location according to the inventory sheet.	Fixed Assets Coordinator placed asset in correct location as identified on inventory.	Fixed Assets Coordinator	Asset/Inventory Sheet	Completed

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>2. During the auditor's observation of other floor assets, it was noted several assets (copiers and fireproof filing cabinets) still in use by the district that could not be identified on the inventory sheet. The assets were not tagged, and the inventory sheet did not contain serial numbers to properly identify the assets.</p>	<p>The Fixed Assets Coordinator tagged and listed relevant items, listing serial numbers. The Superintendent will check for verification.</p>	<p>Fixed Assets Coordinator Superintendent</p>	<p>Fixed asset inventory sheet</p>	<p>March 28, 2025</p>
<p>3. Assets were not properly recorded in the financial statements. Disposals from prior years are not being removed from the reporting and some assets are not showing the correct depreciation values. Adjustments were made to reconcile the balances based on the support provided.</p>	<p>Identified assets will be provided to the Business manager/designee by the Fixed Assets Coordinator to be properly recorded in the financial statements. The Superintendent will check for verification.</p>	<p>Fixed Assets Coordinator Business Manager/designee Superintendent</p>	<p>Financial statements</p>	<p>March 28, 2025</p>
	<p>Disposal forms were completed by the Fixed Assets Coordinator and recommended to the Superintendent to be board approved.</p>	<p>Fixed Assets Coordinator Superintendent</p>	<p>Disposal forms/Board agenda/minutes</p>	<p>Completed</p>
	<p>The Business manager and district consultant made corrections to correctly state the acquisition and accumulated depreciation amounts.</p>	<p>Business manager Superintendent</p>	<p>Integrity report/journal entries</p>	<p>Completed</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4. District is not maintaining the subsidiary ledger accurately. The asset ledger is not being properly reconciled to the general ledger.</p>	<p>The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.</p>	<p>Business manager/designee Superintendent</p>	<p>Printed ledger</p>	<p>Immediately/Continuously</p>
<p>5. District is not properly keeping up with construction in progress. Pay applications could not be provided to support year-end balances. Adjustments were made to properly show completed construction and capitalization of assets.</p>	<p>Verification of payments of construction projects are being documented; construction project values are being entered into Integrity as fixed assets for capitalization by the Business manager/designee. The Superintendent will check for verification.</p>	<p>Business manager/designee Superintendent</p>	<p>Fixed assets inventory printed report</p>	<p>March 28, 2025</p>
<p>4.1 (FY2022) The district is not effectively tracking and accounting for completed and ongoing construction projects. The auditor also noted that the district is not properly maintaining the subsidiary ledger and reconciling the asset ledger to the general ledger and other underlying accounting records.</p>	<p>Verification of payments of construction projects are being documented; construction project values are being entered into Integrity as fixed assets for capitalization by the Business manager/designee. The Superintendent will check for verification.</p> <p>The Business manager/designee will maintain records of details of general ledger accounts immediately and</p>	<p>Business manager/designee Superintendent</p>	<p>Fixed assets inventory printed report</p>	<p>March 28, 2025</p>
		<p>Business manager/designee Superintendent</p>	<p>Printed ledger</p>	<p>Immediately/Continuously</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.1 (FY23)</p> <ul style="list-style-type: none"> -The district is not effectively tracking and accounting for completed and ongoing construction. -The district is not maintaining the subsidiary ledger properly. -The asset ledger is not being reconciled properly to the general ledger and other underlying accounting records. <p>*There were material corrections made by the auditor.</p>	<p>continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.</p> <p>As of July 1, 2024, a new and experienced Business manager is managing business operations, along with assistance from MDE assigned consultant. Verification of payments of construction projects are being documented; construction project values are being entered into Integrity as fixed assets for capitalization by the Business manager/designee. The Superintendent will check for verification. The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.</p>	<p>Business manager/designee Fixed Assets Coordinator Superintendent</p>	<p>Fixed assets inventory printed report</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.6 (FY20 - #2020-004) During the testing of claims payable, it was noted that the district did not properly accrue all claims. The district did not properly reconcile and review all claims at year end to ensure all payables are accrued according to invoice dates, or in the fiscal year of occurrence. An audit adjustment was proposed, recorded and approved by the district to correct the accrued balances of claims payable at year end.</p>	<p>As of July 1, 2024, a new Accounts Payable Clerk ensures all payables are accrued according to invoice dates, or in the fiscal year of occurrence. The Business manager will reconcile and review claims periodically to ensure year end claims show proper accrual to provide accuracy of the district's financial standing.</p>	<p>Accounts Payable Clerk Business Manager Superintendent</p>	<p>Claims Dockets</p>	<p>March 28, 2025</p>
<p>4.6 (FY21-#2021-001) 1. Assets were not properly recorded in the financial statements. Disposals from prior years are not being removed from the reporting and some assets are not showing the correct depreciation values. Adjustments were made to reconcile balances based on the support provided.</p>	<p>Fixed assets disposal forms will be approved/not approved by the Fixed Assets Coordinator. Approved disposals will be recommended to the Superintendent for board approval and removed from reporting. The Fixed Assets Coordinator will identify assets and determine depreciation values. The Business manager/designee will enter the depreciation values and request scheduling to track depreciation each year. The Fixed Assets Coordinator will verify and report/show verification to the Superintendent.</p>	<p>Fixed Assets Coordinator Business Manager/designee Superintendent</p>	<p>Board agenda/minutes of approved disposals Integrity printout/report of identified fixed assets</p>	<p>Completed-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>2. District is not properly keeping up wit construction in progress. Pay applications could not be provided to support year-end balances. Adjustments were made to properly show completed construction and capitalization of assets. Due to the lack of internal controls over inventory and reporting, it could not be determined that the capital asset balances are fairly stated.</p>	<p>As of July 1, 2024, a new and experienced Business manager is managing business operations, along with assistance from an MDE assigned consultant. Verification of payments of construction projects are being entered into Integrity as fixed assets for capitalization by the Business manager/designee. The Superintendent will check for verification.</p>	<p>Business manager/designee Superintendent</p>	<p>Fixed assets inventory printed report</p>	<p>March 28, 2025</p>
<p>4.6 (FY21-#2021-005) During the auditor's testing of claims payable, it was noted that the district did not properly accrue all claims. In the auditor's review of the July and August claims dockets, they identified expenditures that should have been accrued and reported as claims payables. Also, some of the balances in claims payables are carried over from the prior year and not being reconciled.</p>	<p>As of July 1, 2024, a new Accounts Payable Clerk ensures all payables are accrued according to invoice dates, or in the fiscal year of occurrence. The Business manager/designee will reconcile and review claims periodically to ensure year end claims show proper accrual to provide accuracy of the district's financial standing.</p>	<p>Accounts Payable Clerk Business manager/designee Superintendent</p>	<p>Claims/Expenditure reports</p>	<p>March 28, 2025</p>
<p>4.6 (FY22-#2022-001) During the auditor's testing of cutoffs surrounding accounts payable, the auditor noted multiple instances of expenditures that should have been</p>	<p>As of July 1, 2024, a new Business manager is managing business operations, along with assistance from an MDE assigned consultant. An established cutoff date will be communicated and strictly</p>	<p>Business manager Superintendent</p>	<p>Claims/expenditure reports Printed ledger</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>accrued in fiscal year 2022 but were not. The auditor also noted errors in recording retainage payable on construction contracts totaling \$1,820,659 that were corrected by audit adjustment.</p>	<p>followed to ensure proper accrual dates and accuracy of district financial accounting and overall standing. Verification of payments of construction projects have and are being documented; The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.</p>			
<p>4.6 (FY23-#2023-001) -During cutoff testing of accounts payable, multiple instances of expenditures that should have been accrued in fiscal year 2023 were not. -There were errors in recording retainage payable on construction contracts. -Errors totaling \$1,095,264 were corrected by audit adjustments.</p>	<p>As of July 1, 2024, a new Business manager is managing business operations, along with assistance from an MDE assigned consultant. An established cutoff date will be communicated and strictly followed to ensure proper accrual dates and accuracy of district financial accounting and overall standing. Verification of payments of construction projects have and are being documented; The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously.</p>	<p>Business manager Superintendent</p>	<p>Claims/expenditure reports Printed ledger</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 01/23/25

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>May 2024 Northside High School failed to provide sufficient evidence to clear the violation for Process Standard 8.</p>	<p>The District has implemented a process to ensure each school implements the approved local school board policies that comply with accreditation standards, state law, SBE policies and federal requirements regarding the collection, maintenance, and dissemination of cumulative folders and permanent records.</p> <p>District administration will conduct a periodic review of records at all schools to ensure records are maintained in accordance with the Mississippi Cumulative Folder and Permanent Records Manual of Directions</p>	<p>Superintendent Principals Counselors Federal Programs Director Curriculum Director</p> <p>Superintendent Assigned District Admin</p>	<p>Cumulative folder/permanent record Verification checklist Meeting agendas Sign-in sheets</p> <p>Checklists</p>	<p>March 28, 2025</p> <p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

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 academic documentation failed to comply with Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Individual with Disabilities Education Act (IDEA). The areas of noncompliance include:</p> <p>Six(6) out of the six academic documents reviewed did not provide documentation that the student was receiving a full academic day of 330 minutes as required by Miss. Code Ann. §37-13-67 and Mississippi Public Accountability Standard 13.1. The students were physically in the building for the full 330 minutes but were not receiving instruction from the certified teacher for the courses needed to complete the academic schedule assigned upon entry to the alternative education program.</p>	<p>In accordance with state law and MDE guidelines, students will be provided 330 minutes of academic services. Academic schedules are provided for all alternative program, and placed in student folders/files to ensure a full academic day of 330 minutes. Certified regular and special services teachers provide services in accordance with IIPs and IEPs which are included in master planning/scheduling to ensure continuous learning. Face to face and/or virtual instruction will be provided for 330 minutes from certified teachers and in accordance with IIPs and IEPs. To ensure compliance, on-going monitoring of educational services are conducted by the Alternative School Director, Principal, and other admin.</p>	<p>Alternative School Director SPED Director Principals Curriculum Director Other admin</p>	<p>Student schedules Teacher schedules (SAM Spectra) Observations Sign-in sheets Student folders</p>	<p>January 7, 2025-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>One (1) out of the (4) academic documents reviewed included an incomplete IEP with limited services provided and failed to include a report of progress or documentation to support related services as required by the IEP.</p>	<p>District administration will ensure that all IEPs are completed in accordance with IDEA requirements. Certified special education teachers presently provide special education services to students with disabilities and ensure that accommodations and modifications and other related services are provided as identified in the IEP. Progress monitoring will occur at regular intervals to document student progress or lack thereof to ensure that educational needs are being met. Report of progress documentation will be placed in students' folders and provided to parents in accordance to district policies.</p>	<p>Alternative School Director SPED Director Principals Curriculum Director Other admin</p>	<p>IEPs Progress check reports, meetings (sign-in/agenda)</p>	<p>March 28, 2025</p>
<p>The District's Alternative Program provided the MDE auditor an additional IEP that had been recently completed; however, it failed to include a report of progress of documentation to support related services as required.</p> <p>District note: A recently developed IEP would not have a report of progress.</p>	<p>Certified special education teachers presently provide special education services to students with disabilities and ensure that accommodations and modifications and other related services are provided as identified in the IEP.</p>	<p>Alternative School Director SPED Director Principals Curriculum Director Other admin</p>	<p>IEPs Progress check reports, meetings (sign-in/agenda)</p>	<p>March 28, 2025</p>

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Counseling services are provided; however, the counseling log and school's related services log did not report adequate time provided. While there is documentation regarding time in or time out from those visits, it appears the time is inadequate in assuring the individual services needed. The documentation indicated that the certified teachers only provided less than 10 minutes of instruction in the classroom. When the MDE team arrived, there was a teacher assistant present without the certified teacher present. After a time, the certified teacher joined the classroom. During the classroom observation there was evidence of face-to face instruction. There is a Teacher Assistant (TA) that facilitates and aids students in the alternative school program. Students wore headsets and worked on individual computers.</p>	<p>All students identified as needing counseling will receive counseling services to ensure that students are working toward meeting their behavioral goals. The district will ensure that counseling services meet the individual needs of the students identified.</p> <p>In accordance with state law and MDE guidelines, educational services, by certified staff, will be provided for 330 minutes. The master schedule will outline the teachers/academic services provided. Administrators will continuously monitor to ensure adequate services and instruction.</p>	<p>Alternative School Director Principal Counselor Certified teachers Other admin</p> <p>Alternative School Director SPED Director Principals Counselors Curriculum Director Other admin</p>	<p>Observation forms, logs</p> <p>IIPs/IEPs Student schedules Teacher schedules Observations Sign-in sheets Student folders</p>	<p>January 7, 2025 - ongoing</p> <p>January 7, 2025</p>
<p>While there is consistently an assessment completed upon entry to the Alternative School, there is no documentation of the students' grades or</p>	<p>Periodic evaluation of student progress (behavior/academics) will take place; data will be reviewed to monitor student achievement and behavioral goals to</p>	<p>Alternative School Director SPED Director Principals</p>	<p>IIEPs/IIPs Progress check documentation - reports, meetings</p>	<p>March 28, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>progression upon placement in the program.</p> <p>Students served in the Alternative School Program are housed in the Northside High School campus in a classroom with limited separation room the general education students. There was a kitchen within the classroom that contained dirty dishes with old food or old soapy water. The kitchen is not used for the preparation of food for the students.</p> <p>North Bolivar does not implement alternative education policies and procedures. The district staff assigned to the alternative school is not accountable. The alternative education program does not have written procedures that include assigned duties and responsibilities of the staff member reporting to the alternative education program to provide educational services. North Bolivar does not include the student's due process documentation in</p>	<p>provide interventions, if needed. Progress or lack thereof will be communicated with/to students and parents.</p> <p>The District will ensure that the alternative program environment is safe, clean, and conducive to learning. Reconstruction of the Alternative School has eliminated kitchen access. Students and the program are segregated from other students and programming. Counselors have provided motivation posters, an SEL board and other comforts to make the setting more conducive to learning. Alternative school safety and cleanliness will be monitored by school/district admin.</p> <p>Technical assistance training was provided by MDE.</p> <p>Alternative school handbook and job descriptions will be reviewed and updated as needed. Updates will be board approved and communicated to staff.</p> <p>Due process procedures will be adhered to in accordance with federal and state</p>	<p>Counselors Curriculum Director Other admin</p> <p>Alternative School Director Maintenance Director Principal Superintendent</p> <p>Alternative School Director Superintendent</p> <p>Asst. Superintendent</p> <p>Alternative School Director</p>	<p>(sign-in/agenda) Student conference meetings</p> <p>Observations</p> <p>Technical Assistance Summary Report</p> <p>Board agenda Handbook Job descriptions</p> <p>Student folders Due process</p>	<p>March 28, 2025</p> <p>December 16-17, 2024</p> <p>March 24, 2025</p> <p>January 7, 2025-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 01/23/25

01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>the alternative education student folder.</p> <p>Observations should occur in the alternative education program as in the regular classroom setting. Administration should communicate clear guidelines and responsibilities with the teaching staff serving the alternative education program. Program evaluation needs to occur at least annually.</p> <p>There is no documentation to distinguish students who were waived due process. The superintendent approves student placements, but there is no school counselor approval process.</p>	<p>guidelines. Due process documentation will be part of the student's placement criteria and placed in the students' alternative education folders. The only exception will be for parental placements which will be documented utilizing another form.</p> <p>Informal and formal observations will align with district evaluation procedures. Monitoring of instruction and operations in the alternative setting will occur periodically. Program evaluation will occur at least annually.</p> <p>The school counselor, a vital member of the placement team, will review student referral packet to determine correct placement. Counselor's signature will indicate approval before submission of the packet to the Superintendent. All due process documentation will be placed in the students' folders. The Alternative School Director will check the documentation for accuracy and request</p>	<p>Principal</p> <p>Alternative School Director Principal Curriculum Director Other admin</p> <p>Principal Counselor Alternative School Director Superintendent</p>	<p>documentation</p> <p>Teacher observations and evaluations Agenda/sign-in (evaluation meeting)</p> <p>Student folders</p>	<p>January 7, 2025-ongoing</p> <p>January 7, 2025-ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Certified teachers are not consistently present in the classroom; students are not engaged in learning; facilitator does not re-engage them. The alternative education student folders do not contain progress reports or the student's classwork.</p>	<p>needed documents before it is placed in the folder(s). Certified teachers will be provide 330 minutes of scheduled (master schedule) instruction. Students will be engaged in learning provided through instruction from certified teachers. Classwork, progress reports, 9 weeks' report cards, assessment reports, etc., will be reviewed, analyzed, and placed in the student folders. Admin will monitor these processes.</p>	<p>Alternative School Director Principal Certified teachers Curriculum Director Other admin</p>	<p>Observations Student folders</p>	<p>January 7, 2025-ongoing</p>
<p>North Bolivar Consolidated staff did not offer the alternative education students' parents the opportunity for counseling services and there was no documentation for counselor services in the alternative education student folder.</p>	<p>Upon entry of students to the alternative school (intake), counseling services will be offered to parents of the alternative school students. Documentation of the meeting and parent response, along with counselor services for the student(s), will be kept in the student folder.</p>	<p>Alternative School Director Principal Counselor</p>	<p>Student folders Counselor logs</p>	<p>January 7, 2025-ongoing</p>
<p>North Bolivar Consolidated did not provide guidelines for transitioning students entering or exiting the alternative education program.</p>	<p>Guidelines/procedures will be updated in the alternative school handbook and board approved. Procedures for entering and exiting the program will be followed consistently.</p>	<p>Alternative School Director Principal Curriculum Director Superintendent</p>	<p>Handbook Entry/exit documents (Student folders)</p>	<p>March 24, 2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The home school staff does not consistently complete the IIPs before the new alternative student enrolls in the alternative education program, and the alternative education staff does not update or review the IIPs regularly for students enrolled in the alternative education program.</p>	<p>The IIP procedures will continue as outlined in the alternative school handbook but consistently followed : upon approval of the entry of a student into the alternative school, the Alternative School Director will meet with assigned teachers (as on the master schedule). The student profile and basic information will be provided to the teachers in a meeting. The document will be provided in a Google drive for joint compilation from teachers and counselors of expected academic and behavioral goals and standards. Completed documents will be submitted to a drive for review by Curriculum and Special Services Director. The final approved IIP will be discussed with parent/guardian during the intake process and placed in the students' folders. The Alternative School Director will review the expectations with the facilitator to ensure assistance with keeping students on task. The document will be referenced throughout the placement to ensure goals and outcomes.</p>	<p>Alternative School Director Principal Counselor Certified Teachers Curriculum Director SPED Director</p>	<p>IIPs</p>	<p>January 7, 2025 - ongoing</p>
<p>North Bolivar Consolidated School District does not provide an alternative education student folder for each student.</p>	<p>A checklist will be the coversheet in each student folder for accountability of the following content:</p>	<p>Alternative School Director Principal</p>	<p>Student folders</p>	<p>January 7, 2025 - ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 01/23/25

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> -Academic and behavior progress reports -Alternative Education Handbook notification form -Alternative Education Transition Committee checklist -Behavior modification tracking forms -Counseling schedule -Counselor referral form -Criminal or unlawful activity reports -IIP or IEP and revisions, if applicable -Parent notice of student placement in alternative education -Superintendent referral and recommendation form -Transition team exit evaluation -Referral packet-including the discipline hearing documentation with student infractions 			

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 13. Corrective Action Plan for Sunflower 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, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Sunflower County School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 16 – Statewide Assessment System
- Process Standards 24 and 24.1 – Planning Time: Secondary

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Sunflower Consolidated School District District Number: 6711 Date CAP Approved by Local School Board: 12/09/24

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Office of Student Assessment requested a citation be placed in the district's record for violations of Process Standard 16 and Appendix F for testing irregularities in the 2023-2024 school year.</p>	<ul style="list-style-type: none"> - Targeted Schools for implementation: AW James and Moorehead Central -Benchmark Assessments: We will utilize all benchmark assessments as trial runs for the state assessment. This approach will allow us to identify areas for improvement and ensure that our testing procedures align with state requirements. - Training Central Office Staff: Central office staff will undergo targeted training to audit the effective administration of the tests. We will employ the state auditor's rubric as a framework for this audit process, ensuring that all aspects of the testing are scrutinized for compliance and effectiveness. Any irregularities will be documented and corrective measures will be implemented. -Preparation for School Staff: School staff will receive dedicated time to refine their 	<p>District Test Coordinator Assistant District Test Coordinator School Test Coordinators</p>	<p>Monitoring Instrument Training Agendas Sign-in Sheets Confidentiality Agreements Training PowerPoints/presentations provided at schools and the district. The district's MAAP assessment data does not flag possible testing irregularities through the Caveon Test Security Company's post-test data analysis.</p>	<p>October-May</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Sunflower Consolidated School District District Number: 6711 Date CAP Approved by Local School Board: 12/09/24

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>understanding and application of the provisions outlined in Standard 16. We will provide professional development sessions focused on the specific behaviors, such as educator coaching, required for compliance, ensuring that all educators are well-informed and prepared to meet the standards in accordance with Appendix F.</p> <p>-Ongoing Support and Monitoring: District representative assigned at AW James and Moorehead for each scheduled MAAP testing day to monitor compliance with Appendix F requirements.</p> <p>-Training Documentation: All training documentation will be uploaded to Caveon before testing begins.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Sunflower Consolidated School District District Number: 6711 Date CAP Approved by Local School Board: 12/09/24

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on the data submitted for the 2023-2024 school year, the District failed to provide 6 teachers with a planning period.</p>	<p>- Matrix Creation: We will generate a detailed matrix from our current Student Information System (SIS) that outlines the scheduled planning periods for all teachers. This matrix will be a foundational tool for monitoring compliance and ensuring that each educator has designated time for instructional planning.</p> <p>- Dedicated Review Team: A specialized review team comprising district administrators and instructional leaders will be formed. This team will meticulously examine the generated matrix, verifying that every teacher's schedule includes an appropriate planning period in line with district guidelines. Monthly Schedule Audits: The teacher schedules will be printed monthly to</p>	<p>MSIS Primary MSIS Secondary Federal Programs Director Curriculum Specialist Personnel Director Secretaries Counselors</p>	<p>Personnel Accreditation Report</p>	<p>On-going monthly meetings</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Sunflower Consolidated School District District Number: 6711 Date CAP Approved by Local School Board: 12/09/24

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>facilitate ongoing inspections. These audits will allow the review team to promptly identify any changes or discrepancies in the planning periods, ensuring that all teachers maintain their allocated time for instructional planning without interruption.</p> <p>- Access Restrictions: We will implement strict access controls to prevent unauthorized changes to the schedules. After the first month following the reporting period, individuals without district-level access will be prohibited from making any modifications to the teacher schedules. This policy will help preserve the integrity of the planning periods and ensure accountability.</p> <p>- Documentation and Accountability: We will thoroughly document all schedule reviews, including any identified discrepancies and actions taken. A comprehensive report summarizing the findings will be submitted to district leadership regularly, promoting transparency and promptly addressing any necessary adjustments.</p>			

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 20, 2025

OFFICE OF ACCREDITATION

G. 14. Corrective Action Plan for Vicksburg-Warren School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2024*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On December 5, 2024, the Commission on School Accreditation assigned the Vicksburg-Warren School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Process Standard 2 – Licensed Professional Staff
- Process Standard 4 – Annual Financial Audit
 - Process Standard 4.0 – Annual Financial Audit Reporting Deadlines
 - Process Standard 4.1 – Fixed Assets
 - Process Standard 4.6 – Reporting Financial Data

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Vicksburg-Warren School District

District Number: 7500

Date CAP Approved by Local School Board: 2/14/2025

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
<p>District professional staff with expired or no certificate. One Positive Behavior Specialist (PBS) currently does not hold the required Mississippi credential for their assigned position, as mandated by MDE.</p>	<p>The employee is working to meet MDE's PBS requirements by registering for the Mississippi State exam required to obtain the Mississippi credential, in addition to maintaining their current Louisiana Mental Health Certificate, by June 2025.</p>	<p>The Deficient Employee Special Education Director MSIS Coordinator</p>	<p>Registration documents Exam Results</p>	<p>02/2025 to 06/2025</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District

District Number: 7500

Date CAP Approved by Local School Board: 2/15/2025

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

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

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

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

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/15/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4 The district is non-compliant with Standard 4.0 based on the FY2019 audit report. Standard 4.0 - The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>Violation - The district did not submit their fiscal year audit report by September 30, 2020 deadline.</p>	<p>The district is addressing issues as it relates to recruiting and maintaining personnel in the finance department. In doing so, the district will create internal procedures that will facilitate knowledge and awareness of audit guidelines and requirements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>March 2026</p>
<p>4 The district is noncompliant with Standard 4.0 based on the FY2020 audit report. Standard 4.0 - The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>Violation - The district did not submit the FY 2020 audit report to the FAC by the deadline.</p>	<p>The district is addressing issues as it relates to recruiting and maintaining personnel in the finance department. In doing so, the district will create internal procedures that will facilitate knowledge and awareness of audit guidelines and requirements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>March 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4. The district is non-compliant with Standard 4.0 - The local school board obtains annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>Violation - the school district did not submit the FY 2021 audit report to the FAC by the deadline.</p>	<p>The district is addressing issues as it relates to recruiting and retaining personnel in the finance department. In doing so, the district will create internal procedures that will facilitate knowledge and awareness of audit guidelines and requirements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>March 2026</p>
<p>4. The district is non-compliant with Standard 4.0 - The local school board obtains annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>Violation - the school district did not submit the FY 2022 audit report to the Federal Audit Clearinghouse by the deadline.</p>	<p>The district is addressing issues as it relates to recruiting and retaining personnel in the finance department. In doing so, the district will create internal procedures that will facilitate knowledge and awareness of audit guidelines and requirements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>March 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4. The district is non-compliant with Standard 4.0 - The local school board obtains annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>Violation - the school district did not submit the FY 2023 audit report to the Federal Audit Clearinghouse by the deadline.</p>	<p>The district is addressing issues as it relates to recruiting and retaining personnel in the finance department. In doing so, the district will create internal procedures that will facilitate knowledge and awareness of audit guidelines and requirements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>March 2026</p>
<p>4.1 The district is non-compliant with standard 4.1 based on the FY2019 audit report.</p> <p>Violation Per Finding #2019-004 the following items were noted while testing capital assets: The district did not have a reconciled total of construction items that should have been capitalized. The district failed to remove one asset totaling \$1,620,334 from construction in progress and add to building improvements upon completion of the</p>	<p>The district has modified hiring standards to require a bachelors in accounting. In doing so, staff will have knowledge of recording of all construction related expenditures. The staff attend MASBO and with work with an external consultant to receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports.</p>	<p>Director of Finance</p>	<p>District Documentation and Departmental Procedures</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>project resulting in an understatement in depreciable assets and depreciation. Conversion audit adjustments were proposed and accepted by the district to correct construction in progress and depreciation.</p>	<p>Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>District Documentation and Departmental Procedures</p>	<p>June 2026</p>
<p>4.1 The district is non-compliant with standard 4.1 based on the FY2020 audit report.</p> <p>Violation Per Finding #2020-001 (Condition #4), during the auditor's testing of capital assets, it was noted that the district is not effectively tracking and accounting for ongoing construction projects, as evidenced by the audit adjustments for retainage on construction contracts that had not been accrued.</p>	<p>The district has modified hiring standards to require a bachelors in accounting. In doing so, staff will have knowledge of recording of all construction related expenditures. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>District Documentation and Departmental Procedures</p>	<p>June 2026</p>
<p>4.1 The district is non-compliant with standard 4.1 based on the FY2021 audit report.</p>	<p>The district has modified hiring standards to require a bachelors in accounting. In doing so, staff will have knowledge of</p>	<p>Director of Finance</p>	<p>District Documentation and Departmental Procedures</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Violation Per Finding #2021-001 (Condition #4), during the auditor's testing of capital assets, it was noted that the district is not effectively tracking and accounting for ongoing construction projects.</p>	<p>recording of all construction related expenditures. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>Personnel Evaluation and District Documentation</p>	<p>June 2026</p>
<p>4.1 The district is non-compliant with standard 4.1 based on the FY2022 audit report. Violation Per Finding #2022-001 during testing of capital assets, the auditor noted that the district is not effectively tracking and accounting for ongoing construction projects.</p>	<p>The district has modified hiring standards to require a bachelors in accounting. In doing so, staff will have knowledge of recording of all construction related expenditures. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a</p>			
<p>Violation - Per Finding #2022-001 (Condition #4), during the auditor's testing of capital assets, it was noted that the district is not effectively</p>				

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>tracking and accounting for ongoing construction projects, as evidenced by the audit adjustments for retainage on construction contracts that had not been accrued.</p> <p>4.6 The district is non-compliant with standard 4.6 based on the FY2019 audit report.</p> <p>Violation Per Finding #2019-001, the district failed to accrue construction contracts payable and retainage payable on five invoices which totaled \$2,830,932, which resulted in the district's financial statements to be materially misstated. Audit adjustments were proposed and accepted by the district to correct this error.</p>	<p>monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p> <p>The district has modified hiring standards to require a bachelors in accounting. In doing so, staff will have knowledge of recording of all construction related expenditures. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>District Documentation</p>	<p>June 2026</p>
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2019 audit report.</p>	<p>The district has modified hiring standards to require a bachelors in accounting. Additionally, the district has contracted</p>	<p>Director of Finance</p>	<p>District Documentation and Month End Close Process</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Violation Per Finding #2019-002, during the testing of internal controls over bank reconciliations, the CPA found that the district's reconciliation for the District Maintenance, Accounts Payable Clearing, and Payroll Fnds were not reconciled to the general ledger at the beginning of the audit. This resulted in the district hiring a CPA firm to assist with the bank reconciliations. Failure to prepare accurate and timely bank reconciliations could lead to misappropriation of assets that go undetected by management.</p>	<p>with an external consulting group to assist with the timely preparation and reconciliation of bank statements. The staff with work with an external consultant and receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>June 2026</p>
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2019 audit report.</p> <p>Violation Per Finding #2019-004, construction in progress items were not being reconciled monthly.</p>	<p>The district has modified hiring standards to require a bachelors in accounting to assist in recording and tracking construction related items. The Staff will attend MASBO training along with In-district training. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2019 audit report.</p> <p>Violation Per Finding #2019-005, the district failed to record donated commodities revenue and related expenditures for the proper amount resulting in an understatement of revenue and expenditures of \$29,505 in the governmental funds for the year end June 30, 2019.</p>	<p>fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p> <p>The district has modified hiring standards to require a bachelors in accounting to ensure proper recording and reconciliation of revenue and expenditures. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>End of Year Process Checklist and District Documentation</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.6 The district is noncompliant with standard 4.6 based on the FY2020 audit report.</p> <p>Violation Per Finding #2020-001 (Condition #1), the auditor noted the bank reconciliations were not being performed timely and accurately throughout the year, resulting in material adjustments by management after the close of the fiscal year.</p>	<p>The district has modified hiring standards to require a bachelors in accounting. Additionally, the district has contracted with an external firm to train and assist staff on reconciliations. The staff will work with an external consultant and receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>District Documentation</p>	<p>June 2026</p>
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2020 audit report.</p> <p>Violation Per Finding #2020-001 (Condition #2), during the testing of cash, it was noted that there were</p>	<p>The district has modified hiring standards to require a bachelors in accounting. Additionally, the district has contracted with an external firm to train and assist staff on reconciliations. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every</p>	<p>Director of Finance</p>	<p>District Documentation</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren School District District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>material variances with the amounts reported in the financial statements. The investment statements had not been reconciled, resulting in transaction not being recorded in the financial statements. This was corrected by an audit adjustment that resulted in an approximate decrease in ending fund balance of \$9,000,000.</p>	<p>audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>			
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2020 audit report.</p> <p>Violation Per Finding #2020-001 (Condition #3), during the auditor's search for unrecorded liabilities, it was noted the multiple application for payments and retainage on construction contracts that had not been accrued. This was corrected by audit adjustment that resulted in an approximate decrease in ending fund balance of \$10,300,00.</p>	<p>The district has modified hiring standards to require a bachelors in accounting to assist in tracking and recording construction related expenditures. The Staff will attend MASBO training along with In-district training. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2021 audit report.</p> <p>Violation - Per Finding #2021-001 (Condition #1), the auditor noted the bank reconciliations were not being performed timely or accurately throughout the year, resulting in material adjustments by management after close of the fiscal year.</p>	<p>year-end closeout of the financial statements.</p> <p>The district has modified hiring standards to require a bachelors in accounting. Additionally, the district has contracted with an external agency to assist with preparation and to train staff on bank reconciliations. The staff will receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>District Documentation and Monthly Financial Report</p>	<p>June 2026</p>
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2021 audit report.</p>	<p>The district has modified hiring standards to require a bachelors in accounting. The higher level of standards will facilitate the</p>	<p>Director of Finance</p>	<p>District Documentation and Monthly Financial Report</p>	<p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Violation - Per Finding #2021-001 (Condition #2), during the auditor's testing of cash with fiscal agents and investments balance of unspent bond proceeds, it was noted that there were material variances with amounts reported in the financial statements. The investment statements had not been reconciled, resulting in transactions not being recorded in the financial statements.</p>	<p>process of accurately recording expenditures. The staff will receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>June 2026</p>
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2021 audit report.</p> <p>Violation - Per Finding #2021-001 (Condition #3), during the auditor's search for unrecorded liabilities, it was noted the application for payments and retainage on construction contracts had not been accrued. It was also noted that an accurate detail listing of claims</p>	<p>The district has modified hiring standards to require a bachelors in accounting. The higher level of standards will facilitate the process of accurately recording expenditures. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>payable was not being properly maintained and resulted in numerous revisions made.</p> <p>4.6 The district is non-compliant with standard 4.6 based on the FY2022 audit report.</p> <p>Violation Per Finding #2022-001 (Condition #1), during testing, the auditor noted bank reconciliations were not being performed timely or accurately throughout the year, resulting in material adjustments by management after the close of the fiscal year.</p> <p>4.6 The district is non-compliant with standard 4.6 based on the FY2022 audit report.</p>	<p>that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p> <p>The district has contracted with an external consulting group to assist with the timely preparation and reconciliation of bank statements. The staff will receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p> <p>The district has contracted with an external consulting group to assist with the timely preparation and reconciliation of bank</p>	<p>Director of Finance</p> <p>Director of Finance</p>	<p>District Documentation and Monthly Financial Reports</p> <p>District Documentation and Monthly Financial Reports</p>	<p>June 2026</p> <p>June 2026</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Violation - Per Finding #2022-001 (Condition #2), during testing of the cash with fiscal agents and the investments balances, the auditor noted cash with fiscal agents and investments statements had not been reconciled, resulting in transaction not being recorded in the financial statement.</p>	<p>The staff will receive training from March 2025 to June 2025. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>	<p>Director of Finance</p>	<p>Audit Report</p>	<p>June 2026</p>
<p>4.6 The district is non-compliant with standard 4.6 based on the FY2022 audit report.</p>	<p>The district will train staff on proper recording of applications for payment including recording of retainage payable. The staff will attend MASBO Conference and in-district training. Fiscal training sessions will be conducted for all finance and fixed assets staff that address every audit finding to ensure that the financial statements and fixed assets records are accurately stated for future financial audit reports. Procedures should be established to ensure that the fiscal records are</p>			
<p>Violation - Per Finding #2022-001 (Condition #3), during testing of unrecorded liabilities, the auditor noted that application for payments and retainage on construction contracts had not been accrued. Additionally, an accurate detail listing of claims payable was not being properly maintained and</p>				

Please use additional sheets as needed.

Corrective Action Plan

District Name: Vicksburg-Warren District Number: 7500 Date CAP Approved by Local School Board: 2/14/2025

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>resulted in numerous revisions being made.</p>	<p>reviewed by the Finance Director for accuracy on a monthly basis so that any errors found can be resolved before year-end closeout of the financial statements.</p>			

Please use additional sheets as needed.