

**OFFICE OF EDUCATIONAL ACCOUNTABILITY**  
**Summary of State Board of Education Agenda Items**  
**January 16-17, 2014**

**OFFICE OF ACCREDITATION**

- 26.A. Approval of the Corrective Action Plan for the Coahoma 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the *Mississippi Public School Accountability Standards, 2012*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. In accordance with policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Section 37-17-6(10), Mississippi Code of 1972, as amended.

The Coahoma County School District was assigned a PROBATION status by the State Board of Education on September 13, 2013. The district submitted the CAP to the Mississippi Department of Education within sixty (60) days of notification as required. Each program office has reviewed the section of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

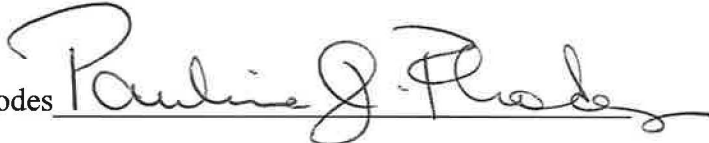
The Coahoma County School District currently has the following issues of noncompliance with accreditation policies and process standards on record: Accreditation Policy 2.1 and Process Standards 1, 2, 3, 9, 13, 14, 15, 17, 21, 23.1, 27, 27.2, 28, 28.1, 28.2, 29, 29.1, 29.2, 33, 37, and 37.1.


Recommendation: Approval

Back-up material attached

**COAHOMA COUNTY SCHOOL DISTRICT**  
**Accreditation Audit Corrective Action Plan**  
**2013-2014**

District Name: **Coahoma County School District**

Superintendent: Pauline J. Rhodes 

School Board President: Patrick Campbell, 

Board Approval Date 10/21/13

**Accountability Requirements and Accreditation Standards  
Coahoma County School District (1400)**

The following standards and policies below were marked “No” on the recent Accreditation Audit for Coahoma County School District.

**1. 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.**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district has failed to report complete and accurate information concerning personnel duties, job titles, salaries, supplements, and funding sources to MSIS.</p> <ul style="list-style-type: none"> <li>• Salaries stated on contracts were not the same as those listed on the Personnel Report.</li> <li>• Contracts did not specify job responsibilities; therefore, work assignments listed on the Personnel Report could not be verified.</li> <li>• Contracts listed positions as “licensed employees” except for</li> </ul>	<p>1. Appoint a District Accreditation Compliance Officer All district personnel responsible for this task attended the Data (MSIS) Conference in July 2013</p> <p>2. All district personnel responsible for this task will meet to verify the accuracy of all personnel data before it is entered into MSIS and before the MSIS Personnel Report is submitted.</p> <p>3a. Teacher contracts will specify teacher job responsibilities; ensuring verification of</p>	<p>MS Public Schools Accountability Standards 2012</p> <p>MSIS User Manuals</p> <p>SAMS7 User Manual</p> <p>MDE (MSIS) Online Employment Software</p> <p>District Website</p>	<p>Director of Federal Programs and Personnel</p> <p>Business Administrator/Officer</p> <p>MSIS Coordinator</p> <p>School Attendance Clerk and Secretaries</p> <p>Payroll Clerk</p> <p>Elementary Principals</p> <p>High School Principal</p> <p>Superintendent</p>	<p>September 2013 – June 2014</p>	<p>Minutes from meeting where board approved compliance officer Sign-in page, agenda, and minutes from meeting held to evaluate accuracy of MSIS data Specific attention will be given to ensure that salaries and job positions/responsibilities listed on the MSIS (Personnel Report) correlate with board minutes, teacher contracts, and payroll records</p> <p>Evaluation of At-Will Agreements</p>

<p>principals.</p> <ul style="list-style-type: none"> <li>• Multiple employees were listed on the school rosters that were not reported on the Personnel Report.</li> <li>• Many employees had multiple contracts on file.</li> <li>• Salary schedules for teachers, administrators and supplemental services were described by the superintendent as “old and outdated” It was impossible to use amounts on hand-written lists of supplements paid for certain positions to reconcile amounts on contracts for many employees. There was no administrative salary scale and the superintendent said it was not possible to develop one.</li> </ul>	<p>teacher contracts and work assignments listed on the Personnel Report.</p> <p>3b. Teacher contract salaries will match salaries in MSIS</p> <p>4. Personnel data will be verified for accuracy in the school data package (SAMS7). Hand produced rosters will no longer be used. Only rosters of faculty and staff printed from SAMS7 will be utilized at the schools. This will help ensure accuracy of school rosters.</p> <p>5. The district will make a practice of requiring new teacher candidates to have verifications of previous employment complete during the application process and prior to board approval. This practice will eliminate the need to adjust teacher contracts after initial approval due to receiving additional years of verification.</p> <p>6. Salary schedules for teachers, administrators, and supplemental</p>				<p>Evaluation and use of Employee rosters printed from SAMS7</p> <p>Employment application check-list and notification on webpage</p> <p>A copy of the Personnel MAEP Report showing that there are no errors on it</p> <p>Evaluation of Administrator, Teacher, and Supplemental Services Salary Schedules</p>
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	services will be updated and developed.				
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**2. Standard 1: School board members complete required basic and continuing education Programs MS Code 37-3-4 (5) and 37-7-306 (1-4)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance with Process Standard 1. Based on a review of the school board minutes from January 2011 through December of 2012, additional information provided by the district, as well as confidential interviews, the school board has failed to fulfill its role and effectively perform its duty in a manner prescribed by law and policy. Although Mississippi School Boards Association training has been provided to school board members, the school board has not restricted its role and function to matters of setting policy and assessing results.</p> <ul style="list-style-type: none"> <li>The Coahoma County School has three new members. The two newly</li> </ul>	<p>1. All school board members have completed the required training, and certificates of completion are on file in the Coahoma County school superintendent's office and at the Mississippi School Boards Association (MSBA) office. The district has developed a process for assuring that all school board members' continuing</p>	<p>MSBA MDE School Board Attorney MASS  Board Calendar</p>	<p>School Board Superintendent</p>	<p>September 2013 and ongoing</p>	<p>All School Board members have completed the required basic training. Training Certificates are on file in the superintendent's office. Superintendent and School Board attended workshop on clearing standards 1-3 on September 27, 2013.  Agenda and Sign in sheet from MSBA workshops for September 27, 2013 and November 14-15.  Signed Minutes  Sign in sheets from schools and form provided by MSBA to show board visits to schools</p>

<p>elected board members completed the required training as of December 2012. The third recently appointed board member will attend basic training in March 2013.</p> <ul style="list-style-type: none"> <li>• Certificates of completion of the required annual continuing education programs as required by this standard were not available for verification for the original two board members. Although both the board president and other returning board member stated during interviews that they had attended sessions, neither had documentation on file to verify completion of the continuing education sessions. It was reported that the board president does not attend sessions with the board as a group, rather seeks</li> </ul>	<p>education certificates are current and on file at the Coahoma County Central Office. The school board will approved this process at its November 2013 school board meeting, and such action is documented in the school board minutes of the board meeting.</p> <p>2. The district will developed a process for documenting school board security bonds. This process will be approved by the board at its November 2013 school board meeting, and such action is reflected in the school</p>				<p>Board Calendar approved at the October meeting. Board minutes where calendar was approved</p> <p>Board minutes where the Superintendent's Evaluation was approved</p> <p>A copy of the Superintendent's Evaluation Copy of memo to principals will be on file at the district office</p>
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<p>opportunities to attend alone.</p> <ul style="list-style-type: none"> <li>• Based on a review of the school board minutes from January 2011 through December of 2012, additional information provided by the district, as well as confidential interviews, the school board has failed to fulfill its role and effectively perform its duties in a manner prescribed by law.</li> <li>• “All minutes of the school board shall be signed by the president of the board, shall be attested by the secretary of the board and shall be adopted by the board at the next regular meeting, or within thirty (30) working days, whichever occurs later.” [Section 37-6-9 of the Mississippi Code of 1972] A review of the school board minutes</li> </ul>	<p>board minutes.</p> <ol style="list-style-type: none"> <li>3. The school board and superintendent attended a three-hour workshop facilitated by MSBA on September 27, 2013, and has scheduled a follow-up, six-hour workshop for November 14-15 at Clinton, MS facilitated by MSBA on <i>Team Building and Proper Planning and Monitoring of the Plan.</i></li> <li>4. Although there is no legal requirement that the school boards and superintendent attend board training events together, the board</li> </ol>				
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<p>indicates that none of the minutes for the past two years have been signed by either the school board president or the school board secretary. During an interview, the president stated that he “had not had time” to read and sign the minutes and that he had been advised by counsel to “take his time”. He further stated that he felt that the school board minutes did not always accurately reflect the proceedings of the school board meeting. However, a review of minutes for the past two years revealed no recorded instances where the school board minutes were amended.</p> <ul style="list-style-type: none"> <li>• During the September 13, 2011, school board meeting, the recommendation to approve minutes of</li> </ul>	<p>and superintendent now understand the value of all receiving the same information as a team so as to solidify the board/superintendent relationship and focus as the district moves forward. The board and superintendent will annually discuss school board training opportunities at a school board meeting in an attempt to find a training session which can be attended by the board and superintendent as a team. Such discussion will be reflected in the minutes of the Coahoma County</p>				
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<p>the August 9, 2011 regular meeting and the August 11, 2011 special-called meeting, died for lack of a second. Those minutes were subsequently not amended nor approved. Section 37-6-9 of the Mississippi Code of 1972, as amended provides that board minutes shall be adopted by the board at the next regular meeting, or within thirty (30) working days, whichever occurs later.</p> <ul style="list-style-type: none"> <li>• “Each school board member selected after July 1, 2001, shall spend at least one (1) full day in a school in the district they represent, without compensation.” There is no documentation or record in the school board minutes that these visits have occurred. Interviews</li> </ul>	<p>School Board.</p> <p>5. All minutes of the school board will be signed by the president of the board and will be attested by the secretary of the board. The board now understands the process for approving the minutes and amending the minutes when board members disagree with the contents of the minutes. Henceforth, all minutes will be adopted by the board at the next regular meeting, or within thirty (30) working days, whichever occurs later. All school board minutes for the past two years</p>				
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<p>with the board members did not reveal that regularly scheduled visits to the schools, as a group or individually, are scheduled or occurred.</p> <ul style="list-style-type: none"> <li>The CCSD policy CEI calls for the Superintendent’s annual evaluation to be reviewed by the school board president in executive session no later than February 15<sup>th</sup>. This process was tabled in January of 2011, until June of 2011. No action was taken during the June 14<sup>th</sup> meeting. School board minutes did not reflect that this evaluation was conducted in 2012. There is no evidence that the superintendent’s evaluation was a basis for constructive improvement initiatives or validation of</li> </ul>	<p>have been signed by the school board president and attested to by the school board secretary.</p> <p>6. The school board will adopt a policy on “School Board Visitation to Schools.” Such policy will include a “Board Member Documentation Form” that documents the date(s) and hours spent in each school. The policy will require that the documentation of board member visitation to the school campuses be maintained in the office of the superintendent.</p> <p>7. The board and superintendent recently received</p>				
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<p>performance.</p> <ul style="list-style-type: none"> <li>On matters of personnel recommendations and compensation, a review of school board minutes indicated a recurring pattern of tabling the superintendent's recommendations. Those have been addressed in special called board meetings. On at least three occasions, the school board had failed to support the superintendent's recommendation for personnel and provided no reason for the denial. According to Mississippi Code of 1971, [Section 37-7-17; 37-9-17], the superintendent recommends license or non-instructional personnel employees to the local school board, and unless good reason to the contrary exists, the board shall elect the</li> </ul>	<p>additional training provided by MSBA on proper evaluation of the superintendent and now fully understand the board's legal responsibility to annually evaluate the superintendent. The board and superintendent will receive further training on the superintendent evaluation process at its November 14-15, 2013 workshop.</p> <p>8. Through recent training provided by MSBA, the board now fully understands its legal obligation to act on all personnel recommendations brought forth by</p>				
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<p>employees so recommended. The board only has the authority to approve or disapprove hiring recommendations. The board must have good reason to reject any recommendation. See MS AG op. Shelton (February 20, 1980), MS Ag Op., Hand (February 2, 1995) and MS AG Op., Lowrey (July 31, 1998).</p> <ul style="list-style-type: none"> <li>• During interviews it was revealed that the board president had contacted the school board in another district to inquire about an applicant. There were differing accounts from the board president and superintendent regarding the interview of the applicant. The recommendation was rejected by the school board. The superintendent shared during an interview that the</li> </ul>	<p>the superintendent and to approve all personnel recommendations made by the superintendent, unless good cause exists not to approve such recommendations. The board further understands that school board minutes must reflect the reason (good cause) for any personnel recommendations rejected by the board.</p> <p>9. The school board will review its personnel salary structure to assure that job descriptions have been developed and appropriate salaries are set for each position. Such action will</p>				
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<p>school board did not approve the recommendation because of the proposed salary. Then the superintendent revised the salary and placed the recommendation on the next month's board agenda. The board voted to amend the agenda and remove the superintendent's recommendation.</p> <ul style="list-style-type: none"> <li>• During separate interviews, both the superintendent and the board president expressed their attempts to cooperate and plan the agendas. However, it is evident that the level of animosity and mistrust impedes effective communications between them. Ongoing "political issues" deter their abilities to get beyond their differences and</li> </ul>	<p>be reflected in future minutes.</p> <p>10. The school board now understands that it cannot approve teacher stipends for workshops and meetings retroactively, has notified the superintendent of such, and has recommended that the superintendent and business officer attend financial training provided by the Mississippi Association of School Business Officers (MASBO).</p> <p>11. Although there is no legal requirement that the board include "Public</p>				
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<p>totally focus on what is best for students and the district.</p> <ul style="list-style-type: none"> <li>• Upon the recommendation of the superintendent, the school approved teacher stipends for workshops and meetings retroactively. No prior approval of payment was found. AG OP No. 2002-0716, REF: "<u>Article 4, Section 96 of the Mississippi Constitution</u> provides: The legislature shall never grant extra compensation, fee, allowance, to any public officer, agent servant, or contractor, after service rendered or contract made, nor authorize payment or part payment of any claim under any contract not authorized by law; but appropriations may be made for expenditures in</li> </ul>	<p>Comments" as a segment of its board meeting, the board realizes the importance that community engagement plays in improving the school district. The board has received a community "Public Comment" policy from MSBA and will consider reinstating public comments as a segment of future school board meetings. Such discussion and action shall be reflected in the minutes of the board.</p> <p>12. To help school board members better understand how Title 1 funds are distributed to</p>				
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<p>repelling invasion, preventing or suppressing insurrections.”  Examples include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>i. On July 10, 2012, the school board approved stipends of \$62.50 for a half day training for 21 teachers for <i>Journey Training</i> conducted on June 26, 2012.</li> <li>ii. On July 26, 2012, the school board approved stipends of \$125.00 for 8 teachers for <i>Thinking Maps</i> training conducted on July 25, 26, and 27 of 2012. The school board also approved a stipend of</li> </ul>	<p>the various schools, the board will receive an annual comparability report from the superintendent or her designee.</p> <p>13. The school board now fully understands the importance of having a school board member present for interviews when the district is being considered for being awarded a grant. Henceforth, the board will designate an alternate school board member to serve as the board’s representative in case the designated board member has a</p>				
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<p>iii. \$125.00 for 10 teachers for the <i>Data Analysis</i> workshop held on July 21, 2012. On August 14, 2012, the school board approved stipends of \$125.00 for one teacher for <i>Thinking Maps</i> training conducted on July 16 and 17.</p> <p>iv. On September 11, 2012, the school board approved stipends of \$125.00 for <i>New Teacher Training</i> for 36 teachers for July 26 and 27 of 2012.</p> <ul style="list-style-type: none"> <li>The review of board minutes for two years revealed that there was no documented</li> </ul>	<p>conflict and cannot attend an interview session.</p> <p>Update Board Calendar And include proposed board visits to schools</p> <p>Superintendent's Evaluation is placed on the Board Calendar and a copy of the instrument is mailed out to the board at the January meeting</p> <p>The School Board will adhere to MS Code of 1971, Section 37-7-17;37-9-17 regarding personnel recommendations.</p> <p>The school board will adhere to AG OP No. 2002-0716, REF: "Article 4, Section 96 of the Mississippi Constitution regarding paying stipends to employees.</p> <p>A memo will be sent to all principals stating the boards resolve to follow the Mississippi Constitution regarding</p>				
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<p>instance of any Public Comments.</p> <ul style="list-style-type: none"> <li>• Some board members shared their belief that the distribution of Title One funds favored one elementary school over other schools with greater needs.</li> <li>• The school district applied for the School Improvement Grant (SIG) form MDE’s Office of School Recovery. The grant application was denied due to a lack of commitment from the school board. According to the official communication from Dr. Kim Benton, Bureau Manger, “Despite being specifically instructed to do so, Coahoma failed to bring a board representative to the interview as required of the interview process.” The board president was scheduled to attend,</li> </ul>	<p>paying stipends to employees</p>				
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but he missed both interview opportunities.					
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**3. Standard 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 of school board policies are published and available for public review. (MS Code 25-61-1 through 17; 37-9-1 through 75; 37-9-101 through 113; 37-7-301 (p) (w); and Federal Civil Rights Act of 1964)**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
<p>The district is not in compliance with Process Standard 2. While current copies of the school board policies are published and available for public review, a number of irregularities and areas of non-compliance exist.</p> <ul style="list-style-type: none"> <li>Interviews with board members and the superintendent revealed that board policies are not reviewed or revised on an annual basis. The district does not have a regular procedure or policy for annual review of board policies.</li> <li>Two board members</li> </ul>	<p>The school district has contracted with MSBA to assist the district in updating all policies. As a part of this contract, MSBA will maintain and annually assist the school district in keeping all policies updated and current through MSBA's electronic/online (O-Policy) service. Policies will reflect the district's vision for student achievement as the primary role of the board and superintendent and will be aligned with</p>	<p>MSBA Sample Policies MSBA O-Policy School Board Attorney</p>	<p>School Board Superintendent</p>	<p>August 2013-May 2014 and On-going</p>	<p>Revised District Policy Manual Agenda and Sign in sheet of District Policy Review Team Board minutes where policies were reviewed annually Board minutes where policies were approved Purchasing documents showing purchase of MSBA O-Policy (purchase order, invoice, and requisition) Revised and adopted board calendar indicating specific dates for annual policy review</p>

<p>felt that the school board policies were inconsistent or inequitably applied. Examples cited during interviews of instances of teacher misconduct not being addressed included:</p> <ul style="list-style-type: none"> <li>i. On one occasion a teacher had not adequately supervised students in the cafeteria and a physical assault on another teacher resulted. Failure to address the child who committed the assault was noted. No reprimand was given to the teacher who failed to perform the assigned supervisory duties.</li> <li>ii. On another</li> </ul>	<p>the strategic plan. The District's policy manual will be kept current through electronic means.</p> <p>The school district will review its policies on an on-going basis. Such review will be reflected in the minutes of the school board.</p> <p>Through policy, the board will require the superintendent to include annual staff development for school teachers and administrators to assure that school board policies are applied consistently and equitably.</p> <p>To assure the operation of the school district is based on approved school board policies and procedures that are current and that comply with state and federal statutes and</p>				
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<p>occasion, a teacher addressed a student with profanity. Others witnessed the verbal misconduct. No reprimand or other actions were taken.</p>	<p>SBE policies and standards, the board will require that the superintendent correlate all applicable agenda items to the appropriate school board policy and that such correlation is reflected on the agenda. The board will annually review all teacher handbooks, student handbooks, and other documents which function under the authority of the approved board policy. Such review shall be scheduled on a school board calendar and such review shall be reflected as a part of the school board's minutes.</p> <p>Develop a process for annual policy review  Superintendent and School Board will set specific dates to discuss and adopt policies. The board will review and adopt new policies by section on July, October,</p>				
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	January, and April				
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**4. Standard 3: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law. {MS Code 37-6-3(3-4); 37-9-7, 13, 14; 37-61-19; and 37-151-5(h)}**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance with Process Standard 3. The superintendent is properly licensed and chosen in a manner prescribed by law. Based on interviews conducted with district staff, forms viewed during the audit, and a detailed analysis of official documentation on file in the district and schools, the school board failed to give the superintendent full administrative authority and supervisory responsibility of the school district as required by state law and approved local school board policies. Findings for Standards 1 and 2 reflect many of these issues. Examples of board actions that attempt to circumvent the superintendent's responsibilities and that document the board's involvement in the operational functions of the district include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• The board president's</li> </ul>	<p>The Coahoma County school board and superintendent have scheduled workshops facilitated by MSBA on <i>Proper Planning and Monitoring</i> and <i>Team Building</i>. An expected outcome of these workshops is that the board and superintendent will be able to maintain a positive and professional working relationship and develop an instructional management plan and implement a system for reporting to the board on policy issues, academic goals, achievement growth/lack of growth, and other significant issues.</p> <p>The school board will give the superintendent full administrative authority and</p>	<p>MSBA MDE MASS MS Code Section 37-6-3; 37-9-7, 13, 14; 37-61-9; and 37-151-5 (h)</p>	<p>School Board and Superintendent</p>	<p>November 2013 and On-going</p>	<p>School Board Minutes indicating board's decision to establish and follow a designee list for board required attendance.</p> <p>Sign in sheet and agenda from MSBA Workshops.</p>

<p>interactions with potential employees.</p> <ul style="list-style-type: none"> <li>• Numerous attempts by the superintendent to hire or transfer personnel to positions that have been denied by the school board.</li> <li>• Attempts to non-renew personnel have been denied.</li> </ul> <p>The board's actions to impede opportunities for the district to receive additional funding. The school district applied for the School Improvement Grant (SIG) for MDE's office of School Recovery. The grant application was denied due to a lack of commitment from the school board. According to the official communication from Dr. Kim Benton, Bureau Manager, "Despite being specifically instructed to do so, Coahoma failed to bring a board representative to the interview as required of the interview process." The board president was scheduled to attend but missed both interview opportunities. The superintendent felt that the</p>	<p>supervisory responsibility of the school district as required by state law and local school board policies. However, the school board cannot relinquish its legal role of oversight of the superintendent. Moving forward,</p> <p>The board president will limit his interactions with potential employees to that of advising potential employees of the hiring policy and procedures of the Coahoma County School District.</p> <p>The board, in fulfilling its oversight role in hiring, will assure that (1)</p>				
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<p>district lost an opportunity to provide for its students due to the neglect of the board president.</p>	<p>any potential employees recommended by the superintendent have been thoroughly investigated by the superintendent;</p> <p>(2) that no recommendations are brought forth to the board without the superintendent having contacted previous employers; and</p> <p>(3) a written report of such finding is received by the board and then entered into the personnel file of such employee, if employed.</p> <p>The board will comply with State law in all hiring,</p>				
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transferring, non-renewals, and termination of personnel. Board minutes will reflect that any actions on such matters are in compliance with applicable laws. Individual board members will seek opportunities to receive additional training in school employment law.

The school board now fully understands the importance of having a school board member present for interviews when the district is being

considered for being awarded a grant. Henceforth, the board will designate an alternate school board member to serve as the board's representative in case the designated board member has a conflict and cannot attend an interview session

The School Board will designate the Vice President and the Secretary to attend board required meeting if the board President is unable to attend. The President will inform the district in advance if he cannot attend

**5. Standard 9: The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The school district's formal appraisal system for licensed staff was approved by the school board in 2008, but has not been updated since. The personnel Appraisal System was not in the 2012-2013 employee handbook</p>	<p>Update Policy GBI, Evaluation of Professional Employees</p> <p>Board approval of updated Policy GBI, Evaluation of Professional Employees policy</p> <p>Implementation of M-STAR Standards and Observation Cycle, which includes 5 unannounced walk-through observations and scheduled formative and summative observations</p> <p>Implementation of MPES, which includes Goals Setting Conference, Formative Conference, Circle Survey Conference, and Summative Assessment Conference</p> <p>Publish M-STAR and MPES in the employee handbook</p>	<p>M-STAR Standards MPES (CANVAS)</p> <p>MDE and district approved training</p> <p>2013-2014 and 2014-2015 Employee Handbooks</p> <p>MSBA O-Policy</p> <p>School Board Attorney</p>	<p>Director of Federal Programs and Personnel</p> <p>Director of Curriculum and Professional Development</p> <p>Superintendent</p> <p>School Board</p>	<p>June 2013 through June 2014</p>	<p>Board agenda and minutes of approval and implementation of M-STAR Standards and MPES.</p> <p>Evaluate M-STAR process; documentation will be received from principals on teacher goals, pre-conference/ formative evaluations; and post-conference/ summative evaluations. Artifacts of teacher instructional evidence will also be analyzed.</p> <p>Evaluate process through CANVAS</p>

**6. Standard 13: Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee (s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant no less than five days prior to the date of the administration of such test. {MS Code 37-15-33}(SB Policy 3801& 3802)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>There was no evidence that transfer students are given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within 30 days after filing for transfer</p>	<p>Update local school board policy JBCD, Transfer and Withdrawal of Students, with every principal to ensure every principal understands responsibilities and procedures.</p> <p>Require that each school has the following on file:            1. Parent notification letter. 2.) Appropriate standardized test 3.) Parent notification of Student Placement letter.</p> <p>District office will request documentation of:            1. Parent notification letter 2. Student test(s) results 3. Parent notification of Student Placement letter for all transfer students from</p>	<p>Copy of CCSD school board policy JBCD, Transfer and Withdrawal of Students.</p> <p>STAR Reading STAR Math</p> <p>MSBA O-Policy</p> <p>School Board Attorney</p>	<p>Director of Curriculum and Professional Development</p> <p>Building Principal</p> <p>Superintendent</p> <p>School Board</p>	<p>October 2013 to June 2014</p>	<p>Sign-in Sheet, agenda, and minutes from principal policy review meeting</p> <p>Copies of each schools letters for parents on file at the district office and at each school site</p> <p>Copies of monthly parent notification, student test results, and placement letters on file at central office, and letters attesting to the fact that no student transferred requiring testing for a particular month.</p> <p>Copy of test results in cumulative folder of transfer student</p> <p>Board agenda, minutes showing approval of</p>

	non-accredited public or private schools each month.				revised policy
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**7. Standard 14: 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. MS Code 17-15-1 through 3)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district has not established standard procedures for the collection, maintenance, and dissemination of cumulative folders. Problem identified with student records include: Date of birth not verified and initialed; dates enrolled/withdrawn were not completed and incomplete data recorded; information on the cumulative folder did not match the information on the permanent record; daily attendance records were not maintained; information on permanent records was incomplete; student records were not developed for</p>	<p>Provide each school with the MDE manual and guidelines for permanent records and cumulative folders.</p> <p>Each School will develop a cumulative folder corrective action plan to correct, update, and re-create accurate cumulative folders and permanent records for each student.</p> <p>Hire a consultant to conduct an internal audit of records at various schools</p> <p>District will provide professional</p>	<p>Consultant</p> <p>MDE manual and guidelines</p> <p>Additional folders and inserts from the MDE</p>	<p>Building principals</p> <p>School Counselors</p> <p>Director of Curriculum and Professional Development</p> <p>Superintendent</p>	<p>August 2013 to June 2014</p>	<p>Inspection of student's permanent records.</p> <p>Hired Consultant in Fall 2013</p> <p>Consultant work reports</p> <p>Attestation of receipt of MDE manual from each building principal</p> <p>Agenda, Sign-in, and minutes of Manual Review Meeting</p> <p>Superintendent Report to the Board communicating results of inspection of student's permanent records at various schools</p>

<p>kindergarten students; immunizations were not verified.</p>	<p>development on the maintenance of student records, MDE, MASS, and MSBA.</p> <p>Develop District manual Checklist</p> <p>District Administrators will conduct random record check/inspection at each school at least once annually and report finding to the school board.</p>				
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**8. Standard 15: The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately. (Schools in the Highest Achievement Levels are exempt)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance with Process Standard 15. Each school makes a regular report on academic progress to the school board and initiatives for school improvement. Although some documents (agenda from a retreat) were presented to the audit team, noting could be found that indicated that the school district had initiated a systematic process for strategic planning. Furthermore, the district strategic plan is not current and is not updated annually in light of the schools' plans. The plan on file does not address the current educational status of each school in the district nor does it set out specific actions relative to accreditation and performance separately. School board minutes did not reveal any annual review/updating of the</p>	<p>Schedule MSBA workshop on Strategic Planning School District will review and update the Strategic Plan</p> <p>Board Calendar will show annual review of Strategic Plan</p>	<p>MSBA P-16 Council District Administrators</p>	<p>Superintendent and School Board</p>	<p>September 2013- May 2014 and On-going</p>	<p>Updated Strategic Plan</p> <p>Agenda and Sign-in sheet from MSBA Workshop and or Retreat on November 14-15.</p> <p>Board Minutes where plan was approved</p> <p>Agenda and Sign in sheets from P-16 Council and other committee meeting</p> <p>Board Calendar</p>



district's existing strategic plan dated 2009-2014.					
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**9. Standard 17: The school district develops a dropout prevention plan and implements programs designed to keep students in school and to lower student dropout rates. MS Code 37-3-46© and 37-21-9) (No child Left Behind Act of 2001)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance with Standard 17. While the district has a board approved Dropout Prevention Plan, it appears that several schools implement very few components to reduce dropout rates. There was no evidence of an annual review of the plan at the schools, either past or present.</p>	<p>The district will update the Dropout Prevention Plan.</p> <p>Training will be provided for all district and school administrators.</p> <p>Training at each school site with principals and staff.</p> <p>Meet with Dropout Prevention Team quarterly. The Student Service Director will set specific dates for team meetings</p> <p>Training for School Resource Officers</p>	<p>Dropout Prevention Conference 2013</p> <p>MDE Office of Dropout Prevention</p> <p>Dropout Prevention Template</p>	<p>Superintendent</p> <p>Dropout Prevention Team</p> <p>Student Service Director</p> <p>School Board</p> <p>Principals</p>	<p>August 2013 to January 2014</p>	<p>Review and update the Dropout Prevention Plan annually.</p> <p>Board Agenda and Minutes showing approval</p> <p>Sign-in Sheets, Agenda and Minutes</p> <p>Schedule of Dropout Prevention Team Quarterly Meetings for each school</p>

**10. Standard 19 and 19.2: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction for not less than sixty percent (60%) of the normal school day. MS Code 37-3-49, 37-13-61 through 69, 37-15—5 (j), and 37-151-7 (3)(d)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
Each School did not provide 330 minutes of instruction per day	<p>The School Calendar for the 2013-2014 school year reduces the number of 60% days from 16 to 2.</p> <p>The calendar will be presented to the board for approval</p> <p>Each school will submit their master schedule for approval by district office</p>	None Needed	<p>Director of Curriculum and Professional Development</p> <p>Building Principals</p>	February 2013 to June 2013	<p>Revised Calendar reported to MDE and in MSIS</p> <p>Board minutes indicating approval of minutes</p> <p>Copies of each School's master schedule indicating a minimal of 330 minutes.</p> <p><b>* MDE Team Leader, Debbie Childers, recommended clearance on October 16, 2013</b></p>

**11. Standard 19.3: The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional 7-period day schedule must provide at least 48 minutes per period, and A/B and 4 x 4 block schedules must provide at least 94 minutes.**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The Coahoma County Jr/Sr High School did not offer 140 of instruction per Carnegie unit due to the number of early release days in the calendar</p>	<p>The School Calendar for the 2013-2014 school year reduces the number of 60% days from 16 to 2.</p> <p>The calendar will be presented to the board for approval</p> <p>CCHS will submit their class schedules for approval by district office</p>	<p>None needed</p>	<p>Director of Curriculum and Professional Development</p> <p>Building Principal</p>	<p>February 2013 to August 2013</p>	<p>Revised school calendar reported to MSIS</p> <p>Board minutes indicating approval of minutes</p> <p>Copies of schools' early release schedule indicating a minimal of 140 hours per unit and 70 for ½ units.</p> <p><b>* MDE Team Leader, Debbie Childers, recommended clearance on October 16, 2013</b></p>

**12. Standard 19.4: No more than two of the 180 days may be 60% days, unless the district is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related in instruction. MS Code 37-151-5 (j)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district was utilizing an Early Release schedule that was not being used for professional development or other activities related to instruction. There was an early release date, but not detailed professional development</p>	<p>Revise School Calendar for the remainder of school year 2013-2014.</p> <p>The district will only use 2 60% days and discontinue utilizing the early release schedule.</p> <p>Each school will submit their early release schedule for approval by district office</p>	<p>None</p>	<p>Superintendent</p>	<p>February 2013 to June 2013</p>	<p>Revised Calendar reported to MDE and in MSIS</p> <p>Board minutes indicating approval of only 2 Early Release Days</p> <p>Copies of each School's master schedule indicating a minimal of 198 minutes of instruction</p> <p><b>* MDE Team Leader, Debbie Childers, recommended clearance on October 16, 2013</b></p>

**13. Standard 19.5: The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year (177 days).**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>Seniors are released on May 15 2013, and graduation is on May 17, 2013, which requires seniors to miss more than 3 days prior to the end of the school year.</p>	<p>Seniors will be required to attend school until graduation, which is scheduled for May 23, 2013. The last day of school is May 28, 2013. This means that seniors will only miss 2 days prior to the end of the school year</p>	<p>None</p>	<p>Superintendent and high school principal</p>	<p>May 2013 to August 2013</p>	<p>Revised school calendar reported to MSIS</p> <p>Board minutes indicating approval of minutes</p> <p>Graduation date is only 2 days prior to the end of school.</p> <p><b>* MDE Team Leader, Debbie Childers, recommended clearance on October 16, 2013</b></p>

**14. Standard 19.6: The summer school/extended year program meets all applicable requirements of the regular school program.  
MS Code 37-3-49.**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
<p>The summer school program is for grades 1-8 and is administered by Teach for America Program. The district provides a space and students. Attendance is voluntary and the goals of the program are unclear and not specific. Teach for America guidelines for the summer programs objectives did not follow the Mississippi K-8 frameworks. Students do not have written permission or a plan and there is no evidence that the students complete all necessary objectives.</p>	<p>The summer school/extended year program will meet all applicable requirements of the regular school program and will be administered with district personnel.</p> <p>Students from other schools enrolled summer programs will provide written approval from the principal of their home school.</p> <p>Students enrolled in an extended year program will have required attendance.</p>	<p>Funding to pay teachers</p> <p>School building</p> <p>Buses</p> <p>Administrators on duty to supervise the extended year program.</p>	<p>Director of Curriculum and Professional Development</p> <p>Building Principal</p>	<p>February 2013 July 2013</p>	<p>Each extended year program will keep a binder that has at the minimal copies of the following:</p> <p>Permission letters from principals</p> <p>Individual Objective Checklists</p> <p>Daily Attendance Records</p> <p>Promotion/Retention List</p> <p>Letters to parents indicating promotion or retention</p>

	Students will have individual checklists indicating mastery of the required skills during the extended year				
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**15. Standard 19.7: The district utilizing an Early Release Schedule or a Delayed Start School Day Schedule must have the schedules approved by the school board and published and disseminated. MS Code 37-3-49.**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
The district was utilizing an Early Release schedule that was not being used for professional development or other activities related to instruction. There was an early release date, but not detailed professional development	<p>Revise School Calendar for the remainder of school year 2013-2014.</p> <p>The district will only use (2) 60% days and discontinue utilizing the early release schedule.</p> <p>Each school will submit their early release schedule for approval by district office</p>		Superintendent	February 2013 to June 2013	<p>Revised Calendar reported to MDE and in MSIS</p> <p>Board minutes indicating approval of only 2 Early Release Days</p> <p>Copies of each School's master schedule indicating a minimal of 198 minutes of instruction</p> <p><b>* MDE Team Leader, Debbie Childers, recommended clearance on October 16, 2013</b></p>



**16. Standard 21: The school district implements a professional development program aligned with the Learning Forward Standards for professional Learning MS Code 37-17-8**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
The district did not implement a professional development program aligned with the Learning Forward Standards for Professional Learning.	Develop and implement a comprehensive professional development program.  Present the plan to the school board for approval	Needs Assessment  Funding for consultants  Funding to attend required MDE development  MSBA O-Policy  School Board Attorney	Curriculum Coordinator  Superintendent  School Board	April 2013- May 2014	Comprehensive Professional Development Plan.  Board Minutes approving the professional development plan  Agenda for each PD that indicates Learning Forward Standards for Professional Learning.

**17. Standard 23.1: The school district is in compliance with state and/or federal requirements for Early Childhood Programs (kindergarten and teacher assistant) MS Code 37-21-1 et. Seq. SB Policy IDAC and FDD-4.**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
Schools can not confirm that every child is engaged in 100 minutes of learning center activity per day. Lesson plans are not written	Kindergarten teachers and assistants will receive professional development training as required by the MS	MDE and Early Childhood	Curriculum Coordinator  Elementary principals	August 2013 –on going	Sign-in sheet and certificates from professional development training.

<p>in unit format. Ongoing Early Childhood training was not provided.</p>	<p>Department of Health.</p> <p>Schools' master schedules will indicate minimal of 100 center-based instruction with children engaged in learning center activities per day.</p> <p>Weekly submission of lesson plans in unit format</p>				<p>Teacher lesson plans and observations of lessons by principals and others.</p> <p>Inspection of Master schedules to ensure 100 minutes of learning center activity per day.</p>
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**18. Standard 27: The school district implements an instructional management system that meets the following requirements: 27.1 The school district implements an instructional management system that has been adopted by the school board and that includes, at a minimum, the competencies required in the curriculum frameworks approved by the State Board of Education. MS Code 37-3-49. 27.2: suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies.**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance because there is not evidence of an updated, board approved district instructional management plan.</p>	<p>Revise and implement comprehensive instructional management policy that has been approved by the local board.</p> <p>Communicate the IMP to the building level as</p>	<p>Current MS Framework and Common Core State Standards</p> <p>Professional development</p> <p>Binders for all</p>	<p>Curriculum Coordinator, Superintendent Principals, and teachers</p> <p>School Board</p>	<p>August 2013 to May 2014</p>	<p>Board agenda and minutes indicating approval of revised instructional management system</p> <p>Sign-in sheets from professional developments</p>

	<p>well as provide training on usage.</p> <p>The district will provide all teachers with a copy frameworks and pacing guides to be kept in curriculum binders</p> <p>The plan will be presented to the board for approval</p> <p>Principals will check lesson plans weekly and provide feedback with online system.</p>	<p>teachers</p> <p>Online lesson plan system ( ex. EZ Lesson planner)</p> <p>MSBA O-Policy</p> <p>School Board Attorney</p>			<p>All teachers will have a copy of the revised MS Frameworks and Common Core State Standards</p>
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**19. Standard 28: 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.**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance based on a lack of current, approved school board policies</p>	<p>Revise District Policy to comply with state and federal requirements and approved local school board policy.</p>	<p>School Board, MSBA O-Policy Superintendent School Board Attorney</p>	<p>Superintendent School board</p>	<p>October 2013 to July 2014.</p>	<p>Inspection of revised board policies regarding promotion/progression/retention of students with approval date.</p> <p>Board Agenda and minutes</p>

	<p>Publish current, relevant board policy in parent-student handbook, teacher handbook, and district website.</p>				<p>showing approval of policies</p> <p>Inspection of handbook for 2014-2015 school year to show that policy is stated correctly in the handbook</p> <p>Board Agenda and minutes showing approval of 2014-2015 handbooks.</p>
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**20. Standard 29: The school district provides an alternative education and/or GED program for the categories of students identified in Mississippi Code 37-13-92, and the program meets the guidelines established by the State Board of Education. (SB Policy IDDI-1 and 2 (See Guidelines for Alternative/GED School Programs.)**

Deficiencies	Strategies/Plan for Correction	Resources	Person(s) Responsible	Implementation Timelines	Evaluation Criteria
<p>The district is not in compliance with Standard 29, 29.1, and 29.2. The Alternative School is defined through written board approved policies and procedures that describe and provide educational opportunities for the categories of students to be served (excluding those found with drugs and weapons). The district operates its Alternative School through the Consortium Program with West Tallahatchie School District. North Delta Alternative School is the site where Coahoma County Alternative Education students are served and it is located in the city of Sumner, MS. Based on a review of district documentation and</p>	<p>The district will remain a part of the consortium with North Delta Alternative School to meet the needs of the students from the district.</p> <p>An ICEP (Individual Corrective Action Plan) will kept and maintained on each student participating in the program.</p> <p>Documentation will be provided to show that the students are assessed and evaluated by the TABE (Test of Adult Basic Education).</p> <p>The curricula and instruction content</p>	<p>Superintendent, Principals, Assistant Principals</p> <p>North Delta Alternative School</p> <p>MDE Office of Dropout Prevention</p> <p>MDE Alternative School Guidelines</p>	<p>Principals Superintendent Counselors Director of Student Support</p>	<p>Current and on going</p>	<p>The district has successfully operated a GED Option Program for two school terms. We are in our third year. We will continue to review and evaluate the program on an annual basis, and provide the quality staff and material to sustain the program.</p> <p>Copy of Master Schedule of Class at Alternative School</p> <p>Copy of Revised Bus Schedule</p> <p>TABE Results in cumulative or individual folders</p> <p>ICEP in cumulative and individual folders</p> <p>Documentation from</p>

<p>staff interviews, there was no evidence that the district was operating the Alternative Ed. Program according to the required guidelines. The findings are as follows:</p> <ol style="list-style-type: none"> <li>1. A total of 90 minutes a day is used to transfer students roundtrip from their home school to North Delta. In addition, students return to campus at least 30 minutes before dismissal for the day. Both situations cause students to miss at least 120 minutes of instructional time each day.</li> <li>2. Students in Alternative Education are not separated from the regular student body before school and after school. They mix with other students prior to being picked up and returned to the home campus well before the end of</li> </ol>	<p>material will be made available upon request.</p> <ol style="list-style-type: none"> <li>1. NDAS Officials have made a new schedule with the bus drivers. Other alternatives are also being considered at this time.</li> <li>2. The home school will make the required adjustment to ensure that alternative education students are separated from the regular students before and after school. Workable solutions to prevent the mingling of alternative students before leaving campus and their arrival back</li> </ol>				<p>NDAS will be kept in cumulative and individual folders</p> <p>List of Committee that comprise of teachers, administrator, counselors, vocational representative and other support staff.</p>
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<p>the school day. They roam the campus freely</p> <p>3. Test results for student enrolled in Alternative School were not available.</p> <p>4. Data/ documents were not available showing evaluation of student progress in academic and behavior at regular intervals.</p> <p>5. Principals, counselors and the Director of Student Support gave differing accounts of how many students attended the Alternative School. The correct data was provided by the attendance clerk at the school.</p> <p>6. It could not be verified that the development and review of Individual Instructional Plans was implemented through the appropriate committee</p> <p>District documentation</p>	<p>on campus will be made and implemented.</p> <p>3. Test results will be kept on each alternative student and made available upon request.</p> <p>4. Proper documentation will be obtained from NDAS that reflects the behavior, evaluation and student progress in the academic areas at regular intervals. This data will be obtained from the teachers at the Alternative School. Grades are faxed from NDAS at the end of each grading period. Progress reports are sent home from NDAS every two weeks.</p> <p>5. The schools will take greater responsibility regarding knowing the number of students we have enrolled from the district at NDAS. The number of slots allotted for the district</p>				
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indicated that the board approved a GED Option Program June 5, 2012. Documentation was not available to verify that the district had established a GED Option Program, referrals/placement committee comprised of teachers, campus administrators, counselors, vocational representatives, and/ or other support staff. The principal seemed to have knowledge of the GED Option Program except for the fact that twelve students were enrolled. District data did not document implementation of the Individual Education and Career Plan Committee (ICEP). Neither the counselor nor the principal could provide documentation verifying that students are appropriately assessed and evaluated by the TABE (Test of Adult Based Education or an official practice test. The evaluator was not provided a copy of

is 15. Currently five slots are taken.  
6. The Committee for Alternative placement will meet and participate in the review of the Individual Instructional Plan for student placement at NDAS.

29.2

Documentation verifying that the district has an established GED Option Program is in place and will be made available for review.

A committee comprised of teachers, campus administrators, counselors, vocational representatives and other support staff will be formed and meet to review, discuss and make referral of student who qualify for GED Option placement.

A file is and will be kept on each student's TABE results.



the curricula and instructional content material.	The curricula and instructional content material for the GED Option Program will be made available upon request.				
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**21. Standard 33: The basic curriculum of each elementary or middle school (any configuration of grades k-8) consists of reading/language arts, mathematics, science, social studies, the arts, and physical education, which may be taught by a regular classroom teacher. MS Code 37-1-3(2) and 37-13-134)**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
The district is not in compliance with Process Standard 33 because schools' master schedule	Provide 150 minutes of activity-based instruction per week and 45 minutes of health instruction per	P.E. and Health Frameworks  Health textbooks for 7-8 grades	Principals, Curriculum Coordinator and teachers	May 2013 to May 2014	Inspection of Master schedules at each school to ensure 150 minutes of activity-based instruction and 45 minutes of Health

does not include health. Lesson plans for health were not available upon request	<p>week.</p> <p>Indicate P.E. and Health on Schools' master schedules.</p> <p>Provide P.E. framework and Health framework to teachers</p> <p>Require weekly lesson plans in P.E. and Health.</p>	Supplemental Health instructional material			<p>instruction is provided</p> <p>Submitted lesson plans showing P.E. and Health framework, objectives, activities, and assessments</p> <p>Check each responsible teacher instructional binder to ensure that Health and P.E. framework are available for teacher use.</p>
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**22. Standard 37: Each school has a current School Safety Plan on file that has been approved by the local school board. MS Code 37-3-83 (2)**

<b>Deficiencies</b>	<b>Strategies/Plan for Correction</b>	<b>Resources</b>	<b>Person(s) Responsible</b>	<b>Implementation Timelines</b>	<b>Evaluation Criteria</b>
The district is not in compliance with Standards 37 and 37.1 regarding school safety requirements.	The district has developed a District School Safety Plan and approved by the school board		School Safety Coordinator	February 2013 to October 2013	<p>Inspection of School Safety Plan</p> <p>Annual Review of Safety Plan</p> <p><b>* MDE Team Leader, Debbie Childers, recommended clearance on October 16, 2013</b></p>