

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

OFFICE OF ACCREDITATION

- 26.D. Approval of the Corrective Action Plan for the Leake 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the *Mississippi Public School Accountability Standards, 2012*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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 Leake 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 Leake 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, 8, 8.1, 9, 10.5, 11.2, 14, 19, 19.2, 19.4, 19.5, 19.7, 23, 23.1, 23.8, 33, 35, 35.1, 35.2, 35.4, 37, and 37.1.

Recommendation: Approval

Back-up material attached

**Leake County School District
MDE Audit
Action Plan
2013-2014**

Plan 2.1

- 1 - All district Principal's, Superintendent, Assistant Superintendent, and MSIS Personnel will have access to the MSIS Personnel Reference Manual.
(Status: Immediate and Ongoing.)
- 2 - The individual(s) responsible for reporting MSIS personnel Data will be retrained or refreshed in the reporting requirements of the MSIS Data Report.
(Status: Training set for July 2013.)
- 3 - The updated list of all Work Area/Course Codes will be downloaded and provided to all administrative staff members each year.
(Status: Immediate and Ongoing.)
- 4 - The Assistant Superintendent will be responsible for and take great care to ensure that all employed school district personnel holds a valid certification and proper license for any duties or responsibilities for which they are assigned.
(Status: Immediate and Ongoing.)

Action Plan

Process Standard #1

Many of the issues cited for Process Standard #1 were eliminated by the election of 3 new school board members in the election of November 2012.

- 1 - The Leake County School Board will use Executive Sessions only for what they are intended. No illegal or unintended business or issues will be discussed during executive session.
- 2 - A - Special Called Meetings are now called only when appropriate and only when necessary.
B - Special Called Meeting Notices will be specific and the board will only discuss the items posted on the original posted notice.
C - The Leake County School Board will not amend the Special Called Meeting Agenda and will limit the items discussed to the original agenda posted on the Special called Meeting Notice.
D - The Special Called Meeting Notices will indicate a date and time posted on the Notice.
- 3 - Board Agenda
A - The Leake County School Board will limit amending the Board Meeting

Agenda to a necessary minimal, but when needed will follow the proper procedures when doing so.

- B - The Leake County School Board will not amend the Agenda of Special Called Meetings.
- C - The relationship between the new Leake County School Board President and the Superintendent is excellent. The Superintendent and the new School Board President meet frequently to discuss the Agenda and other Board Members may request Agenda items in writing through the School Board President or Superintendent. The Superintendent is open to answer any questions posed by any School Board Members.
- D - The Leake County School Board will adhere to the policy of allowing proposed changes of the Agenda by consent vote and upon the extraction/addition of Agenda Items only by individual action. They will adhere to this practice.
- E - Any changes to the Agenda after the Adoption of the Agenda must follow the rules set within the "Robert's Rules of Order, Newly Revised" and must be approved by a vote of the Board Members.
- 4 - The Leake County School Board will adhere to LCSD Policy BCBK and by Section 25-41-7 of the Mississippi Code of 1972 when entering into Executive Session. The new Leake County School Board President and the Superintendent have an excellent working relationship.
- 5 - The Leake County School Board will adopt a policy that will allow the Principal to recommend and the Superintendent to Approve District Travel and Fund Raising Activity. The School District recorders will update and maintain current board meeting minutes and record books and will post the minutes for public review upon approval of the board in a timely and concise manner. The members of the Leake County School Board that are required to attest to and sign the adopted minutes will do so in a timely manner.

(Status: Immediate and Ongoing.)

Process Standard #2

The Superintendent and staff will update and maintain the policies of the Leake County School District both online (on the Leake County School District web-site through the Mississippi School Boards Association) and in a policy manual in the Superintendent's office. The Superintendent will inspect the policy manual annually to insure that it is properly updated.

The Leake County School Board Members will limit their role to setting policy and assessing results. They will not become involved in the District's Operational Procedures. They will recognize that the operation of the schools and school district is the statutory (legal) responsibility of the Superintendent and building principals. That the Leake County School Board members will not conduct fact finding trips to the schools.

The Leake County School Board will restrict their role to state law and Leake County School District policy when hiring District Personnel. They will only approve or deny by a majority vote . When voting against a recommendation of the Superintendent, each member that votes "nay" must provide a supportable and responsible reason for voting against the recommended personnel.

All documented published district material (handbooks, etc.) must comply with current Leake County School District adopted policies.

(Status: Immediate and Ongoing.)

Process Standard #3

The Leake County School Board will restrict it's role to a level of adopting policy and assessing results.

The Leake County School Board will respect the Leake County School District Policy and Mississippi State Law and will delegate all executive, supervisory, and instructional authority to the Superintendent.

The Superintendent will implement an effective instructional management plan.

The relationship between the Leake County School Board President and the Superintendent is excellent and the Superintendent and the new Leake County School Board President will work together to promote a positive image and provide an excellent educational program for all Leake County School Children.

(Status: Immediate and Ongoing.)

Process Standard #8

The District Superintendent contacted Katrina McDowell at the Office of Accreditation to determine the issues related to the MSIS Data Report. Teachers were teaching academic core courses out of their licensed field. The 5% rule does not apply to core courses. The Leake County School District will comply with all indicated discrepancies.

(Status: Immediate and Ongoing.)

Process Standard #9

The Leake County School Board will adopt policies indicating the implementation of the state adopted evaluation systems for the evaluation of District Personnel. Policies should include the adoption of :

- 1 - Superintendent's formal evaluation system.
- 2 - Principal's Evaluation System
- 3 - M-Star Teacher Evaluation System

(Status: The Leake County School Board will adopt these policies before the 2013-14 school year.)

Process Standard #12

Beginning with the 2013-2014 School Session all students must meet state adopted immunization policies to enroll in the Leake County School District.

(Status: The Leake County school Board will update the Immunization policies before the 2013-14 school year.)

(Immunization Status: Immediate and Ongoing.)

Process Standard #13

The Leake County School District will use the Case 21 Progress Monitoring 3rd Term Test to determine placement. No student will be allowed to bypass the state mandated testing program.

(Status: The Leake County school Board will adopt a policy before the 2013-14 school year.)

(Status: Immediate and Ongoing.)

Process Standard #14

The Leake County School District counselors will be responsible for the collecting, maintaining, and dissemination of cumulative folders and student records. They will develop a plan of review and corrective action to be implemented at each school. They will be responsible for maintaining updated student data.

High School Counselors will be proactive in advising individual students/parents each year as to their graduation status. Each student/parent will be updated annually to ensure an accurate record for each student.

(Status: Immediate and Ongoing.)

Process Standard #15

A policy for Strategic Planning will be adopted by the Leake County School Board. The Strategic Plan for each School and the District will be approved periodically according to the Leake County School District Policy.

(Status: Policy will be adopted ASAP.)

(Strategic Plan is Immediate and Ongoing.)

Process Standard #19

The Principal at each school will submit a Master Schedule for approval by the Superintendent each year that will comply with Process Standard #19. They will also submit for approval by the Superintendent any changes in the school's master schedule. Beginning with the 2013-14 school year each school district will be allowed only 2 early release days thus eliminating some of these issues.

All Bell Schedules will be approved by the Superintendent and adopted by the Leake County School Board each year.

(Status: Master Schedules will be submitted each summer and revised as needed.)

Process Standard #20

The Leake County School District counselors will be responsible for recording data on student records and the Principal of each school will be responsible for ensuring the accuracy of the recorded data.

The counselors at the High School level will inform each student/parent of the Carnegie Units earned each year and of the academic standing of each student annually.

(Status: Immediate and Ongoing.)

Process Standard #21

The Leake County School District Leadership Staff will develop a District Staff Development Plan and Calendar each year. This plan and calendar will be adopted by the Leake County School Board each year.

(Status: District and School Level Staff Development Plan will be developed before each year and revised as needed.)

Process Standard #23

The Principal's at each Kindergarten location will attend the 15 hours of training needed to comply with the Kindergarten requirements.

The District Pre-Kindergarten Co-ordinator is the Assistant Superintendent.

The Leake County School District has entered into a co-operative agreement with the "Friends of the Children of Mississippi" to provide a Pre-Kindergarten program in Leake County. The Pre-Kindergarten classes will be held off-site at the "Friends of the Children of Mississippi" facility for the 2013-14 school year.

(Status: Principals will receive all training needed ASAP.)

(Status: Immediate and Ongoing.)

Process Standard #27

The Leake County School Board will adopt a revised policy regarding the most current instructional management plan. The plan will include the state adopted plan that includes the implementation of the blended MCT2/Common Core curriculum in 2013-14 and the full implementation of the Common Core Standards in 2014-15. All instructional team members are being trained to implement the more rigorous Common Core curriculum.

(Status: The Leake County school Board will adopt a revised policy before the 2013-14 school year.)

(Status: Immediate and Ongoing.)

Process Standard #28

The Leake County School Board will adopt updated revised policies related to grading and athletic eligibility. These policies will be included in the student handbook.

(Status: The Leake County school Board will adopt a revised policy before the 2013-14 school year.)

(Status: Immediate and Ongoing.)

Process Standard #29

The GED Program Administrator is the Vocational Director where the GED Program is located. Counselors and Principals are aware of who is in charge of the GED Program.

A procedure which requires the approval and the signature of the Superintendent for a student to enter the GED Program will be developed and implemented.

(Status: Immediate and Ongoing.)

Process Standard #32

The Leake County School District High Schools will offer its students at least 33.5 Carnegie Units each year to be reported in MSIS. The Principals at each High School will compile a list of courses to be offered. The list of offered courses must be approved by the Superintendent.

(Status: The Leake County MSIS Report will denote a list of course offerings.)

(Immediate and Ongoing.)

Process Standard #33

All subjects required by Mississippi Code 37-1-3(2) and 37-13-134 will be listed on the master schedules, noted in the teachers lesson plans, and taught at each Elementary and Junior High Schools in the Leake County School District.

The Master Schedules of each school in the Leake County School District will be approved by the Superintendent.

(Immediate and Ongoing.)

Process Standard #35

35.1 - Documentation of quarterly bus inspections will be on file in the Transportation Supervisors office.

Each bus will be inspected for cleanliness each time it is fueled by the fuel person. The fuel person will report unclean busses to the Transportation Supervisor.

The Transportation Maintenance Staff will work diligently to maintain a safe and maintenance free bus fleet.

A form for reporting maintenance issues will be provided to all bus drivers to report problems.

(Immediate and Ongoing.)

35.2 - A copy of all bus drivers licenses and bus cards will be kept on file in the Superintendent's Office by the Transportation Secretary.
Bus Drivers will be trained to document Pre-Trip inspections and to file a copy with the Transportation Supervisor. The Pre-Trip documentation will be kept on file in the Transportation Supervisors Office.
The Transportation Supervisor will keep on file an Agenda and Sign-in Sheet for all bus drivers in-service training activities.
(Immediate and Ongoing.)

35.4 - An Emergency Evacuation Drill Plan will be developed and implemented at least twice a year. Documentation of Emergency Evacuation Drills will be kept in the Principal's Office.
(Immediate and Ongoing.)

Process Standard #36

All noted deficiencies will be addressed by the principal at each school. The district maintenance team and the principals at each school will address and correct all maintenance issues.

The District future construction plans will address some of the more expensive less dangerous issues.

(Status: All work will completed before the beginning of the 2013-14 school year.)

(Status: Immediate and Ongoing.)

Process Standard #37

The Leake County School District Safety Plan will be updated by the school district safety officer, approved by the Superintendent, and adopted by the Leake County School Board annually.

(Status: Immediate and Ongoing.)

Future Construction Plans

2013-14 - The Leake County School District is in the process of beginning construction of a new wing of classrooms at Leake Central High School. It will include 2 modern science labs and will replace the temporary portable classrooms that were placed at Leake Central High School to alleviate overcrowding caused by the consolidation of the Leake County School District by order of the United States Department of Justice.

2014-15 - The Leake County School District will seek to pass a bond issue to build a new Leake Central High School facility and a new Leake County Elementary School facility. It is being proposed that the Leake Central Junior High School will be relocated to the present Leake Central High School facility.

If this plan is fully realized the Leake County School District will be able to provide all modern relatively new facilities for all students.

While the Leake County School District is working to provide excellent facilities, portable classrooms will be maneuvered to maximize resources.

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(Status: The Leake County school Board will adopt a revised policy before the 2013-14 school year.)

(Status: Immediate and Ongoing.)

Process Standard 28

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(Immediate and Ongoing.)

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