

**OFFICE OF CHIEF SCHOOL PERFORMANCE OFFICER**  
**Summary of State Board of Education Agenda Items**  
**January 15-16, 2015**

**OFFICE OF ACCREDITATION**

05. C. Approval of the Corrective Action Plan for the West 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the *Mississippi Public School Accountability Standards, 2014*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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(11), Mississippi Code of 1972, as amended.

The West Bolivar County Consolidated School District was assigned a PROBATION status by the State Board of Education on October 17, 2014. 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 West Bolivar Consolidated School District currently has the following issues of noncompliance with accreditation process standards on record: Process Standards 2, 5, 9, 12, 13, 14, 15, 17, 21, 23, 23.1, 27, 27.2, 28, 28.1, 28.2, 29, 29.1, 33, 35, and 36.

Recommendation: Approval

Back-up material attached

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This Corrective Action Plan is completed based on an accreditation audit conducted on October 17, 2013, for the then West Bolivar School District, now dissolved.

**ATTACHMENTS:**

**RESPONSES TO ACCREDITATION AUDIT FINDINGS ON JANUARY 2, 2014**

**POLICIES APPROVED AFTER AUDIT FINDINGS**

**BILLS PAID UPDATING TRANSPORTATION DEFICIENCIES**

| STANDARD | AUDIT/ACTIONS | DESCRIPTION, EXPLANATION, EVIDENCE   |
|----------|---------------|--|
| 2        | FINDINGS:     | The district is not in compliance with Standard 2 regarding the school board policies  |
|          | ACTIONS:      | West Bolivar School District January 2, 2014 Response:<br>The district is in agreement that its policy manual and policies are outdated. Some policies had been updated but were not placed in the policy manual. Upon receipt of the audit report, the district immediately began reviewing/revising/implementing its policies.<br><b>Evidence of compliance:</b> Minutes of Board meetings; Policy Manual<br><br>West Bolivar CSD – The WBCSD Board of Trustees approved the MS School Board Association to develop and update all policies. Policies are reviewed for 30 days and approved.   |
|          | TIMELINE:     | Board approved June 26, 2014 and ongoing   |
| 5        | FINDINGS:     | The district is not in compliance with Standards 5 and 5.1. The district has three schools with enrollment less than 499 students, but only one librarian to serve all three schools.  |
|          | ACTIONS:      | West Bolivar School District's Response:<br>At the time of the audit, the district had one librarian to serve all three schools in the district. None of the schools had the student enrollment which required a full-time librarian. To correct this finding, the district will hire at least a part-time librarian for the 2014-15 school year.<br><b>Evidence of compliance:</b> Personnel report (2014-15)<br><br><b>West Bolivar CSD</b> – The Rosedale Area which comprises West Bolivar Consolidated Schools have the services of 1 and ½ librarians to serve all three schools.<br><b>Evidence of Compliance: Personnel Report (2014-15)</b> |
|          | TIMELINE:     | See Personnel Report 2014-2015 and Ongoing   |
| 9        | FINDINGS:     | The district is not in compliance with Standard 9 regarding a formal personnel appraisal system for licensed staff.  |
|          | ACTIONS:      | West Bolivar School District's Response:   |

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|    |           | <p>The district in a letter to Dr. Vanderford voiced the district's disagreement with this finding. For the 2013-14 school year, the district utilized a combination of walk through evaluations and MSTAR as its appraisal system. This was Board approved as a condition for accepting the SIG Grant for West Bolivar Middle School</p> <p>Evidence of compliance: Copy of letter to Dr. Vanderford: Copy of minutes.</p> <p><b>West Bolivar CSD –</b> The Board of Trustees has approved the state personnel appraisal system (MSTAR and MPES) for all licensed personnel and a district and school level appraisal instrument for non-certified personnel.</p>   |
|    | TIMELINE: | Board approved September 11, 2014 and Ongoing  |
| 12 | FINDINGS: | The district is not in compliance with Standards 12, 12.1. and 12.2. The district's policies, procedures, and forms concerning residency requirements are not consistent at each school.   |
|    | ACTIONS:  | <p><b>West Bolivar School District's Response:</b><br/>After reviewing the audit report, a uniform procedure for dealing with the issues cited was developed. These procedures will be implemented for the 2014-15 school year and staff involved with registration for schools will receive on the established procedures.</p> <p><b>Evidence of compliance: Review of residency/cumulative records</b></p> <p><b>West Bolivar CSD -</b> Upon consolidation of the new district, staff created one set of residency requirements and forms for enrollment for all schools. Policies have been developed and procedures outlined for staff to follow in completing residency forms.<br/>In compliance with Standards 12.1. and 12.2, counselors and secretaries will review student records to ensure all records contain required residency, immunizations, and other pertinent information.</p> <p><b>Evidence of compliance: Review of residency/cumulative records and Parent and Student Handbook</b></p> |
|    | TIMELINE: | Board approved July 24, 2014 and Ongoing   |
| 13 | FINDINGS: | The district is not in compliance with Standard 13. The district does not have a current policy regarding enrollment or transfer students.   |
|    | ACTIONS:  | <p><b>West Bolivar School District's Response –</b> The district was operating with an outdated policy but was administering the testing of transfer students in the proper manner and within the established timelines. This argument was put forth in a letter to Dr. Vanderford in a letter dated January 2, 2014.</p> <p><b>Evidence of compliance: Review of policy manual</b></p> <p><b>West Bolivar CSD -</b> The district has a board policy on enrollment and transfer of students under review and subject to approval.</p>  |

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|    | <b>TIMELINE:</b> | Under Board policy review November 13, 2014 and Ongoing   |
| 14 | <b>FINDINGS:</b> | The district is not in compliance with Standard 14. The district has not established standard procedures for the collection, maintenance, and dissemination of cumulative folders.  |
|    | <b>ACTIONS:</b>  | West Bolivar School District's Response – A uniform procedure for dealing with the issues associated with cumulative records and permanent records was developed and will be fully implemented during the 2014-15 school year.<br><b>Evidence of compliance: Review/re-inspect cumulative folders</b><br><br><b>West Bolivar CSD –</b> The district has held several meetings with principals and counselors on collection of data, and maintenance of cumulative records. The staff has reviewed the state guidelines for maintenance of student records by utilizing the cumulative folder checklist. All students' cumulative folders are maintained in fireproof file cabinets. The new district has developed uniformed guidelines for purging and keeping records on file. Principals and counselors must keep records in secured and locked areas. |
|    | <b>TIMELINE:</b> | Frequent Review of Cumulative Records and Ongoing   |
| 15 | <b>FINDINGS:</b> | The district is not in compliance with Standard 15. The district does not have a strategic plan.  |
|    | <b>ACTIONS:</b>  | West Bolivar School District's Response – Because of the pending consolidation of school districts, the district did not see a need to develop a new five year strategic plan. However, the district has always required each to develop an improvement plan after reviewing its test data.<br><br><b>West Bolivar CSD –</b> On November 3, 2014, the Board of Trustees approved the strategic plan subject to revisions and amendments as we assess the needs of the consolidated areas.   |
|    | <b>TIMELINE:</b> | Strategic Plan approved November 3, 2014 and Ongoing  |
| 33 | <b>FINDINGS:</b> | The district is not in compliance with Standard 33. In grades 5-8, there is no documentation of 150 minutes of activity based instruction each week.  |
|    | <b>ACTIONS:</b>  | West Bolivar School District's Response – The district is in compliance with this standard. The finding is a result of not placing the right information on the master schedule at West Bolivar Middle School. The school offers the required number of minutes for both physical education and health. The counselor will correct these concerns on the master schedule.<br><b>Evidence of compliance: Master schedule (WBMS)</b><br><br><b>West Bolivar CSD –</b> Based on review of the master schedule for West   |

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|           |           | Bolivar Middle School, it is confirmed the master schedule has the corrected entries to ensure the 150 minutes activity based instruction.  |
|           | TIMELINE: | Review of master schedule for WBMS and Ongoing  |
| <b>35</b> | FINDINGS: | The district is not in compliance with Standards 35, 35.1, and 35.4 for the operation of its transportation program.  |
|           | ACTIONS:  | <p><b>West Bolivar School District's Response:</b> The district addressed all the concerns listed in the standards listed above. A better record keeping system was implemented at the bus barn to document quarterly inspections and repairs. The transportation director devised a schedule for practicing bus evacuations and documented those evacuations during the second semester of the 2013-2014 school year. All repairs listed on attachments were done and in the timeframe given. The district made all repairs mandated by the audit (see copies of bills), but no one from MDE returned to clear the deficiencies or to verify that the repairs were done.</p> <p><b>Evidence of compliance: Re-inspection of documents and buses</b></p> <p><b>West Bolivar CSD:</b> Since the consolidation (July 1, 2014), the buses in questions are being utilized across the three district areas along with other buses from dissolved districts. However, these buses with cited deficiencies are maintained in accordance to standards.</p> |
|           | TIMELINE: | Re-inspection of buses or transportation fleet –see attached evidence of purchases  |
| <b>36</b> | FINDINGS: | The district is not in compliance with Standards 36, 36.1, 36.2, 36.3, and 36.4 for school buildings and facilities.  |
|           | ACTIONS:  | <p><b>West Bolivar School District's Response:</b> The district voiced disagreement with this finding in a letter to Dr. Vanderford dated January 2, 2014. We have never had anyone to cite that the facilities were not clean. To make that citation and provide no specifics is unfair to the district. Additionally, all items listed on attachments were corrected prior to the end of the 2013-14 school year.</p> <p><b>Evidence of compliance: Re-inspection of facilities</b></p> <p><b>West Bolivar CSD:</b> The administration monitors facilities frequently to assure facilities are clean, safe and orderly.</p>   |
|           | TIMELINE: | Frequent re-inspection of school facilities and Ongoing   |