

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 7, 2024

OFFICE OF ACCREDITATION

- G. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1

Background Information: In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2023*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

On October 26, 2023, the Commission on School Accreditation assigned the North Bolivar Consolidated School District a PROBATION status. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Policy 2.1 – Data Reporting
- Process Standards 1 and 1.1 – Governance: Superintendent, Administrative Duties
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: Local School Board
- Process Standards 4 and 4.1 – Annual Financial Audit: Fixed Assets System
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records
- Process Standards 14 and 14.1 – Graduation Requirements: Minimum Carnegie Unit Requirements
- Process Standards 14 and 14.1.4 – Graduation Requirements: Individualized Career and Academic Plan (iCAP)
- Process Standards 14 and 14.2 – Graduation Requirements: High School Exit Exams
- Process Standards 14 and 14.5 – Graduation Requirements: Participation in Graduation Ceremonies
- Process Standard 22 – Alternative Education Program
- Process Standard 30 – School District Facilities

Recommendation: Approval

Back-up material attached

Corrective Action Plan

North Bolivar Consol. School District

0617

12/18/23

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
A comparison of the 2018-2019 Mississippi Student Information System (MSIS) Personnel/Accreditation Data Report with employee contracts and salary schedules revealed numerous errors, omissions, and inconsistencies among MSIS reports, salary schedules, and contracts. The MDE noted the following deficiencies:	The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS Personnel Report. The Technology Director/Database manager	Technology Director Database Manager Business Manager Superintendent	MSIS Personnel Accreditation Report Board minutes	January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The MDE could not confirm that all personnel were listed in the MSIS Personnel/Accreditation Report for the 2018-2019 school year. Although they are approved in Board minutes, the District failed to list individuals in the Personnel Report in positions as: -Bus Drivers -Custodians - Cafeteria workers -After school program staff -Alternative school staff	will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission. The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in	Technology Director Database Manager Business Manager Superintendent	MSIS Personnel Accreditation Report Board minutes	January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District reported 71 certified employees on the MSIS Detailed Personnel Report. Of the 71 certified employees in the District, the MDE randomly selected 35 of the contracts or files (49%) for comparison to data provided through MSIS. Nine (9) of the 35 selected files (26%) revealed discrepancies between contracted amounts and salaries reported on the MSIS Detail Personnel Listing Report.	in the MSIS Personnel Report. The Technology Director/Database manager will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission. The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest	Technology Director Database Manager Business Manager Superintendent	Board minutes Contracts MSIS Personnel Accreditation Report	January 31, 2024

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Salaries reported for 33 of the individuals listed in the MSIS Personnel/Accreditation Data Report for the 2018-2019 school year failed to match to District salary schedules.	quality data is submitted, as referenced in the MSIS Personnel Report. The Technology Director/Database manager will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission. The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit	Technology Director Database Manager Business Manager Superintendent	Board minutes Contracts MSIS Personnel Accreditation Report	January 31, 2024

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Employee work assignments listed in the MSIS Personnel/Accreditation Data Report did not always correspond with the positions approved in Board minutes. Some examples include individuals who may be approved in board minutes as teacher aides, but listed in the personnel report for study hall, approved as library assistant, but listed for study hall and/or approved as kindergarten assistant, but listed for study hall.	Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS Personnel Report. The Technology Director/Database manager will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission. The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All	Technology Director Database Manager Business Manager Superintendent	Board minutes Contracts MSIS Personnel Accreditation Report	January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

North Bolivar Consol. School District

0617

12/18/23

District Name:

District Number:

Date CAP Approved by Local School Board:

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The District failed to provide supplemental contracts for everyone receiving a supplement for other duties. Supplements are approved for some positions as documented in Board minutes, but MDE could not verify that the supplements approved are included in the salaries listed in the MSIS Personnel/Accreditation Report for 2018-2019. Salaries reported for employees in Board minutes failed to match salaries reported in the MSIS Personnel/	parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS Personnel Report. The Technology Director/Database manager will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level admin (Superintendent or designee) to ensure accuracy before submission. Upon receipt of the Personnel report, the Business manager will create supplemental contracts for all other/additional duties. The Assistant Superintendent will check for contracts in TalentEd within a week of board approval of additional duties. The Accounts Payable clerk will only provide salary pay to employees who have been issued a contract, verifying that all employees have a contract. The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using	Technology Director Database Manager Business Manager Superintendent Technology Director Database Manager	Board minutes Contracts MSIS Personnel Accreditation Report Board minutes Contracts MSIS Personnel	January 31, 2024 January 31, 2024

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Accreditation Data Report.	the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS Personnel Report. The Technology Director/Database manager will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level administration (Superintendent or designee) to ensure accuracy before submission.	Business Manager Superintendent	Accreditation Report	January 31, 2024
The District failed to list all personnel approved in Board minutes for	Upon receipt of the Personnel report, the Business manager will create supplemental	HR Director Business Manager	Board minutes MSIS/Personnel	

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
employment in the MSIS/Personnel Accreditation Report for 2018-2019. Board minutes indicate some individuals had resigned but the District still listed them in the Personnel Report, and their salaries and days worked had not been adjusted.	contracts for all other/additional duties. The Assistant Superintendent will check for contracts in TalentEd within a week of board approval of additional duties. The Accounts Payable clerk will only provide salary pay to employees who have been issued a contract, verifying that all employees have a contract.	MSIS Contact	Accreditation Report	January 31, 2024
The District failed to indicate in the MSIS Personnel/Accreditation Report for 2018-2019 individuals serving in coaching positions or any After School (AS) positions. Therefore, the MDE could not verify whether the District reported all employee supplements in MSIS for these individuals.	The District will implement a procedure to ensure that all relevant personnel will review the accuracy of information using the following procedures: Immediately after each board meeting, the Assistant Superintendent will create a Personnel Report of new personnel employment, resignation, and termination information to include positions, number of days, and funding sources to disperse to the Business manager, Accounts Payable, and MSIS clerk to ensure that personnel information is entered and updated accurately. Any administrative adjustments will be board approved to reflect edits/changes. All parties will review the Personnel Edit Report regularly to ensure that the highest quality data is submitted, as referenced in the MSIS Personnel Report. The	Technology Director Database Manager Business Manager Superintendent	Board minutes MSIS Personnel Accreditation Report Contracts	January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent was reported as being employed 50% of the time for the 2018-2019 school year.	Technology Director/Database manager will receive and share listserv messages concerning data reporting requirements and timelines with data entry clerks (Secretaries, Counselors, etc.) to ensure that deadlines are met, setting an earlier deadline for district level administrator (Superintendent or designee) to ensure accuracy before submission.	Technology Director Database Manager Business Manager Superintendent	MSIS Personnel Accreditation Report	January 31, 2024
The Superintendent failed to ensure all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. During the 2019-2020 school year, the MDE discovered that the District's E-Rate Application contained significant errors reflecting recent school consolidation, school closures,	The District canceled the 2019-2020 E-Rate application. The District will ensure that all data is reported accurately and in compliance with reporting procedures. All district data and applications will contain accurate information.	Technology Director Superintendent	E-Rate application	January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
and movement of students. The application included other errors that warrant concern that the District has made an inaccurate presentation of the schools in the District. The MDE advised the District to cancel the application to avoid any USAC violations.				

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

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

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

1.1: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, and § 37-151-5(h)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district is noncompliant with Standards 1 and 1.1 based on findings from an unannounced audit. The Superintendent failed to provide effective educational leadership in key areas including management of district personnel and effective implementation of policies.	The district will review and/or revise all district policies and publications annually to ensure that: -all statements are clearly written and consistent with school board policy as well as state and federal statutes; -written policies are current with board actions and administrative decisions. The district will ensure that all operations in the district are implemented or carried out based on approved district policies, by referencing policies when making decisions, as requested by relevant	Superintendent Assistant Superintendent Federal Programs Director	Reviewed/revised approved policies (handbooks/plans) Board minutes Observations Checklists	January 31, 2024
		All district and school administrators	Observations Checklists	January 31, 2024

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent failed to ensure that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district.	administrators. Board minutes will reflect board actions to reflect School Board responsibilities of setting policy and Superintendent/district responsibilities of day-to-day operations of the school district. The district will ensure that all data is reported accurately and in compliance with MSIS reporting procedures. Upon board approval, personnel will be onboarded to include verification of personnel information and necessary hiring documents by business office officials. A contract will be created by the business office and/or Assistant Superintendent. The MSIS Coordinator will ensure information is accurate and consistent. The Superintendent and Assistant Superintendent and Principals will review the Personnel edit report to ensure accuracy and correct, as needed.	Superintendent Assistant Superintendent Board/Superintendent Secretary Superintendent Assistant Superintendent Business Office/Manager Assistant Superintendent Principals MSIS Coordinator	Superintendent Assistant Superintendent Board/ Superintendent Secretary MSIS Personnel Accreditation Data Report	January 31, 2024 January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

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

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent and Board failed to implement local Board policies that comply with state and federal laws and State Board of Education policies. Board policies do no serve as the basis of operation for the District.	The district will review and/or revise all district policies and publications annually to ensure that: -all satements are clearly written and consistent with school board policy as well as state and federal statutes; -written policies are current with board actions and administrative decisions. The district will ensure that all operations in the district (each school/department) are implemented or carried out based on approved district policies, by referencing policies when making decisions, as	Superintendent Assistant Superintendent Federal Programs Director	Reviewed/revised approved policies (handbooks/plans) Board minutes Observations Checklists	January 31, 2024
		All district and school administrators	Observations Checklists	January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The 2018-2019 Student Handbook contains policies and procedures that are inconsistent with state statute and State Board of Education policies including, but not limited to, policies pertaining to attendance, grading, and graduation.	requested by relevant administrators. Board minutes will be documented to reflect board actions to notate School Board responsibilities of setting policy and Superintendent/district responsibilities of day-to-day operations of the school district. The District will review and/or revise all district policies and publications annually to ensure that: -all statements are clearly written and consistent with board approved school board policies as well as state and federal statutes; -written policies are current with board actions and administrative decisions.	Superintendent Assistant Superintendent Board/Superintendent Secretary Superintendent Assistant Superintendent Assistant Federal Programs Director Principals	Board minutes Board agendas Reviewed/revised approved Student Handbook	January 31, 2024 Approved - ready for review (Ongoing)

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

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

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

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Board failed to effectively perform its duties in accordance with applicable law including: Ensuring all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district (See also Accreditation Policy 2.1); Ensuring the District develops and implements approved Board policies and procedures that comply with state and federal statutes and SBE policies and standards (See also Process Standard 1.2);	The District will ensure that all data will be reported accurately and in compliance with MSIS reporting procedures. All personnel data will be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report. The District will review and/or revise all district policies and publications annually to ensure that -all statements are clearly written and consistent with approved school board policy as well as state and federal statutes	Technology Director Database Manager Superintendent Superintendent Assistant Superintendent SPED Director	Personnel Checklist MSIS Personnel Accreditation Data Report Reviewed/revised approved policies Board minutes Observation Checklists	January 31, 2024 January 31, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Ensuring implementation of appropriate standards of governance (See also Process Standards 1, 1.1, and 1.2);	-written policies are current with board actions and administrative decisions. The District will ensure that all operations in the district are implemented or carried out based on approved district policies.	Superintendent Assistant Superintendent SPED Director	Reviewed/revised approved policies Board minutes Observation Checklists	January 31, 2024
Ensuring the District submitted their financial audit report for Fiscal Years 2014, 2015, 2016, 2017, and 2018 by the March 31, 2015, 2016, 2017, 2018, and 2019 deadlines (See also Process Standard 4)	The audits were submitted by the deadline.	Superintendent Business Manager CPA Firm	Signed contract Audit report	Complete but ongoing
Ensuring that students who participate in graduation exercises meet the minimum graduation requirements (See also Process Standard 14.5)	The District will ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education by implementing the following: -a school graduation committee which will review all senior records at the beginning of school to ensure the students are enrolled in the appropriate classes and are provided all testing/retesting opportunities and at the end to verify that all requirements have been met before graduation.	Principal Counselor Leadership Team Graduation Committee	Audit of records indicating compliance	June 2, 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Providing clean and sanitary facilities in a safe and secure environment (See also Process Standard 30); and A review of official records on file, including Board minutes, indicates that the Board may be in violation of Mississippi's Open Meetings Act. A review of Board minutes from March 2018-January 2019 found no justifications for going into executive session which are called at almost every meeting.	The district will make all repairs and replacements where needed to ensure a safe and secure environment in all schools. The district will provide the MDE access to all board meetings to ensure compliance with the Mississippi's Open Meeting Act and the proper use of executive sessions.	Maintenance Department Superintendent Assistant Superintendent Technology Director	Repaired/Replaced items Recorded board meetings MDE observation summary	January 31, 2024 Immediately-Ready for evaluation

Please use additional sheets as needed.

Corrective Action Plan

North Bolivar Consol. School District

0617

12/18/23

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

District Name: _____

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

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

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

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

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Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
4.1:(FY19) 1. The district failed to enter values for many of the assets listed on the capital asset report from the accounting software. District stated that the assets were not entered correctly in the system when originally purchased and it was later difficult to trace the asset back to the PO/invoice to support the value. The paperwork could not be found at the time of the audit to provide accurate purchase amounts for the assets. Estimates were needed to provide values and it was unknown if some of the assets would have been above the capitalized thresholds, therefore effecting the financial (FY19).	The Superintendent created a fixed assets team to track prior fixed assets to determine value. The team tracked assets (researched location and information in Integrity-POs/invoices) and listed assets, asset information, and value. The Fixed Assets Clerk will submit and report on fixed assets at the beginning and ending of the academic year.	Superintendent Fixed Assets Team	Fixed Assets List from Integrity	Completed - ongoing
2. The district did not complete disposal forms for each asset being disposed. The district also disposed of some of the assets that were originally listed with no value, some of which were marked depreciable, but never accounted for on the financial statements.12/18/	The Fixed Assets Clerk will train principals and other personnel on the procedures for disposals to ensure that school staff understand the correct procedures for fixed assets disposal. Fixed assets disposal forms will be approved/not approved by the Fixed Assets Clerk. Approved disposals will be recommended to the Superintendent for board approval and deleted from Fixed Assets.	Superintendent Principals Fixed Assets Clerk	Board agenda/ minutes of approved disposals	Completed- ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

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

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
2. During the auditor's observation of other floor assets, it was noted several assets (copiers and fireproof filing cabinets) still in use by the district that could not be identified on the inventory sheet. The assets were not tagged, and the inventory sheet did not contain serial numbers to properly identify the assets.	The Fixed Assets Coordinator tagged and listed relevant items, listing serial numbers. The Superintendent will check for verification.	Fixed Assets Coordinator Superintendent	Fixed asset inventory sheet	March 30, 2024
3. Assets were not properly recorded in the financial statements. Disposals from prior years are not being removed from the reporting and some assets are not showing the correct depreciation values. Adjustments were made to reconcile the balances based on the support provided.	Identified assets will be provided to the Business manager/designee by the Fixed Assets Coordinator to be properly recorded in the financial statements. The Superintendent will check for verification. Disposal forms were completed by the Fixed Assets Coordinator and recommended to the Superintendent to be board approved. The Business manager and district consultant made corrections to correctly state the acquisition and accumulated depreciation amounts.	Fixed Assets Coordinator Business Manager/designee Superintendent Fixed Assets Coordinator Superintendent Business manager Superintendent	Financial statements Disposal forms/Board agenda/minutes Integrity report/journal entries	March 30, 2024 Completed Completed

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
4. District is not maintaining the subsidiary ledger accurately. The asset ledger is not being properly reconciled to the general ledger.	The Business manager/designee will maintain records of details of general ledger accounts immediately and continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.	Business manager/designee Superintendent	Printed ledger	Immediately/Continuously
5. District is not properly keeping up with construction in progress. Pay applications could not be provided to support year-end balances. Adjustments were made to properly show completed construction and capitalization of assets.	Verification of payments of construction projects are being documented; construction project values are being entered into Integrity as fixed assets for capitalization by the Business manager/designee. The Superintendent will check for verification.	Business manager/designee Superintendent	Fixed assets inventory printed report	March 30, 2024
4.1 (FY2022) The district is not effectively tracking and accounting for completed and ongoing construction projects. The auditor also noted that the district is not properly maintaining the subsidiary ledger and reconciling the asset ledger to the general ledger and other underlying accounting records.	Verification of payments of construction projects are being documented; construction project values are being entered into Integrity as fixed assets for capitalization by the Business manager/designee. The Superintendent will check for verification.	Business manager/designee Superintendent	Fixed assets inventory printed report	March 30, 2024
	The Business manager/designee will maintain records of details of general ledger accounts immediately and	Business manager/designee Superintendent	Printed ledger	Immediately/Continuously

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	continuously. The Business manager/designee will verify and report/show verifications to the Superintendent monthly before Board meetings.			

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

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

6.1: Residency requirements

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Northside High School: The MDE reviewed 76 of 366 records. Twenty-eight (28) records lacked valid proof of residency.	The District will implement a process for obtaining and verifying residency requirements. This process shall ensure that: -current documentation is provided by the parent, -documentation is verified by a district official, signed, dated, and attached to the residency verification form, -documents from previous years are removed from the students' records and are no longer acceptable.	Superintendent Assistant Superintendent Principals Counselors Secretaries	Residency Verification Checklist/Form District audit of records	May 2023 - ongoing
	The District shall designate and train staff at each school to implement approved school board policy for residency verification when students initially enroll in the district.	Assistant Superintendent	Agenda, Sign-in Sheets, minutes	MDE training held 11/10/21 Immediately May 2023-ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Standard 8: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments.

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the *Mississippi Public Schools Accountability Standards, 2023*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Northside High School: The MDE reviewed 76 of 366 records. One (1) contained a different race on the cumulative folder than on the permanent record. Eleven (11) failed to list the parent's name as recorded on the birth certificate. Seven (7) failed to include a complete daily attendance record. Twenty-four (24) failed to include grades or courses taken. Fifty-six (56) failed to include dates and/or codes for enrolled/withdrawn/graduation. Twenty-four (24) failed to include standardized test data. Two (2) failed to include the students' permanent record.	The District will implement a process to ensure each school implements the approved local school board policies that comply with accreditation standards, state law, SBE policies and federal requirements regarding the collection, maintenance, and dissemination of cumulative folders and permanent records. All district and school staff who maintain or are responsible for student records will be trained on how to ensure accurate student records. District administration will conduct a periodic review of records at all schools to ensure records are maintained in accordance with the Mississippi Cumulative Folder and Permanent Records Manual of Directions	Superintendent Assistant Superintendent Principals Counselors Secretaries Assistant Superintendent	Cumulative folder/permanent record Verification checklist Agendas, Sign-in sheets, minutes Cumulative folder/permanent record Verification checklist	June 2023 - ongoing MDE training held 11/20/21 January 2024

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

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

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

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

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

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

Corrective Action Plan

District Name: North Bolivar Consol. School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
14.1 and 14.2 The MDE reviewed the records of all 63 graduating seniors at Northside High School for School Year 2017-2018. The District failed to provide documentation to verify all graduating seniors earned the minimum number of Carnegie units and/or received a passing score or met one (1) of the options in lieu of passing all four (4) end-of-course Subject Area tests. The District allowed one (1) student who did not earn the minimum number of Carnegie units required for graduation to graduate and participate in graduation exercises. The District allowed four (4) students who did not pass all four (4) end of course Subject Area Tests or meet one (1) of the options outlined in Appendix A-5 of the Mississippi Public School Accountability Standards, 2019, in lieu of a passing score, to graduate and participate in graduation exercises.	The District shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education by implementing the following: -a school graduation committee to review all senior records at the beginning of school to ensure the students are enrolled in the appropriate classes and are provided all testing/retesting opportunities and at the end to verify that all requirements have been met before graduation. -an ISP with all students and parents by the end of 8th grade. This plan will be reviewed and revised annually, if applicable.	Counselor Graduation Committee Principal Assistant Superintendent Superintendent	Audit of records ISP-Individual Success Plans	June 2023-ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District

District Number: 0617

Date CAP Approved by Local School Board: 12/18/23

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The academic documentation failed to comply with Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Individual with Disabilities Education Act (IDEA). The areas of noncompliance include:	The North Bolivar Consolidated School District will ensure that all necessary accommodations, modifications, related services, and supplementary aids and services needed for a student with a disability to benefit from the educational program is provided in the alternative school program through the use of the program's Student Intake packet and Individual Instructional Plans.	Assistant Superintendent Alternative School Director SPED Director Principals	Completed student intake packets and Individualized Instructional Plans/Individualized Education Plans	August 2023-ongoing
Six(6) out of the six academic documents reviewed did not provide documentation that the student was receiving a full academic day of 330 minutes as required by Miss. Code Ann. §37-13-67 and Mississippi Public Accountability Standard 13.1. The students were physically in the building for the full 330 minutes but were not receiving instruction from the certified teacher for the courses needed to	Daily schedules will be provided for all alternative program students to ensure a full academic day of 330 minutes. Certified teachers and special education teachers will provide services, which will be included in master planning/scheduling to ensure continuous learning. Students will receive face-to-face instruction for 330 minutes from certified instructors.	Assistant Superintendent Alternative School Director SPED Director Principals Counselors	Student schedules Teacher schedules (SAM Spectra) Observations Sign-in sheets	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
complete the academic schedule assigned upon entry to the alternative education program. One (1) out of the (4) academic documents reviewed included an incomplete IEP with limited services provided and failed to include a report of progress or documentation to support related services as required by the IEP.	Instruction will be monitored consistently by school/district admin. Certified special education teachers will provide special education services to students with disabilities and ensure that accommodations, modifications, and number of minutes of instruction are all identified in all lesson plans for students with IEPs and include a statement of the transition service needs of the student that focuses on the students' courses of study.	SPED Director Alternative School Director Principal	Master schedules Lesson Plans IIPs IEPs	August 2023-ongoing
The District's Alternative Program provided the MDE auditor an additional IEP that had been recently completed; however, it failed to include a report of progress of documentation to support related services as required.	Students with disabilities will receive accommodations, modifications, and number of instructional minutes; documentation of progress will be available to support related services as required.	Alternative School Director Counselors	IEPs	August 2023-ongoing
Counseling services are provided; however, the counseling log and school's related services log did not report adequate time provided. While there is documentation regarding time in	All students will be evaluated by the academic counselor, certified instructional staff, and/or appropriate personnel to track student progress toward completion and to establish whether additional interventions	Counselors Alternative School Directors SPED Directors Principals Counselors	Service/ Sign-in and out logs Progress monitoring/ intervention data	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
or time out from those visits, it appears the time is inadequate in assuring that individual services are met. The documentation indicated that the certified teachers only provided less than 10 minutes of instruction in the classroom. When MDE Team arrived, there was a teacher assistant present without the certified teacher present. After a time, the certified teacher joined the classroom.	should be developed, in accordance with the Student's Individualized Instruction Plan (IIP).	Assistant Superintendent	(continued)	(continued)
During the classroom observation, there was evidence of face-to-face instruction. There is a Teacher Assistant (TA) that facilitates and aids student in the alternative school program. Student wore headsets and worked on individual computers.	Reports of progress will be provided to students and parents to include entry assessment (Diagnostic) and progress monitoring/benchmarking to include information the attainment of student performance standards.	Alternative School Director Principals Teachers Assistant Superintendent	Assessment Data/ Reports Evidence of data tracking Sign-in sheets/ agenda	Immediately
While there is consistently an assessment completed upon entry to the Alternative School there is no documentation of the students grades or progression upon placement in the program.	Counselors evidence of plans and students meetings to modify behavior will be created, reviewed, and adjusted as needed.	Counselors Alternative School Assistant Superintendent	Behavior Modification Plans Student Meetings	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Students serving in the alternative school program are housed in the Northside High School campus in a classroom with limited separation from the general education students. There was a kitchen within the classroom that contained dirty dishes wit old food or old soapy water. The kitchen is not used for the preparation of food for the students.	The District will ensure that the alternative program environment is safe, clean, and conducive to learning. Alternative school safety and cleanliness will be monitored by school/ district administration.	Alternative School Facilitator Alternative School Principal	Observation	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

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

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
I.T. Montgomery Elementary School:				
-Third and Fourth Grade Hall:Sticking exit door in Room 1.	The District will purchase and replace exit door in Room 1.	Superintendent Maintenance Department	New door that closes completely without sticking.	Immediately
- Library: Sticking exit door outside of library.	The District will purchase and replace exit door outside of the library.	Superintendent Maintenance Department	New door that closes completely without sticking	Immediately
- Gymnasium: Sticking east exit door	The District will purchase and replace east exit door of the gymnasium.	Superintendent Maintenance Department	New door that closes completely without sticking	Immediately
-Playground: Insufficient fall surfacing	The District will purchase fall surfacing material for the playground to create a safe surface under and around playground equipment.	Superintendent Maintenance Department	Visible fall surfacing under and around playground equipment	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consol. School District District Number: 0617 Date CAP Approved by Local School Board: 12/18/23

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Northside High School: Expired boiler certificate in Room 12	Boiler will be inspected by a Mississippi licensed inspector (Mississippi State Department of Health) to determine if boiler should be repaired or replaced. Upon approval of boiler, certificate will be posted.	Superintendent Maintenance Department	Visible/posted boiler certificate	Immediately
-Science Building: Unprotected electrical outlet on two workstations in the chemistry lab	The District will provide covers for unprotected electrical outlets.	Superintendent Maintenance Department	Covered electrical outlets	Immediately
No chemical inventory sheets in the chemistry lab	Chemical materials/products will be inventoried and posted in chemistry lab	Teacher Principal	Chemical inventory sheet	Immediately

Please use additional sheets as needed.