

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

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G. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1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the *Mississippi Public School Accountability Standards, 2018*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

Program offices have reviewed their applicable section(s) of the CAPs and have approved the provided corrective actions and timelines for the following districts:

1. Coahoma County Early College High School*
2. Greene County School District
3. Hazlehurst School District
4. Holmes County School District
5. Humphreys County School District
6. Jackson Public School District
7. Kemper County School District
8. Leland School District
9. Louisville Municipal School District*
10. McComb School District
11. Natchez-Adams School District*
12. North Panola School District
13. (pulled)
14. Quitman School District
15. Quitman County School District
16. Wayne County School District
17. Wilkinson County District *
18. Yazoo City School District*
19. Yazoo County School District*

Based on review(s) by program offices, the following districts' CAPs are not being recommended for approval. Additions or revisions are needed before a recommendation for approval can be made. Program offices will work with these districts to revise the CAPs.

1. North Bolivar Consolidated School District*
2. Okolona School District*

*Denotes CAPs received after the deadline established by the Office of Accreditation.

Recommendation: Approval

Back-up material attached

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
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OFFICE OF ACCREDITATION

G. 1. Corrective Action Plan for Coahoma County Early College High School 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, 2018*, 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).

The Coahoma County Early College High School was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Coahoma County Early College High School currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 - Licensed Professional Staff

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Coahoma Early College High School **District Number:** 1402 **Date CAP Approved by Local School Board:** 12-5-2018

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|------------------------------|---|-------------------------|
| Staff are not properly licensed and endorsed. | The LEA, principal and teachers will attend recruitment fairs in an effort to solicit highly qualified teachers. | LEA Principal Teachers | Number of vacant certified positions filled | October 2018 - ongoing |
| | Certified teachers vacancies will be placed on the district and college websites. | LEA | Feedback from potential instructors | August 2018 - ongoing |
| | Partnership with Coahoma Community College for post-secondary certified instructors. | LEA Administrator | The number of highly qualified teachers obtained | December 2018 – ongoing |
| | Contact local universities department heads in education for potential graduates. Have students to do a field trip to CECHS. Keep in constant contact with students after visit. | LEA Administrator | The number of student interns who apply for vacant positions. | August 2018 - ongoing |
| | Have a local job fair. | LEA Administrator | The number of highly qualified teachers obtained. | February 2019 |
| | The Teaching Center will be notified of all vacancies. | LEA | Success rate of teachers obtained through MDE | August 2018 – ongoing |

Please use additional sheets as needed.

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Summary of State Board of Education Agenda Items
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OFFICE OF ACCREDITATION

G. 2. Corrective Action Plan for Greene 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, 2018*, 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).

The Greene County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Greene County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Greene County School District District Number: 2100 Date CAP Approved by Local School Board: 11-15-18

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: Greene County School District **District Number:** 2100 **Date CAP Approved by Local School Board:** 11-15-18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---------------------------------------|---|-------------------------|
| The Greene County School District is deficient in Standard 4 in regards to timely submissions of Annual Audits. Specifically annual audits ending in years 2012, 2013, 2014, 2016, & 2017 were not submitted in a timely manner, which is no later than 9 months after the end of the district's fiscal year. | Annual Audits ending in years 2012, 2013, & 2014 have been submitted previously, although not in a timely manner. | Business Manager | N/A | Completed |
| | Annual Audits ending in years 2016 & 2017 have not been submitted. They are currently scheduled to be completed and submitted no later than Dec. 31, 2018. | Business Manager | Completed Audits submitted to the BOE and MDE | Jan. 31, 2019 |
| | The annual audit for the current year ending in 2018 is due on March 31, 2019 and will be submitted on time as required. | Business Manager | Completed Audits submitted to the BOE and MDE | March 31, 2019 |
| | All future annual audits will begin with 1-2 months of the end of the fiscal year and be completed on or before the March 31st deadline. To ensure timely submission of the audits the Business Manager will be required to complete a yearly checklist to ensure timelines are met. | Business Manager | Completed Checklist | Ongoing/Annually |
| | The checklist will be monitored by the Superintendent and failure to meet any timeline will be immediately reported to the Board of Education for corrective action. | Superintendent/ Board of Education | Completed Checklist | Ongoing/Annually |

Please use additional sheets as needed.

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Summary of State Board of Education Agenda Items
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February 21, 2019

OFFICE OF ACCREDITATION

G. 3. Corrective Action Plan for Hazlehurst School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2018*, 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).

The Hazlehurst School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

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

- Policy 2.1 – Data Reporting
- Process Standard 1.2 – School Board Policies
- Process Standard 1.3 – School Board Duties and Responsibilities
- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More than 5% of FTE Working Outside Area of Endorsement
- Process Standard 8 – Student Records
- Process Standard 17.4 – Special Education Programs
- Process Standard 22 – Alternative Education Programs

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/7/2019

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|------------------------------|---|------------------------------------|
| All teachers in the district must have the proper credentials for teaching in order to be employed. | HCSD will work to ensure non-certified personnel serving in the capacity of a classroom teacher must attend PRAXIS preparation training sessions. They will be required to attend these sessions offered by MDE and MPE along with trainings from licensed external providers offered by the district. Upon completion, non-certified personnel will apply for Special Nonrenewable licenses in conjunction with the criteria modifications as prescribed by the MDE. The district will ensure that all certified personnel will be properly assigned to those course(s) he/she has been endorsed to teach. Additionally, HCSD will also participate in recruitments at universities such as DSU, JSU, ASU and MSU as well as hold a job fair here at the district to employ qualified and properly endorsed teachers. | Director of Curriculum | HCSD will review each license approved by MDE. Teachers attendance will be recorded to ensure fidelity and records will be kept to ensure attendees participation. Administration will review the effectiveness of the PRAXIS Preparation Training sessions upon the data received from those participating. Registration forms, Sign-in sheets and invoices. | June 30, 2019 June 30, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/7/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|---|-------------------------|
| The librarian must have a 440 endorsement in order to serve as a librarian for the district. Because the enrollment at the elementary school exceeds 500, a second librarian must be employed. | This action has been taken and the Hazlehurst City School District has employed certified librarians at each school who have obtained a 440 endorsement as prescribed by MDE. | Director of Curriculum | Board Minutes reflecting approval of each librarian MDE issued license reflecting a 440 Endorsed | January 5, 2017 |
| The district must employ a qualified business officer. | This action has been taken and the Hazlehurst City School District currently employs a certified business manager who has obtained a 420 endorsement as prescribed by MDE. | Superintendent | Board Minutes reflecting approval of hire MDE issued license reflecting a 420 Endorsement. | February 2, 2017 |
| All board members must be properly bonded in order to serve. | This action has been taken and the Hazlehurst City School District has ensured that all school board members are properly bonded in order to serve. | Superintendent Board Members Board Clerk | Executed and Court Filed Official Bond and Oath | March 30, 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/7/2019

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

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

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------------|--|--------------------------------------|
| Board policies do not serve as the basis of operation for the district. | The HCSD has adopted all board policies to serve as the basis of operation. HCSD Board of Trustees review board policies each month as listed on the Board Policy Review Calendar. As policies are revised, updates are provided on the district website. | Board Members Superintendent | Board Policy Review Calendar Work Session & Board Agendas District Website | May 3, 2018 |
| Some board policies are published and referenced in the student handbook, but the same process is not implemented in the personnel handbook. | HCSD has developed student handbooks as well as a personnel handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians. | Superintendent | Board Approved Student & Personnel Handbooks disseminated to students/parents and faculty. | September 6, 2018 October 4, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/7/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|--|-------------------------------|
| There is no structured procedure in place for reviewing, revising, and rescinding policies. Based on a review of board minutes and interviews, policies are dealt with on an as-needed basis. None of the policies adopted by the Board in 2014 have been placed in the District's policy manual. | HCSD Board of Trustees has established a systematic process for reviewing and revising school board policies. Policies are reviewed each month as listed on the Board Policy Review Calendar. When policy revisions are approved, changes are communicated to all school district staff through district website and e-mail. Parents are alerted of updates through AIMS. | Superintendent Board Members | Board Policy Review Calendar Work Session agendas & minutes District website and/or e-mail(s) reflecting updates | February 2, 2017 (Ongoing) |
| The District is not implementing its Public Comment Policy (BCAF) appropriately. Individuals or organizations are put on the agenda under Public Comment when they should be listed as an agenda item. Sometime action by the board is required and it would be inappropriate to limit their presentation to three minutes as required by the Public Comment Policy. | HCSD has ensured Board Policy BCAF is implemented. The district reviews all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. If the general public requires more than three (3) minutes and possibly require board action, the Board of Trustees follow the process outlined in Policy BCBI, which ensures individuals or organizations are listed as an agenda item. | Superintendent Board Members Board Clerk | Board Policy BCAF Board Agenda(s) Public Comment Sign-in Sheet & Board minutes will reflect action, if any. | June 29, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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 |
|---|--|---------------------------------|---|----------------------------------|
| Some board members expressed concern about getting items placed on the board agenda. | The board has developed and adopted policies that specifically addresses how to get an item placed on the agenda. | Superintendent Board Members | Board Policy BCBI Board Policy BCBD | March 16, 2016 March 22, 2017 |
| There was no evidence of a bond provided for one board member. | All board members are properly bonded in order to serve. | Board Clerk | Executed and Court Filed Official Bond and Oath | March 30, 2018 |
| There was no evidence of micro-management by the board but based on interviews and a review of board minutes, there are clearly issues with board-superintendent relations and the ability of the board to work as a cohesive unit. There is a split decision | The District has received guidance through training from MSBA in assisting with the board-superintendent relationship as to how to work together cooperatively. Through these trainings board meetings have been operating more effectively and efficiently. | Superintendent Board Members | MSBA Training Work Session Agenda & Certificate of Completion | June 30, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|---|-------------------------|
| with a 3-2 vote the majority of the time when items are voted on by the board. | | | | |
| Electing new board officers was brought up at the January board meeting but so far no election has been held. | The board has adopted and operated under district policy BBAA which specifically addresses when board officers will be elected. | Superintendent Board Members | Board Policy BBAA Board Minutes reflecting a majority vote of Election of its members. | January 11, 2018 |
| During school board interviews, one board member admitted visiting the schools regularly. | The board has adopted and adhered to school board policy BBBCB. When visiting the schools each Board Member obtains the Board Member School Visitation Form from the school Office Manager. Upon departure, the form is completed in its entirety and submitted to the Superintendent to be filed with the Board Clerk. | Superintendent Board Members Board Clerk | Board Policy BBBCB Board Member School Visitation Form | January 31, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|--|-------------------------|
| Personnel/Accreditation Edit Report yielded twenty (20) teachers Certificates not on File. | HCSD has applied for and received Special Non-renewable Licensure issued by the MDE for those not on file. Additionally, several teachers with certificates not on file are not holding a class. | Superintendent Director of Curriculum | Special Non-Renewable MDE Issued License | September 25, 2018 |
| Personnel/Accreditation Edit Report yielded four (4) teachers Certificates has Expired. | The district has applied for Special Non-renewable Licensure and/or traditional Licensure. | Superintendent Director of Curriculum | Special Non-Renewable License issued by MDE. | September 25, 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|-------------------------|
| The librarian currently serving the district is a retired teacher who has no certification in library media. According to MS Code 37-17-6(3)(a-e) a librarian/media specialist must be certified with an endorsement of 440. | HCSD has employed in each school a licensed librarian or media specialist who devotes no more than one-fourth (¼) of the workday to library/media administrative activities. | Director of Curriculum | Board Approval of Hire 440 Endorsed Licensure at the time of Hire | June 30, 2017 |
| Auditors were provided a list of five (5) long-term subs in the district, one for a pre-kindergarten class, a kindergarten class, a first grade class, and a physical education class. There was also one class with no grade level listed. An expert citizen license for four (4) teachers were requested the day of the board meeting (September 16, 2015). | HCSD will offer PRAXIS preparation training sessions and participate in teacher recruitments to assist with closing the gap to ensure that with the exception of academic core subjects, the professional staff in each school will be comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. These PRAXIS training sessions will be conducted by licensed external providers. HCSD has applied for and received Special Non-renewable Licensure issued by MDE. Also, HCSD will interview and potentially employ qualified and properly endorsed teachers at each of the teacher recruitments. | Superintendent Director of Curriculum Counselors | PRAXIS Workshop Agenda PRAXIS Sign-in Sheets MAE Saturday Sign-in Sheets MAE PRAXIS Notification Special Non-Renewable Licensure Registration forms, Sign-in sheets, invoices, New Hire Packets and MDE issued license. | June 28, 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|--|-------------------------|
| The enrollment at Hazlehurst Elementary School is 793 therefore a full-time librarian is needed. | HCSD has employed a full-time licensed librarian or media specialist at Hazlehurst Elementary School who will devote no more than one-fourth (¼) of the workday to library/media administrative activities. | Director of Curriculum | Board Approval of Hire 440 Endorsed Licensure | June 30, 2017 |
| The enrollment for Hazlehurst Middle School is 289 and the high school's enrollment is 431. Since the enrollment of each of these schools is less than 500, a part-time certified librarian may be employed. { (MS Code 37-17-6(3)(a-e))}. | HCSD has employed a librarian Hazlehurst Middle School and Hazlehurst High School who have obtained a 440 endorsement as prescribed by MDE. | Superintendent Director of Curriculum | Board Approval of Hire 440 Endorsed Licensure at the time of Hire | June 30, 2017 |
| The district does not currently have a business manager. | HCSD has employed a business manager whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. | Superintendent Board Members | Board Approval of Hire 420 Endorsed Licensure | February 2, 2017 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

STANDARD 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, and ESEA, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|----------------------------------|---------------------------------------|-------------------------|
| The District has a teacher that's teaching an academic core subject without the proper endorsement. | The Hazlehurst City School District (HCSD) has removed the teacher from the academic core subject and he only teaches the Math courses endorsed on his Mississippi Department of Education (MDE) issued license. | Director of Curriculum Counselor | Master Schedule MDE issued license | September 30, 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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, 2016, and the Mississippi Cumulative Folders and Permanent Records Manual of Directions

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|---|
| <p>While an immunization Form 121 was located in folders at all schools, as students received an updated Form 121 the dates were not recorded on either the cumulative folder or the permanent record.</p> <ul style="list-style-type: none"> • Hazlehurst Elementary School – Sample of 37 of 796 <ul style="list-style-type: none"> o Mother's name was not on one cumulative folder. • Hazlehurst Middle School – Sample of 20 of 297 <ul style="list-style-type: none"> o None of the records indicated that the student had transferred from elementary to the middle school. Until this year the two schools have been a K-8 school so that information will have to be added. o One student's name was incomplete on records. o One student's name was incomplete on records. o One record had an incorrect birth certificate number. | <p>All school personnel (counselors) have carefully reviewed all cumulative folders for incomplete documentation and have made the necessary corrections that were identified during the on-site visit. Counselors have ensured each folder is complete and contains accurate documentation. A transcript analysis has been conducted at each school by the Counselor and/or designated personnel. Counselors and/or designated personnel have requested the records from the previous school of student.</p> | <p>Counselors Records Clerks Principals Assistant Principals</p> | <p>The cumulative folder review process is completed accurately as each counselor utilizes a checklist entitled "Required Information for Cumulative and Permanent Records". Record clerks assist in this process. Additionally, each Principal periodically conducts quarterly internal audits to ensure that the cumulative folders have been organized and completed accordingly.</p> | <p>December 2018 March 2019 (Quarterly)</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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, 2016, and the Mississippi Cumulative Folders and Permanent Records Manual of Directions

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|---|---|
| <ul style="list-style-type: none"> o One permanent record had no initials verifying birth information. o One father's name was not on birth certificate but was on cumulative and permanent records. o One record indicated the wrong state of birth. o Six records showed incomplete parents' names as compared to the birth certificate. • Hazlehurst High School – Sample of 39 of 496 o Records had stickers that overlapped the space to record immunizations. o One senior graduated (2014-15), had a non-passing grade with 0.0 credit for a course but when counting total credits for the year a credit was counted. | <p>All school personnel (counselors) have carefully reviewed all cumulative folders for incomplete documentation and have made the necessary corrections that were identified during the on-site visit. Counselors have ensured each folder is complete and contains accurate documentation. A transcript analysis has been conducted at each school by the Counselor and/or designated personnel.</p> | <p>Counselors Records Clerks Principals Assistant Principals</p> | <p>To ensure that the cumulative folder review process is completed accurately and with fidelity, each counselor has been provided with a checklist form supplied by the MDE. Additionally, the Principals will periodically use this checklist form to conduct quarterly internal audits to ensure that the cumulative folders have been organized and completed accordingly. Record clerks at each school assist in this process.</p> | <p>December 2018 March 2019 (Quarterly)</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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

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

REGULATIONS: Child Find – Initial Evaluation (CFI): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|--|-------------------------|
| CFI-4 One (1) of two (2) student records reviewed indicated the district failed to hold a Multi-Disciplinary Evaluation Team (MET) meeting within 14 calendar days of receiving a written parent request. (Student 25) | Upon review of (Student 25) IEP file, there was a parent request from 8/30/2012. Further review of (Student 25) IEP file provided evidence of a parent written request for a MET meeting. The MET meeting was scheduled for 9/4/2012 at 11:00 a.m.; the parent gave consent for an initial evaluation on 9/04/2012. (Student 25) received an initial comprehensive evaluation ruling on 11/02/2012 where the student was eligible for Other Health Impairment: Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder & Language Impairment (OHI ADD/ADHD & LI). (Student 25) latest comprehensive reevaluation was conducted on 11/2/2015 to determine appropriate eligibility. The most appropriate eligibility for (Student 25) is OHI: ADD/ADHD. (Student 25) upcoming three-year reevaluation will be conducted before or by 11/2/2018. | Superintendent SPED Director Child Find Coordinator | Copies of the written parent request, parent invitation response form Child Find/MET Committee Meeting, Parent Invitation Response Form, Receipt of Procedural Safeguard documentation, Consent form and Determination of Eligibility report will be submitted to the Office of Special Education (OSE). | February 28, 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|------------------------|---|-------------------------|
| Note: This corrective action will require a review of random files (Prong 2) in order to verify implementation. The OSE will request randomly selected files for review through a desk audit. | <p>The Child Find Coordinator will submit the appropriate documentation as evidence to OSE.</p> <p>The Child Find Coordinator will review each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p> | Child Find Coordinator | Child find/ Eligibility File Review Checklist | February 28, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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

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

REGULATIONS: Delivery of Services (DS): 34 C.F.R. §§ 300.324, 300, 322; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.320-300.324

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|---|--|
| DS-2 One of twenty five student records reviewed indicated the PLAAPFs did not provide detailed and targeted summaries of current daily academic, behavior and functional performance. Baseline data was not provided for developing measurable goals. (Student 25) | (Student 25): Reconvene IEP meetings to revise PLAAFP statements to provide detailed summaries of current daily academic, behavior and functional performance in order to meet the student's individual needs in accordance with MDE policy 74.19. | Special Education Teachers General Education Teachers Therapists Administrators | Written Notice Documentation; Review/Revised Completed IEP's | February 28, 2019 |
| | Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in accordance with MDE Policy 74.19 | Special Education Teachers General Education Teachers Therapists Administrators & Appropriate Staff members | PowerPoint Presentation of the specific professional development; Sign-in sheets of the specific professional development; Agendas of the specific professional development | October 16, 2018 October 17, 2018 October 23, 2018 October 26, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|---|-------------------------|
| DS-3 Two of twenty five student records reviewed indicated the IEP's did not include statements of how the disability affects student involvement and progress in the general education curriculum. (Students 12 & 25) | (Student 12 & 25): Reconvene IEP meetings to revise the PLAAFP statements to indicate how the disability affects student involvement and progress in the general education curriculum in order to meet the requirements of the student's individual needs in accordance with MDE policy. | Special Education Teachers General Education Teachers Therapists Administrators | Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's | February 28, 2019 |
| DS-4 Two of the twenty five student records reviewed indicated the IEP's did not include concerns of the parents. (Student 22 & 25) | (Student 22 & 25): Reconvene IEP meeting to address parent concerns in order to meet the requirements of the student's individual needs in accordance with MDE policy. | Special Education Teachers General Education Teachers Therapists Administrators | Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's | February 28, 2019 |
| DS-5 Seven of the twenty five student records reviewed indicated the IEP's did not address the academic areas of need for the students. (Students 7, 9, 12, 18, 19, 21 & 25) | (Students 7, 9, 12, 18, 19, 21 & 25): Reconvene IEP meetings to address academic areas of need in order to meet the requirements of the student's individual needs in accordance with MDE policy. | Special Education Teachers General Education Teachers Therapists Administrators | Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's | February 28, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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

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

REGULATIONS: Delivery of Services (DS): 34 C.F.R. §§ 300.324, 300, 322; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.116; 300.320-300.324

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|---|-------------------------|
| Delivery of Services/Free Appropriate Public Education/Least Restrictive Environment (FAPE/LRE). Reconvene the IEP Committees to revise IEP's with all required components to meet the unique needs of the students in accordance with Mississippi Department of Education (MDE) policy 74.19. | Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in the following areas: IEP Present Level of Academic Achievement Functioning Performance (PLAAFP) IEP IMPACT STATEMENT IEP SPECIAL CONSIDERATIONS IEP ACADEMIC AREAS IEP BEHAVIORAL NEEDS IEP FUNCTIONAL AREA NEEDS IEP DEVELOPING BASELINE DATA IEP DEVELOPING MEASUREABLE GOALS/ SHORT TERM INSTRUCTIONAL OBJECTIVES (STIO's) IEP EXTENDED SCHOOL YEAR (ESY) | Superintendent SPED Director Special Education Teachers General Education Teachers Therapists Counselor Administrators | Sign-in Sheets of the specific professional development; PowerPoint Presentation of the specific professional development; Agenda of the specific professional development | October 26, 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|-------------------------|
| DS-6 (Student 25) One (1) of twenty-five (25) student records reviewed indicated the IEP did not identify and/or address the functional areas of need for the student. (Student 25) | (Student 25) Reconvene the IEP committees to revise the IEP to identify and address functional areas of need. (Student 25) | Superintendent SPED Director Special Education Teachers General Education Teachers Therapists Counselor Administrators | Parent Invitation, Written Notice Documentation, Review/ Revised Completed IEP's | February 28, 2019 |
| DS-9 (Student 25) One (1) of (25) student records reviewed indicated the IEP did not address special considerations. (Student 25) | Reconvene the IEP committee to revise the IEP to identify special considerations that address the needs of the student and support annual goals | Superintendent SPED Director Special Education Teachers General Education Teachers Therapists Counselor Administrators | Parent Invitation Written Notice Documentation, Review/Revised Completed IEP's | February 28, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/07/2019

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

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

REGULATIONS: EDGAR: 34 C.F.R. § 80.32

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|-------------------------|
| EDGAR 80.32- Equipment, Mississippi Public School Asset Management Manuel 3. Equipment located but not on inventory listing and not being utilized: | The district will provide an immediate inventory of fixed assets that will be conducted in accordance with the required verification of the existence, location, and condition of fixed assets. The district will provide a board meeting approval deletion list of the listed fixed assets. The district will reimburse the IDEA program for the cost of equipment which cannot be located. | Superintendent SPED Director Fixed Assets Manager | Board Meeting approving the deletion list of listed fixed assets. | February 28, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

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, 7 Miss. Admin. Code Pt. 3, Ch. 7, R. 7.1, and the Guidelines for Alternative/GED School Programs

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|--|-------------------------|
| The school district should provide access to an alternative education program that meets the program guidelines outlined in MS Code 37-13-92 and the guidelines established by the State Board of Education. | To ensure that students serving in the alternative setting are provided with adequate and appropriate instruction, certified teachers (including SPED if applicable), will follow a rotational schedule in an effort to fulfill proper service requirements. | Curriculum and Instruction/ Human Resources/ Principals Special Services/ Behavioral Specialist | To ensure that certified teachers are providing services to the students in the alternative education program, upon visitation each teacher assigned to the rotational schedule/caseload of a student will sign-in (date & time in) and out (date & time out) on a services provided roster. | February 28, 2019 |
| Students assigned for a grading period or longer and receiving Carnegie unit credits must receive instruction from appropriately certified teachers. | The HCSD has an appropriately certified teacher. Students placed in the HCSD Alternative program are instructed on the same level and standards as students in the regular education setting. Teachers in the regular education setting will be responsible for supplying the alternative school teacher with the appropriate work and materials for the alternative student enrolled in their class. The alternative education facilitator will continue to serve as an assistant to the teacher in the classroom. | MDE Issued License | | February 28, 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/07/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|--|-------------------------|
| The Hazlehurst City School District must provide an awning for entering and exiting the portable trailer as well as an adequate walkway. | <p>The Master Schedule will be evaluated and revised at the end of the year to reflect appropriate planning for the entire school district inclusive of the alternative education program and/or behavior modification program.</p> <p>Ensuring that the students and staff are safe and protected is always a top priority for the HCSD and ensures their safety at all times. HCSD has provided an awning and walkway for entering and exiting the portable trailer.</p> | Superintendent/ Department of Safety and Security | <p>Master Schedule</p> <p>To ensure the Hazlehurst City School District is in compliance, the district has installed the awning and walkway for the staff and students serving in the alternative education program.</p> | May 31, 2018 |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 4. Corrective Action Plan for Holmes County 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, 2018*, 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).

The Holmes County Consolidated School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Holmes County Consolidated School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 – Licensed Professional Staff

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Holmes County Consolidated **District Number:** 2611 **Date CAP Approved by Local School Board:** 11/15/18

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|---|
| <p>The District is noncompliant with Standard 2.0 based on the 2017 - 2018 Personnel Accreditation Edit Report.</p> <p>The District has teachers with certificates not on file.</p> <p>The District is noncompliant with Standard 2.2 based on the 2017 - 2018 Personnel Accreditation Edit Report.</p> <p>The District has a teacher that's teaching an academic core subject without the proper endorsement.</p> | 1. Establish a Human Resources Department. | Chief of Staff | Organizational Chart | Completed July 1, 2018 (upon consolidation) |
| | 2. Evaluate licenses and transcripts prior to placement of teacher candidates. | Chief of Staff | Internal audit checklist in each personnel file | July 1, 2018 - June 30, 2019 |
| | 3. Audit all personnel files for required documentation from employees and applicants. | Chief of Staff | Internal audit checklist of school staff list, master schedule and MSIS report | July 1, 2018 - June 30, 2019 |
| | 4. Reconcile each school's master staff list with master schedules and placement. | Chief of Staff | All teachers of record will hold the appropriate MS Certificate for the courses they teach | July 1, 2018 - June 30, 2019 |
| | | | | |

Please use additional sheets as needed.

Page 1 of 2

Corrective Action Plan

District Name: Holmes County Consolidated **District Number:** 2611 **Date CAP Approved by Local School Board:** 11/15/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|----------------------------------|---|------------------------------|
| | 5. Establish a recruitment plan. | Superintendent Chief of Staff | Recruitment calendar and summary reports | July 1, 2018 - June 30, 2019 |
| | 6. Obtain certificates for non-certified teachers: request one-year special nonrenewable licenses for eligible teachers. | Chief of Staff | New hire report Personnel reports, consultation records | July 1, 2018 - June 30, 2019 |
| | 7. Provide certification preparation and individual consultations with non-certified teachers. | Chief of Staff | Personnel reports, consultation records, professional development records | July 1, 2018 - June 30, 2019 |
| | 8. Do not issue renewal agreements for non-certified teachers. | Chief of Staff | Personnel reports, non-renewal notifications, staff lists | May 25, 2019 |

Please use additional sheets as needed.

Page 2 of 2

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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February 21, 2019

OFFICE OF ACCREDITATION

G. 5. Corrective Action Plan for Humphreys 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, 2018*, 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).

The Humphreys County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Humphreys County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 – Licensed Professional Staff

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Humphreys County School District **District Number:** 2700 **Date CAP Approved by Local School Board:** 11/28/18

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------------|---|-------------------------|
| The District is non-compliant with Standard 2.0 based on the 2017-2018 Personnel Accreditation Edit Report. The District has teachers with no certification on file. | Allocation of Resources The District employs a Human Resources Director to coordinate job announcement, recruitment efforts, retention activities, and support for new teachers. | School Board Superintendent | Employee Job Evaluation | July - June, ongoing |
| | The District provides an incentive package to attract high quality staff to fill teacher vacancies including, three-year signing bonus, first-time home buyers program, loan forgiveness, critical shortage incentives, moving assistance. | School Board Superintendent | # of New Teachers receiving signing bonuses and utilizing other benefits of incentive package | July - June, ongoing |
| | Recruitment Activities The Human Resources Director will attend traditional teacher job fairs as well as general career fairs at locations throughout the region to identify and recruit teachers and content majors who may qualify for Special Non-Renewable Licenses | Human Resources Director | Registration / Attendance at Job Fairs Applications for Vacant Positions | July - June, ongoing |

Please use additional sheets as needed.

Page 1 of 3

Corrective Action Plan

District Name: Humphreys County School District **District Number:** 2700 **Date CAP Approved by Local School Board:** 11/28/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------|---|--------------------------------|
| Deficient Areas: High School English High School Choral Music | The District will conduct local job fairs to inform local residents who have content background of potential opportunities to fill vacancies and complete requirements for teaching certification. | Human Resources Director | Job Fair Agendas, Sign In Sheets Applications | Spring - May Fall - November |
| | Support for Testing Requirements The District will provide support to Special non-renewable teacher applicants who have not completed all aspects of the certification process. This will include the following: Providing practice assessments for Praxis Core and Praxis II specialty areas(English II and Choral Music), Registration for test preparation workshops conducted by local colleges and universities, District sponsored workshops for content areas | Human Resources Director | Workshop Registration Practice Test usage, | July - June, ongoing |
| | The District will provide reimbursement for completed assessments for necessary for teacher certification | Federal Programs Director | Praxis Assessment Results | Upon completion of Praxis Core |
| | The District will provide funds to assistant students completing the Masters of Arts of Teaching Program for certification. | Federal Programs Director | Class enrollment / completions, course grades | |

Please use additional sheets as needed.

Page 2 of 3

Corrective Action Plan

District Name: Humphreys County School District **District Number:** 2700 **Date CAP Approved by Local School Board:** 11/28/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--------------------------------------|---|--|---|-------------------------|
| Deficiency Area: High School English | The District will utilize alternative educational formats to expand the pool of highly qualified, certified teaching staff available to students. These strategies will include the following: | | | Sept. each year |
| | Recommend retired certified teachers to provide instruction to students. | Principal | Teacher Contract and Evaluation | |
| | Utilize distance learning and online learning to expand course offerings | Curriculum Coordinator Principal | Student Enrollment Course Completion | |
| | Substitute dual enrollment courses for vacant teacher positions, partnering with local universities and community colleges. | Curriculum Coordinator Principal | Student Enrollment Course Completion | |
| | Support to Teacher Applicants The District will strengthen its Teacher Induction Program to increase the level of support provided to new teachers. This will include mentor teachers to help facilitate teacher growth, enhanced curriculum documents to clarify teaching expectations, and targeted professional development to improve teaching practice. | Human Resources Curriculum Coordinator Principal | Teacher Development evidenced by growth on TGR Increased teacher retention | |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
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February 21, 2019

OFFICE OF ACCREDITATION

G. 6. Corrective Action Plan for Jackson Public School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2018*, 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 Miss. Code Ann. § 37-17-6(11) as amended.

The Jackson Public School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted a 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 Jackson Public 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 Standard 2.4 – Student Support Services
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records
- Process Standard 10 – Compulsory School Attendance
- Process Standard 10.1 – Accuracy, Validity, and Timely Reporting of Student Data
- Process Standard 11 – Dropout Prevention Plan and Program of Services

- Process Standard 13 – 180 Teaching Days
- Process Standard 13.1 – Instructional Time
- Process Standard 13.2 – Instructional Time for Carnegie Unit Credit
- Process Standard 13.4 – Required Attendance for Seniors and Preparation for Graduation Ceremonies
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements
- Process Standard 14.1.4 – Individualized Career and Academic Plan (iCAP)
- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.4 – Mississippi Occupational Diploma
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 16 – Statewide Assessment System
- Process Standard 17.1 – Early Childhood Programs (Kindergarten)
- Process Standard 17.2 – Pre-Kindergarten Programs
- Process Standard 17.3 – Career-Technical Education Program
- Process Standard 17.4 – Special Education Program
- Process Standard 17.6 – Elementary and Secondary Education Act
- Process Standards 19, 19.1, and 19.2 – Textbook Requirements
- Process Standards 20, 20.1, and 20.2 – Instructional Management System
- Process Standards 21, 21.1, and 21.2 – Promotion, Retention, and Uniform Grading Policy
- Process Standard 22 – Alternative Education Program
- Process Standard 26 – Basic Secondary Curriculum Requirements
- Process Standards 27, 27.1, and 27.2 – Implementation of the Basic Elementary Curriculum in Grades K-8
- Process Standards 29 and 29.1 – Transportation Program and Quarterly Inspection of Buses
- Process Standard 29.3 – Bus Arrival/Departure Schedules
- Process Standard 30 – School District Facilities
- Process Standard 31 – School Safety Plan and Implementation
- Process Standards 32, 32.1, and 32.2 – Youth Detention Center

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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 2016-2017 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 consistently found the following deficiencies: | The District has been reviewing, revising, and updating the Data Collection Procedures Manual, with timelines, that outline the processes and procedures for the submission of district data via MSIS. The Manual will be completed by June 30, 2019. | Executive Director of Research, Evaluation, and Assessment (REA) | Completed Manual | June 2019 |
| | Administrative staff members and other staff assigned to report MSIS data attended the 2018 METIS Conference that took place June 27-29, 2018. | Executive Director of REA | MDE Signature Sheets Agendas Conference Materials | June 2018 |
| | Pupil Accounting Specialists attended the MSIS STUDENT & PERSONNEL USER TRAINING in September held by the OTSS department at MDE. | Executive Director of REA | Sign-in Sheets Agendas Conference Materials | September 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---------------------------|---|------------------------------|
| | Director of Assessment and Data Management attended Central Access Users Conference in October to be properly trained on the MSIS data reporting requirements, procedures, and timelines. | Executive Director of REA | Sign-in Sheets Agendas Conference Materials | October 2018 |
| | Principals, Pupil Accounting Specialists, Data Management Specialists, MSIS Personnel Specialists, Office Managers and Office Assistants have been trained on the MSIS Personnel Reference Manual by the Director of Assessment and Data Management. | Executive Director of REA | Sign-in Sheets Agendas | November 2018 |
| | Monitor MDE's website and communications (listserv, MSIS briefings, etc.) for relevant and pertinent trainings to ensure compliance with Policy 2.1. Follow-up will take place in writing with Exceptional Education, Gifted, CTE, State and Federal, and Data Management departments. | Executive Director of REA | Sign-in Sheets Agendas Conference Materials Training materials | Monthly--July 2018-June 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|---|-----------------------------|
| | Office Managers and Office Assistants will receive monthly trainings regarding data processes and procedures including any updates resources and training materials available from the Director of Assessment and Data Management and Coordinator of Data Management. | Executive Director of REA | Agendas Sign-in Sheets | Monthly July 2018-June 2019 |
| | Data Management resources and training materials are available and updated monthly on the secure (login required) Accountability and Research web page on the JPSD website. | Director of Assessment and Data Management | Resource List | Monthly July 2018-June 2019 |
| | A Data Management Coordinator position was recommended and approved by the school board to monitor and verify the accuracy of the District's personnel information. | Superintendent Board of Trustees | Board Material Board Agenda Board Minutes | July 2017 |
| | Nineteen Pupil Accounting Specialist positions were recommended and approved by the school board to monitor and verify the accuracy of data transmitted to the MDE via MSIS for all middle and high schools. | Superintendent Board of Trustees | Board Material Board Agenda Board Minutes | July 2017 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------------------|-------------------------------|---------------------------------------|
| 1. Salaries reported in employee contracts differ with the salaries reported in the MSIS Personnel/Accreditation Data Report for 2016-2017. | Salaries entered into MSIS will be cross-walked with contract salary amounts by the Director of Assessment and Data Management Coordinator of Data Management. The Data Manual will contain the data flow district's process for salary verification. | Executive Director of REA | Salary cross-walk Data Manual | June 2019 |
| | The cross-functional team consisting of Executive Director of Human Resources, Executive Director of REA, CFO, Director of Assessment and Data Management Coordinator of Data Management will review the personnel snapshot and continue to make updates to salary information. | Executive Director of REA | Personnel Snapshot Revisions | Ongoing January 2019- June 2019 |
| 2. Salaries reported for employees in the MSIS Personnel/Accreditation Data Report and in employee contracts could not be matched to the district pay scale. | The Executive Director of HR and Director of HR will verify the accuracy of contracts and salaries entered in MSIS for classified non-supervisory, classified supervisory, certified non-administrative, and certified administrative staff. | Executive Director of Human Resources | Crosswalk documentation | April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|-------------------------|
| 3. The number of days employed in the contracts of some employees does not match the number of days employed reported in the 2016-2017 MSIS Personnel/Accreditation Data Report. | The Executive Director of HR and Director of HR will review the salary schedule for classified non-supervisory, classified supervisory, certified non-administrative, and certified administrative and make the necessary recommendations to the school board. | Executive Director of Human Resources | Revised Salary Schedules, Contracts Board Policy Agenda Board Minutes | April 2019 |
| | The Executive Director of HR and Director of HR will review policies and procedures associated with setting salaries for all classified and certified staff and make the necessary recommendations to the school board. | Executive Director of Human Resources | Board Policy Agenda Board Minutes | April 2019 |
| | All necessary revisions to policies will be recommended to the School Board for approval. All policy revisions will be provided to current employees. | Superintendent Board of Trustees Executive Director of REA | Board Policy Agenda Board Minutes | June 2019 |
| | Days employed entered into MSIS will be cross-walked with contract days employed and updated as employment status changes by the Coordinator of Data Management. The Data Manual will contain the data flow process for days employed. | | Crosswalk of days employed Data Manual | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------------------|---|-------------------------|
| 4. Supplemental contracts were not provided for every individual receiving an additional salary for other duties. Therefore, the MDE is unable to verify whether the District reported all employee supplements in MSIS for these individuals. | Each supplemental contract will be kept on file in the Human Resources Department. | Executive Director of Human Resources | Review of Supplemental Contracts | March 2019 |
| | Executive Director of Human Resources will review and revise procedures associated with supplemental contracts. | Executive Director of Human Resources | Board Policy Update Board Minutes | April 2019 |
| | Executive Director of REA will review all board material to ensure that all supplements have been issued according to policy. The supplements will then be entered into MSIS by the Coordinator of Data Management. | Executive Director of REA | Crosswalk of supplement letters, board material and General Schedule Listing report | April 2019 |
| | Executive Director of Human Resources will review all employment policies and procedures and make recommendations for necessary revisions. | Executive Director of Human Resources | Board Policies | April 2019 |
| | All necessary revisions to policies will be recommended to the School Board for approval. All policy revisions will be provided to current employees. | Superintendent Board of Trustees | Board Policy Agenda Board Minutes | April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------------------|---|-------------------------|
| Additional District/ School Findings | The District will verify that the years of experience on each employee contract are consistent with the years of experience in MSIS. | Executive Director of Human Resources | Review of contracts and letters of employment | June 2019 |
| Years of experience on contract did not match years of experience reported in MSIS. | Executive Director of Human Resources will verify that every active employee has a contract or letter of employment according to approved policies and procedures on file in HR and at each employee's pay location. | Executive Director of Human Resources | Crosswalk of contracts, letters of employment, board material and General Schedule Listing report | June 2019 |
| All contracted employees reported in MSIS do not have contracts, appear on Master Schedule, and are not on District's Staffing List. | Director of Assessment and Data Management and Coordinator of Data Management will compare data on contracts or letters of employment with data in MSIS, District Staffing Lists, and master schedules for each school. | Executive Director of REA | Crosswalk of contracts, letters of employment, board material and General Schedule Listing report | June 2019 |
| | The district has revised its procedures for "rolling over" employee data to the next school year. These procedures listed in the Data Manual will help to ensure that only active employees are available for updating. | Executive Director of REA | Roll Over Procedures Data Manual | June 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|-------------------------------------|------------------------|-------------------------|
| | Principal and department supervisors will verify the employment status of all employees currently in MSIS using the verification checklist. | Director of Research and Assessment | Verification Checklist | June 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

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 |
|---|--|-----------------------|---|-------------------------|
| Miss. Code Ann. § 37-9-14 outlines the management responsibilities of the school district superintendent as required by State law and approved local school board policies, which includes implementing plans, procedures, programs, and systems to achieve clearly defined, desired results. The Superintendent failed to provide effective educational leadership in key areas including management of district personnel, effective implementation of policies, and the development of board and | In order to comply with Miss. Code Ann. § 37-9-14, the District shall ensure the Superintendent implements plans, procedures, programs, and systems to achieve clearly defined, desired results. The Superintendent shall employ appropriately licensed individuals to implement the programs. 1. The Interim Superintendent and the current superintendent have established effective mechanisms for communication to and from staff, the school board and the community through the following strategies: | Superintendent | Monitor and evaluate staff, training and any related materials on policies and sign-in sheets | July 2017 and ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------------------|---|-----------------------|---|-------------------------|
| community relations, | <p>a. The Superintendent uses a variety of methods to communicate with personnel, including memos, automated calls, emails, video messages, staff meetings, training sessions, etc.</p> <p>b. Personnel communicates with the Superintendent by calling, email, weekly highlight bulletins, and scheduled appointments. Staff follow the chain of command.</p> <p>c. The Superintendent communicates with the board chair and members through telephone calls, agendas, board memos/briefs, agenda items during scheduled board meetings, scheduled work sessions, verbal and written reports to board, and provides additional information requested by board.</p> <p>d. Individual board members contact the Superintendent through phone calls, appointments, emails, and a regularly scheduled check-in with each board member.</p> <p>e. Board members and the Superintendent communicate with the community through public comments at board meetings, automated calls, District website, student handbook, published policy, Active Parent, newsletters, and JPS Communicator.</p> | Superintendent | Monitor and evaluate staff, training and any related materials on policies and sign-in sheets | Ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---|--------------------------------------|
| <ul style="list-style-type: none"> • The Superintendent failed to ensure that the school district operates according to school board policies and procedures that comply with State and Federal statutes and SBE policies and standards. The MDE continues to receive confidential reports of allegations from administrators and teachers that central office staff interfere with the building administration's ability to implement the District's discipline policies. (See also Standards 1.2 and 1.3) • The Superintendent failed to ensure that all graduating seniors of School Year 2016-2017 met graduation requirements. (See also Standard 14) • The Superintendent failed to ensure the integrity of the Mississippi Statewide Assessment System. (See also Standard 16 and Appendix F) • The Superintendent failed to ensure compliance with the Individuals with Disabilities Act. (See also Standard 17.4) | <p>2. The Superintendent oversees policies and procedures to implement, manage and monitor consistent application and enforcement of discipline procedures for equity and effectiveness. Strategies include the following:</p> <p>a. Significant change made for 2017-18 school year was to incorporate the PBIS model into the Code of Conduct handbook. The specific model and structure are outlined in the student handbook.</p> <p>b. Discipline data are periodically reported to the board on a regular basis. The 2017-18 reports document improvements in the total number of discipline referrals.</p> <p>c. Data for Discipline Appeals are reported to the school board on a regular basis.</p> <p>d. Professional development training is provided for all staff on disciplinary policies, PBIS model and the Code of Conduct Handbook, including and best practices on ways to handle student and staff disciplinary matters. A variety of training methods are used including live presentations, DVDs, and written correspondence.</p> | Superintendent | <p>Internal audit reports; Training materials and sign-in sheets</p> <p>Student Handbook Board Agendas and Minutes</p> <p>Discipline Data Reports</p> <p>Agendas and sign-in sheets</p> | Completed August 8, 2017 and ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---------------------------|-------------------------|
| <p>The Superintendent failed to ensure compliance with Elementary and Secondary Education Act. (See also Standard 17.6)</p> <ul style="list-style-type: none"> • As the educational leader of the District, the Superintendent failed to implement an instructional management plan that clearly defines the academic goals necessary for improving student achievement. (See also Standard 20) • The Superintendent failed to ensure that transportation services arrive and depart on time. (See also Standard 29) • The Superintendent failed to ensure that school facilities are maintained according to standards required for clean, safe, and orderly schools. (See also Standards 30 and 31) • The Superintendent failed to ensure that a positive, safe, and secure school climate exists for students where teachers and staff feel supported by the administration and are able to maintain order and control. (See also Standard 31) | <p>3. The Superintendent monitors the organization of the central office and effectiveness of personnel in a manner consistent with district policies, priorities and resources. Strategies include:</p> <ul style="list-style-type: none"> a. Aligned staff with District priorities and resources. b. Reviewed all job descriptions. c. Made significant changes staffing and reassignments, including State and Federal Programs and Exceptional Education. d. Reestablished and staffed the Office of Professional Development. See Standard 15. e. Effective July 1, 2018, the District was reorganized into four areas and feeder patterns. An Assistant Superintendent currently is responsible for each area. The Superintendent will submit a written updated strategic plan and make necessary presentations to the current Board describing the strategies the Superintendent will employ to align staff with District priorities and resources to meet the immediate instructional goals of the District. The Superintendent will consider different Administrative Organizational Structures and present an updated District Administrative Plan for approval by the current Board. | Superintendent | Approval by current Board | June 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|-----------------------|--|--|
| | 4.The Superintendent implements an Instructional Management System (IMS) that clearly defines the academic goals necessary for improving student achievement. Strategies include: | Superintendent | Outcome data (student assessment) Internal audit reports, board agendas and minutes | October 2018 |
| | a. The current instructional management plan was approved by the current Board in August 2018. The plan is being implemented by the Superintendent. | Superintendent | Board Agendas and Minutes | March 2018 - May 2019 |
| | b. The School Board approved procedures for the JPS Accreditation Policy IDB which outlines "Procedures for Addressing Non Compliance with Accountability/Process Standards." | School Board | Board Agendas and Minutes | November 2018 Beginning December 2019 and ongoing |
| | c. The newly appointed board held the first meeting on November 28, 2017, and continues to meet regularly. The board will receive specific data reports related to the instructional management plan and student achievement during scheduled work sessions and meetings. | School Board | Board Agendas and Minutes | Spring 2019 |
| | d. The board will schedule a strategic planning meeting in the Spring to review, update and approve Policy BA, which sets forth the vision, mission and goals. | | | |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---|---|
| | e. The Superintendent will assess and evaluate the degree to which the August 8, 2017 instructional plan has been successful, using the most recent District assessments, multiple data sources, analyses and reports by external evaluators to inform the evaluation. The Superintendent will submit to the current Board an updated plan and an updated organizational chart to demonstrate the degree to which all program offices and departments responsible for instructional management across the District are aligned to District goals, support best practices District wide, demonstrate improved instruction in all classrooms, and provide evidence of growth and proficiency outcomes for all children. See Standard 20. | Superintendent | Updated Instructional Plan and Updated Organizational Chart Approved by the current Board | October 2018 – June 2019 (specific dates to be determined). |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|-----------------------|--|-------------------------------------|
| | <p>5. The Superintendent will implement strategies to employ qualified personnel. See Standard 2.</p> <p>a. The District is implementing a plan to provide additional training, support and mentors to instructional staff.</p> <p>b. The District will develop a retention and recruitment plan.</p> | Superintendent | Board Agendas and Minutes, internal audit procedures | Begin date: August 2018 and ongoing |
| | <p>6. Superintendent establishes positive relationships among the Board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity. Strategies include:</p> | Superintendent | Board Agenda and Minutes | October 2018 and ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | <p>a. As of November 28, 2017, a new six-member board of trustees was appointed. A seventh member was added on October 2, 2018. Members are participating in the MSBA board training and will complete within the mandatory timelines.</p> <p>b. The Superintendent collaborates with members of the Better Together Commission established by the Governor and Mayor to transform the District. The Commission has issued a Request for Proposals to transform the District. c. The District and the Board are also working with the several community groups including the W.F. Kellogg Foundation. Kellogg has helped fund projects relative to behavior such as TAP and restorative justice. d. The District has access to additional resources including restorative justice grants, TAP, financial support from churches, the Junior League and the Links.</p> <p>e. There is a coordination of efforts through the Partners in Education office which focuses on supporting academic goals.</p> | Superintendent | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---|--------------------------|
| <p>The MDE discovered many of the findings from the investigative audit conducted September 6, 2016, through July 31, 2017 (School Year 2016-2017), are consistent with the findings of the legislative audit conducted April 5, 2016 through April 22, 2016 (School Year 2015-2016).</p> <p>Examples include, but are not limited to, the following:</p> | <p>f. The Board has a public participation policy BCG that allows parents and community to address the board at every regularly scheduled board meeting. Board meetings are also televised which informs community of board actions.</p> <p>7. The Superintendent implements a system for reporting to the Board on policy issues and achievement growth/lack of growth.</p> <p>a. An annual schedule has been established and is being implemented for the Board to conduct an annual review section by section review of all policies, which starts in January and concludes in October of each year.</p> <p>b. An annual schedule has been established to report achievement data to the school board, including student growth or lack of growth.</p> <p>c. Accountability and District data are reported to the board at least three times a year and as needed.</p> | Superintendent | Schedule of Review; Schedule of Reports, board agenda; Board Agenda and Minutes | October 2018 and ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---------------------------|--------------------------|
| <ul style="list-style-type: none"> 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. (See also Accreditation Policy 2.1) The Superintendent failed to implement appropriate standards of governance. (See also Standards 1.2 and 1.3) | <p>8. The Superintendent promotes community and business commitment and involvement with the district and building a relationship of trust.</p> <p>a. Partners in Education coordinates efforts that focus on supporting academic goals with community groups, business partners, churches, and individuals.</p> <p>b. Also see Item 6 above.</p> <p>See strategies to address Accreditation Policy 2.1.</p> <p>See strategies to address Accreditation Standards 1.2 and 1.3.</p> | Superintendent | Board Agendas and Minutes | October 2018 - June 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---------------------|-------------------------|
| <ul style="list-style-type: none"> • The Superintendent failed to ensure that the school district operates according to school board policies and procedures that comply with State and Federal statutes and SBE policies and standards. The MDE continues to receive confidential reports of allegations from administrators and teachers that central office staff interfere with the building administration's ability to implement the District's discipline policies. (See also Standards 1.2 and 1.3) • The Superintendent failed to ensure that all graduating seniors of School Year 2016-2017 met graduation requirements. (See also Standard 14) • The Superintendent failed to ensure the integrity of the Mississippi Statewide Assessment System. (See also Standard 16 and Appendix F) • The Superintendent failed to ensure compliance with the Individuals with Disabilities Act. (See also Standard 17.4) | <p>See strategies to address Accreditation Standards 1.2 and 1.3.</p> <p>See strategies to address Accreditation Standard 14.</p> <p>See strategies to address Accreditation Standard 16.</p> <p>See strategies to address Accreditation Standard 17.4.</p> | Superintendent | | |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---------------------|-------------------------|
| <ul style="list-style-type: none"> • The Superintendent failed to ensure compliance with Elementary and Secondary Education Act. (See also Standard 17.6) • As the educational leader of the District, the Superintendent failed to implement an instructional management plan that clearly defines the academic goals necessary for improving student achievement. (See also Standard 20)• The Superintendent failed to ensure that transportation services arrive and depart on time. (See also Standard 29) • The Superintendent failed to ensure that school facilities are maintained according to standards required for clean, safe, and orderly schools. (See also Standards 30 and 31) • The Superintendent failed to ensure that a positive, safe, and secure school climate exists for students where teachers and staff feel supported by the administration and are able to maintain order and control. (See also Standard 31) | <p>See strategies to address Accreditation Standard 17.6.</p> <p>See strategies to address Accreditation Standard 20. See strategies to address Accreditation Standard 29.</p> <p>See strategies to address Accreditation Standards 30 and 31.</p> | Superintendent | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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 |
|--|---|-----------------------|---------------------|-------------------------|
| During the April 5 through April 22, 2016 legislative audit, the District's board policies failed to serve as the basis of operation for the District. Furthermore, irregularities and inconsistencies existed in local board policies and other district documents such as the student handbook, etc. | Pursuant to 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, local board policies that comply with State and Federal statutes and SBE policies shall serve as the basis of operation of the District. | | | |
| Although the District implemented some corrective actions outlined in the Corrective Action Plan approved by the State Board of Education on December 15, 2016, | 1. The District will undertake a comprehensive review and revise all district publications to ensure that all statements are clearly written and consistent with approved school board policy. | 1. Superintendent | 1. Board Minutes | Ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|--|
| <p>such as establishing a systemic process for reviewing and revising policy and revising the Code of Conduct for Students, irregularities and inconsistencies in local board policy and student handbook still exist.</p> <p>The 2016-2017 Student Handbook contained the District's Code of Conduct for Students; however, the MDE continues to receive confidential reports from administrators and teachers, of allegations that discipline policies, when applied, are applied inconsistently, and that central office administrators and board members interfere the administration's decisions regarding student discipline.</p> <p>Despite the District's efforts to address the irregularities and inconsistencies between the school board policies and the student handbook, and within the student handbook, discrepancies still exist.</p> <p>Examples include, but are not limited to, the following:</p> | <p>District publications have been received and are being reviewed. Effort is coordinated with legal and communications office.</p> <p>District Action: Last year, there was a monthly review cycle of policies with the former Board. That Board completed its review of one section of board policies each month on October 17, 2017. The new Board began that cycle again on an ongoing basis in January 2018 and have engaged a 3rd party to assist with this process (Council of Great City Schools.) The District will review and revise all district publications annually to ensure consistency with board policies.</p> <p>2. When policy revision(s) are made and approved by the school board, the Superintendent shall communicate the revision(s) to all staff, parents, and students.</p> <p>District Action: The web manager sends monthly emails notifying all staff of the approved policies. All policies that are under review will be posted on the Board Policies Under Review web-page with the noted suggestions.</p> | <p>Board Superintendent District Counsel</p> <p>Superintendent</p> | <p>1. Cross-walk checklist</p> <p>Emails will reflect that revised and approved board policies have been communicated to all staff. Parents and students will be notified through the District's web page, Board Approved Policies and Board Policies Under Review. Internal audit reports</p> | <p>January 2018 and ongoing</p> <p>Ongoing</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---------------------|-------------------------|
| <ul style="list-style-type: none"> • Graduation Requirements (IGB/JBQ) (See also Standard 14) • Promotion/Progression/Retention of Students (JBJ/IGD) (See also Standard 21) • Instructional Materials and Fees (IFB) • Textbooks (IFCA) • Food Service (ED and JDB) • Dress Code (JCSA) • Suspension and Expulsion (JCH) <p>The District does not have a board policy that addresses the sale of computers in accordance with Miss. Code Ann. § 37-7-459.</p> <p>The Superintendent and Board failed to implement policies that clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to serve all students. The Superintendent and Board also failed to ensure that the school district operates according to school board policies and procedures that comply with state and federal statutes and SBE policies and standards.</p> | <p>Any policy affecting students that parents need to know about will necessitate an automated call or placement on the District's web page and/or other means.</p> <p>Monthly meetings with principals to inform them of policy changes. The Superintendent will ensure principals have regular staff meetings and will give hard copies of policy to staff and review changes with them. 3. The District shall consistently implement all board policies, including the Code of Conduct for Students, throughout the District to ensure equity for all students.</p> <p>District Action: All staff will receive monthly updates of approved and revised board approved policies. 1. Web manager sends out revised policies that are considered for revision. 2. Once approved by the Board, web manager sends out approved policy via email. Employees will be held accountable for not following and knowing applicable policies.</p> | 2. Superintendent | | Ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---------------------|-------------------------|
| <p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring that all data reported to the MDE are true and accurate (See also Accreditation Policy 2.1), • Ensuring implementation of appropriate standards of governance (See also Standards 1.1 and 1.3), • Ensuring all graduating seniors of School Year 2016-2017 met graduation requirements (See also Standard 14), • Ensuring the integrity of the Mississippi Statewide Assessment System (See also Standard 16 and Appendix F), • Ensuring compliance with the Individuals with Disabilities Act (See also Standard 17.4), • Ensuring compliance with the Elementary and Secondary Education Act (See also Standard 17.6), • Implementing an instructional management plan that clearly defines the academic goals necessary for improving student achievement (See also Standard 20), | <p>Board approved revised IGB/JBQ Graduation Requirements Policy in October 2018, in collaboration with the Standard 14 leader. For strategies, please see Standard 14.</p> <p>Board approved JBJ/IGD Promotion/Retention of Students Policy on October 3, 2017. For strategies, please see Standard 20 and 21.</p> <p>Board approved Instructional Services (Instructional Materials and Fees) (IFB) on December 6, 2016.</p> <ul style="list-style-type: none"> • Textbooks (IFCA) reviewed on December 6, 2016 by Board • Food Service Policy ED approved on December 20, 2016. Policy JDB reviewed on December 6, 2016 and will be recommended for deletion as duplicative of ED. • Dress Code (JCSA) approved on April 4, 2017 <p>Suspension and Expulsion (JCH) is reviewed annually and scheduled again in the annual review cycle.</p> | 2. Superintendent | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---------------------|-------------------------|
| <ul style="list-style-type: none"> • Ensuring transportation services arrive and depart on time. (See Standard 29.) • Ensuring school facilities are maintained according to standards required for clean, safe, and orderly schools (See also Standards 30 and 31), and • Ensuring a positive, safe, and secure school climate for students where teachers and staff feel supported by the administration and are able to maintain order and control (See also Standard 31). | <p>Board previously approved policy ILE that addresses the sale of computers in accordance with Miss. Code Ann. Section 37-7-459 on December 20, 2017.</p> <p>See Standard 29 for strategies.</p> <p>See Standards 30 and 31 for strategies.</p> <p>See Standard 31 for strategies.</p> | 2. Superintendent | | |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---|--|
| <p>The Board failed to effectively perform its duties in accordance with applicable law.</p> <p>The Board failed to limit its responsibilities to matters of setting policy and accessing results.</p> | <p>In order to comply with 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), the school board shall govern in a manner that concentrates on policymaking to improve student achievement. Policies shall be developed, implemented, and practiced by all district personnel, including the school board and superintendent.</p> | School Board | MSBA sign-in Roster; Completed plan with goals, measurable data indicators, monitoring reports, and a schedule for when the board will monitor each goal. Minutes and agendas will reflect goal monitoring. | New Board completed eight hours of training with MSBA on December 1, 2017. Additional Board training is ongoing. |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--|-------------------------|
| Based on confidential interviews and reports from District personnel, Board members are actively engaged in the day-to-day operations of the school district. The reports indicate that Board members circumvent the District's chain of command and interfere with the administration's ability to implement board policies. | <p>1. The school board shall set policy, delegate executive, supervisory and instructional authority to the District's employees, and appraise the results achieved in light of the goals of the school district.</p> <p>a. The JPS Board has participated in one required workshop conducted by MSBA on December 1, 2017.</p> <p>b. The Board will complete remaining required training designed specifically to:</p> <ul style="list-style-type: none"> • Clarify the legal roles of the Board and Superintendent; • Clearly understand the governance concept of "oversight of management" which will include a review of the Board's measurable goals. • Reiterate the importance of following the chain of command; • When questioned by parents, personnel, community about specific situations, the board members will refer to the approved school board policies and refer to the administrative chain of command for questions about implementation of policies. | School Board | 1. MSBA sign-in Roster; Completed plan with goals, measurable data indicators, monitoring reports, and a schedule for when the board will monitor each goal. Board Minutes and agendas will reflect goal monitoring. | April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|-----------------------|--|-------------------------|
| | <p>c. Board members have been trained on their duties and responsibilities including:</p> <ul style="list-style-type: none"> -- Board members are not responsible for the day-to-day operations of the school and shall not become involved in issues until they are presented to the Board. --Issues or concerns shall be resolved following the District's chain of command and shall not be presented to the Board until all administrative avenues of resolution have been exhausted in accordance with approved board policy. -- The Board speaks to day-to-day situations through its policy statements. --Board members will act as a group rather than individually and not commit the Board to actions individually. --Board members will only act on actions that are appropriately presented to the Board and that have gone through the chain of command. <p>d. Also see Standard 1.2.</p> | 2. School Board | <p>2. Board agenda and minutes will reflect the items were presented to the board.</p> <p>Training Board Meetings Interaction with Superintendent and staff</p> <p>Board Minutes</p> | Ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---------------------------|-------------------------|
| <p>The Board failed to ensure the District administration implements approved school board policies and procedures that comply with State and Federal statutes and SBE policies and standards</p> <p>Additional examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district • Ensuring implementation of appropriate standards of governance (See also Standards 1, 1.1 and 1.2), • Ensuring all graduating seniors of School Year 2016- 2017 met graduation requirements (See also Standard 14), | <p>See strategies for Standard 1.2.</p> <p>A review of the reports to the Board to verify that such reports are end-results reports and are correlated to goals.</p> <p>Development of a Board communication calendar for monitoring goal attainment. The Board will have a subcommittee that deals with the monitoring goal attainment.</p> <p>See strategies for Accreditation Policy 2.1.</p> <p>See strategies for Standards 1, 1.1, and 1.2.</p> <p>See strategies for Standard 14.</p> | School Board | Board Agendas and Minutes | Ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---------------------|-------------------------|
| <ul style="list-style-type: none"> Ensuring the integrity of the Mississippi Statewide Assessment System (See also Standard 16 and Appendix F), Ensuring compliance with the IDEA (See also Standard 17.4), Ensuring compliance with Elementary and Secondary Education Act (See also Standard 17.6), Ensuring implementation of an instructional management plan that clearly defines the academic goals necessary for improving student achievement (See also Standard 20), Ensuring transportation services arrive and depart on time (See also Standard 29), Ensuring school facilities are maintained according to standards required for clean, safe, and orderly schools (See also Standards 30 and 31), and Ensuring a positive, safe, and secure school climate exists for students where teachers and staff feel supported by the administration and are able to maintain order and control (See also Standard 31). | <p>See strategies for Standard 16.</p> <p>See strategies for Standard 17.4.</p> <p>See strategies for Standard 17.6.</p> <p>See strategies for Standard 20.</p> <p>See strategies for Standard 29.</p> <p>See strategies for Standards 30 and 31.</p> <p>See strategies for Standard 31</p> | School Board | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---------------------|-------------------------|
| On May 30, 2017 and June 15, 2017, two (2) Board members resigned, and a third Board member's term expired on June 30, 2017. Then, on July 20, 2017, the Board President resigned after serving only one (1) month as President because he failed to reside within his appointed district. These four (4) vacancies on a seven (7) member board resulted in an insufficient number of members required for a quorum. The Board requires four (4) members be present to conduct the business of the District. Therefore, the Board could not hold its regularly scheduled meeting on July 20, 2017. As of July 31, 2017, the Mayor and City Council had not appointed additional members to the Board and the status of future Board meetings was unknown at the time the audit closed. | This finding deals with the former board which resigned. The new board was appointed in the Fall of 2017 and held its first meeting on November 28, 2017. | School Board | | |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

Standard 2.4: Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel. Student support personnel may only provide those services and activities in the area(s) that each individual is specifically qualified to provide and will use only job titles that reflect same.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, ESEA (revised as ESSA), and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--|---|
| <p>...eight (8) schools failed to create an advisory council.</p> <p>...one (1) school failed to hold advisory council meetings...</p> | <p>...[a]ll schools shall accomplish the following procedures to ensure compliance:</p> <p>Each school has established a counseling services advisory council at each school and holds regularly scheduled meetings each term.</p> <p>Each counseling services advisory council includes students, parents, teachers, school counselors, administrators and community members to review and make recommendations about school counseling program activities and results.</p> <p>Each school maintains the following documentation: list of advisory council members; advisory council meeting schedules; agendas; and sign-in sheets. This documentation is on file in the Office of Counseling Services.</p> | Principal Counselor | <p>List of advisory council members</p> <p>Meeting schedules</p> <p>Agendas and sign-in sheets</p> | <p>November 2018</p> <p>November 2018 and ongoing</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---|-------------------------|
| ...two (2) schools failed to have an annual agreement for the 2016-2017 school year... | <ul style="list-style-type: none"> Annual agreements are developed with and approved by administrators at the beginning of the school year addressing how the school counseling program is organized, what goals will be accomplished, and how qualified student support personnel will deliver services to students. Documentation is on file. Information regarding the school counseling program and activities will be communicated with guardians and community members in a timely manner using newsletters and / or bulletins and school websites. | Principals | Schedules Newsletters and / or bulletins Annual agreements Monthly schedules Annual calendar Annual agreements | November 2018 |
| ...one (1) school failed to have information for guardians or the community reflecting school counseling program or school counselor's activities... | <ul style="list-style-type: none"> Calendars of student support personnel's availability are provided weekly, monthly, and annually. Schedules are posted and / or readily available for review by all stakeholders. | | Calendars of student support personnel | |
| ...one (1) school had no calendars reflecting school counseling program or school counselor's activities. | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|--|--------------------------------------|
| ...one (1) school failed to have a counselor on staff... | <ul style="list-style-type: none"> • Maintain a schedule reflecting counseling services – both scheduled for and provided to students. | Principals and Qualified Student Support Personnel | Newsletters and / or bulletins | August 2018 through May 2019 |
| | <p>The District requires posted communications by student support personnel, such as posted communications on bulletin boards, door way entries, and in hallways. In addition, the District requires student support personnel to communicate their activities monthly to all stakeholders. These communications provide personnel availability and upcoming events.</p> | | School website | |
| | <ul style="list-style-type: none"> • Each school ensures that all students have access to support services provided by a qualified student support personnel member at each school. • The District has developed a written plan of action to provide students with the above mentioned services should a qualified student support personnel member be unavailable due to lack of ability to recruit a qualified person, extended medical leave, etc. | Principals District Lead Counselor | Educator Licenses Personnel Report Accreditation Edit Report Written plan of action Documentation of personnel recruitment efforts | Ongoing (at each personnel snapshot) |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|-------------------------------------|------------------------------|
| ...one (1) school counselor is providing services outside of licensed area (math tutoring in the classroom). | For example, a qualified student support personnel member, a district-selected area / feeder pattern counselor, or District Lead Counselor, provides required support services in the areas of academic / educational planning, responsive services, as well as career and college preparation in a timely, ongoing manner until a qualified person is hired. | Principals | | August 2018 through May 2019 |
| | <ul style="list-style-type: none"> • Ensure the use of school counselor competency and school counseling program assessments to self-evaluate areas of strength and improvement for individual skills and program activities. | Principals | Mississippi Counselor Growth Rubric | August 2018 through May 2019 |
| | <ul style="list-style-type: none"> • Ensure the use-of-time assessment to determine the amount of time spent toward the recommended 80 percent or more of the school counselor's time to direct and indirect services with students. Counselors no longer provide services outside of their licensed area. | Principals | | August 2018 through May 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | <p>Other organizational assessments and tools required by the District include the following:</p> <ul style="list-style-type: none"> • Use of data to measure the results of the program as well as to promote systemic change within the school system so every student graduates college- and career-ready (also see Standard 11) • Curriculum, small-group and closing-the-gap action plans including developmental, prevention and intervention activities and services that measure the desired student competencies and the impact on achievement, behavior and attendance (also see Standard 20.2). <p>There is ongoing monitoring of qualified student support personnel's duties and responsibilities to provide services to students, parents, school staff and the community in the following areas:</p> <ul style="list-style-type: none"> • Direct services such as the school counseling core curriculum, individual student planning, and responsive services; and | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|-------------------------------|---|
| | <ul style="list-style-type: none"> • Indirect student services provided on behalf of students as a result of the school counselors' interactions with others such as referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations. • Recommend revisions for Board Policy IH / JE. The policy was reviewed and not revised but a subcommittee was formed to update the policy. <p>Note: As defined by the Mississippi Public School Accountability Standards, student support personnel is a professional qualified to offer student support services (e.g., psychologist, guidance counselor, social worker, psychometrist, etc.).</p> | Executive Director of Advanced Learning Programs | Board Agenda Board Minutes | <p>August 2018 through May 2019</p> <p>February 2018 May 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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 |
|--|---|---|--|-------------------------|
| The District amended Board Policy JBE, (Residency Requirements) on August 4, 2016; however, the District failed to implement the amended policy. The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District, and 35 of those schools failed to provide the required residency documentation. | In order to comply with Miss. Code Ann. § 37-15-29 and 7 Miss. Admin. Code Pt. 3, Ch. 68, R. 68.1, the District shall implement a process to verify residency requirements. | | | |
| | 1. Director of Enrollment Services & Records (ESR) will work with schools make sure principals fully implement Policy JBE on residence verification. | Executive Director of Research, Evaluation and Assessment (REA) | Internal Audit Sign-ins Training Documents | July 2019 and ongoing |
| | 2. Director of ESR will provide school registrants with the approved "Requirements for Registration" document identifying the acceptable documents for verifying residence. | Principal Director of ESR | Requirement for Registration Document | March 2019 |
| | 3. Director of ESR will: (1)update "Residency Verification Form;" (2) ensure access to form on district website; (3) Provide training on document; | Executive Director of REA | Residency Verification Form Agenda, Sign-ins Mock Document | March 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|------------------------------|---|---------------------------|
| | (4) provide school registrants with a "Mock" document demonstrating how to complete form should be completed, which will also be on district website | | | |
| | 4. Records Clerks and ISTs will verify that residence documents are enclosed in students' cumulative folder and signed by designated school official. | Principal Director of ESR | Internal Audits | June 2019 |
| | 5. Records Clerks and ISTs will evaluate student cumulative folders to confirm that two (2) appropriate proofs of residence are on file and properly verified. | Principal Director of ESR | Internal Audits Electronic Checklist Reports | June 2019 |
| | 6. Records Clerks and ISTs will annually remove all "OLD" proofs of residence at the close of school year. | Principal Director of ESR | Internal Audits | June 2019 |
| | 7. Director of ESR will conduct annual Enrollment/Registration Training for Principals and School staff on proper procedures for enrolling students | Executive Director of REA | Agendas, Sign-ins/ Training Documents | March 2019 and ongoing |
| | 8. Director of ESR will conduct Monthly Technical Support to provide reinforcement on proper enrollment practices. | Executive Director of REA | Agendas, Sign-ins/ Training Documents | April 2019 and ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---------------------------|---|-------------------------|
| | 9. Director of ESR will review and revise District Enrollment Procedures to be submitted for approval by the district Leadership Team. | Executive Director of REA | Revised Enrollment Procedures Leadership Team approval document | March 2019 |
| | 10. Executive Director of REA will monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 6.1. | Executive Director of REA | Training Materials | March 2019 and ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

6.2: Immunization requirements

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|------------------------------|--|-------------------------|
| The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District. Of the 58 schools monitored, 23 schools failed to provide the required immunization documentation. | 1. Verify that 121/122 compliance forms are on file for all enrollees. Require ALL new, incoming students to provide an updated 121/122 compliance form at time of enrollment. | Director of ESR | Internal Audit | July 2019 |
| | 2. Every Principal is required to compile an Immunization Compliance Binder - to include a copy of all 121/122 forms of all students by grade level at each local site. | Director of ESR | Internal Audit Compliance Binder | June 2019 |
| | 3. ESR Staff will review compliance binder to verify that there is an immunization form for each student enrolled. | Director of ESR | Compliance Binders Review Forms | June 2019 |
| | 4. As a part of the annual district training, Director of ESR will show schools the proper way to verify the acceptability of immunization documents. | Executive Director of REA | Agendas, Sign-ins, Training Materials | March 2019 |
| | 5. Records Clerks & ISTs schools will verify that the immunization document is filed in the students' cumulative folder | Principal Director of ESR | Internal Audit | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|------------------------------|--|-------------------------|
| | as well as apply the immunization date on the cumulative folder, permanent record and the student information system (SIS). | | | |
| | 6. Designated School Official will complete the Preliminary Compliance Report Form (compliance fact sheet) to be submitted to Mississippi State Department of Health (MSDH) also to include compliance binder check by ESR Staff to verify the integrity of report at district level before submission to MSDH. | Principal Director of ESR | District Office Review Forms Compliance Binders Compliance Fact Sheet | September 2019 |
| | 7. Temporary Certificate of Immunization (Form 121) – Whenever a Temporary Certificate of Immunization (Form #121) is submitted by a parent/guardian, the school official shall upload the expiration date into Microsoft Outlook Calendar a month prior to expiration. The Outlook system shall alert school official of the upcoming date of expiration so that parents can be timely informed to get child vaccinated and compliance form updated. | Principal Director of ESR | Internal Audits Compliance Binders | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|---------------------|---------------------------|
| | 8. Designated School Official will complete Final Compliance Report to be submitted to MSDH also to include compliance binder check by ESR Staff to verify the integrity of report at district level before submission to MSDH. | Principal Director of ESR | | December 2019 |
| | 9. Monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 6.2. | Executive Director for Research Evaluation and Assessment (REA) | Training Materials | March 2019 and ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the *Mississippi Public Schools Accountability Standards, 2018*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|---|
| <p>The District amended Board Policy JCF, (Student Records) on December 20, 2016, in accordance with the District's Corrective Action Plan approved by the State Board of Education on December 15, 2016. However, the District failed to implement the policy.</p> <p>The MDE reviewed students records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District. Forty-one (41) of those schools failed to provide the required documentation to verify compliance with the Mississippi Cumulative Folders and Permanent Records Manual of Dire</p> | 1. Update district's Standard Procedures Guide for Record Maintenance to ensure that district procedures are followed by schools. | Director of ESR | Revised Procedures Document | February 2019 |
| | 2. Implement "District Runner Process" to ensure the transfer of student records upon request - In-district/Out of District | Director of ESR | Audit Findings Report | February 2019 and ongoing |
| | 3. Four (4) point inspection for ALL high school senior records to ensure: a. that there are records on file for ALL seniors; b. that records meet clearance for graduation eligibility to include the application of ALL appropriate data on both record types; | Director of ESR | | February - March 2019 March 2019 May 2019 |
| | 4. Verification of Student Data on Cumulative Folder and Permanent Record - Records will be evaluated to ensure that all appropriate data are applied to both record types. | Director of ESR | Audit Review Report Corrective Action Citation as applicable | March 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|--|------------------------------|
| | <p>5. The following processes have been implemented:</p> <p>a. Student Entry/Exit Report – Allows for the tracking of records as students enroll and transfer. Submitted to ESR weekly</p> <p>b. Record Transfer Process – District Runner – Picks up and delivers Records</p> <p>c. Check-Out/Check-In Process – Allots for 10 records to be checked-out at a time from records room; helps to mitigate the missing of student records. Training has been conducted on all processes.</p> | | Entry/Exit Report Check-Out/Check-in Forms; Pick-up & Delivery Schedules; Agendas/Sign-ins | November 28, 2017 |
| | 6. Annual Records Training to ensure that schools are following district procedures for properly maintaining students' cumulative folders and permanent records | Director of ESR | Agendas/Sign-ins Training Documents Parts A & B worksheets | July 2019 |
| | 7. Technical Support Trainings to reinforce fundamental record maintenance practices | Director of ESR | Agendas/Sign-Ins Training Documents | February 2019 and ongoing |
| | 8. Monitor MDE's website and listserv for relevant and pertinent trainings to ensure compliance with Process Standard 8. | Executive Director of Research Evaluation and Assessment (REA) | Training Materials | February 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

Standard 10: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law.

REGULATIONS: Miss. Code Ann. § 37-13-91, § 37-37-7(2)(b), (c), and (d), § 37-37-13, and Miss. Admin. Code 7-3: 30.1 and 30.2, State Board Policy, Chapter 30, Rule 30.1 and 30.2

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---------------------------|-------------------------------------|-------------------------|
| <p>Twenty-eight (28) elementary schools, 11 middle schools, and seven (7) high schools failed to consistently report each compulsory-school-age child who has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled. The school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer.</p> <p>Seven (7) elementary schools, seven (7) middle schools, and six (6) high schools failed to consistently report student suspensions or student expulsions to the school attendance officer when they occurred.</p> | <p>The District will implement the following strategies to monitor and report student absences:</p> | Principal | Internal Auditing Referral Forms | March 2019 |
| | <p>1. Director of ESR will conduct Annual District Attendance Training and the processes that are to be used for documenting 5, 10, and 12 day unexcused absences of students.</p> | Executive Director of REA | Agendas/Sign-Ins Training Documents | July 2019 |
| | <p>2. Director of ESR will share and demonstrate the use of district approved Attendance Phases in training to confirm the reporting of 5, 10, & 12 day unexcused absences.</p> | Executive Director of REA | Agendas/Sign-Ins Training Documents | July 2019 |
| | <p>3. Director of ESR will share and demonstrate the processes that schools should follow to prevent the accumulation of 5, 10, & 12 day absences - phone calls, letter notifications.</p> | Executive Director of REA | Agendas/Sign-Ins Training Documents | July 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---------------------------|--|-------------------------|
| | 4. Attendance Clerk & ISTs will be required to attach a completed cover sheet that identifies the students who are being reported to state and number of days that have been accumulated. | Principal | District Reporting Phases Document | March 2019 |
| | 5. Attendance Clerk & ISTs will scan and email to the State Attendance Officer. | Principal | Internal Auditing Referral Forms | March 2019 |
| | 6. Attendance Clerk & ISTs will be required to maintain an active file of all information that is forwarded to the state in the an organized manner to be retrieved for review for any impending internal or external audits. | Principal | Referral Documents | March 2019 |
| | 7. Attendance Clerk & ISTs will verify that the correct contact information is accurate on referral documents (phone number and/or address). | Principal | Referral Documents | March 2019 |
| | 8. The Principal shall report suspensions or student expulsions, as they occur, to the Mississippi Department of Education's School Attendance Officer. | Principal | Referral Documents Training Materials | March 2019 |
| | 9. Director of ESR will conduct Annual Attendance Training. | Executive Director of REA | Agendas/Sign-Ins Training Documents | July 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---------------------------|---------------------|-------------------------|
| | 10. Director of ESR will conduct monthly Technical Support Trainings to reinforce standard attendance practices. | Executive Director of REA | Agendas/Sign-Ins | March 2019 |
| | 11. Attendance Clerk & ISTs will maintain an active file of ALL attendance referrals that have been submitted to the state. | Principal | Referral Documents | March 2019 |
| | 12. Attendance Clerk & ISTs will maintain an active file of ALL suspension referrals that have been submitted to the state. | Principal | Referral Documents | March 2019 |
| | 13. Monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 10. | Executive Director of REA | Training Materials | March 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

Standard 11: The school district develops a plan and implements programs designed to keep students in school and to lower student dropout rates in accordance with Miss. Code Ann. § 37-13-80.

REGULATIONS: Miss. Code Ann. § 37-13-80 and Miss. Admin. Code 7-3: 30.5, State Board Policy Chapter 30, Rule 30.5

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---------------------------|------------------------------------|
| The District adopted a district-wide dropout prevention plan that is posted on the District's website; however, the District failed to implement the adopted plan at the school level. | The school district has implemented the following strategies for corrective action to ensure compliance with the Dropout Prevention Plan. | | | |
| | 1. The Dropout Prevention Plan was developed and revised by a committee which included the Assistant Superintendents (Area), Office of Professional Development, Lead Counselor, Chief Academic Officer of Academic Supports, and Executive Director of Advanced Academics. | Superintendent | Agenda and Sign-in Sheets | September 2017 |
| | 2. The school board reviewed and approved the Dropout Prevention Plan (DPP) on November 28, 2017. | JPS School Board | Board Agenda and Minutes | November 28, 2017 December 2018 |
| | 3. The school board will review for approval the revised Dropout Prevention Plan (DPP) on December 4, 2018. | JPS School Board | Board Agenda and Minutes | December 2018 |
| | 4. The plan was posted on the District's website on November 29, 2017. Pending board approval, the revised DPP will be posted December 5, 2018. | Web Master | District website | November 2017 December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---------------------------|--|---|
| | 5. The Dropout Prevention Plan will be reviewed with principals as well as Policy JK and procedures. Principals were trained on the components of the plan in December 21, 2017. The District will train elementary, middle, and high school principals on the current Dropout Prevention Plan. The training will emphasize the importance of dropout prevention being implemented on a K-12 continuum. A follow-up training for principals will take place during the Area Principal's Meetings. | Assistant Superintendents | Agenda and Sign-in Sheets | December 2017 |
| | 6. The revised DPP and JPS Dropout Prevention Policy and Procedures JK will be reviewed with principals. Training will be conducted on all components of the policy and plan on November 29, 2018. The components of the DPP include programs and interventions, data monitoring of attendance and discipline, as well as the Early Warning System. | Assistant Superintendents | Agenda and Sign-in Sheets | December 2018 |
| | 7. Principals will train teachers on the components of the Dropout Prevention Plan and Policy. The DPP will be reviewed again in the 4th term. | Principals | Agenda and Sign-in Sheets/Attestation Form | December 2018 January 2019 April 2019 |
| | 8. A monitoring instrument will be developed to document compliance. | Assistant Superintendents | DPP Audit Checklist | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|-------------------------|
| The MDE monitored all 13 middle schools, interviewing teachers and staff. All middle schools failed to implement programs designed to encourage student attendance with fidelity and to monitor students closely focused on objectives that are measurable or transition students from alternative settings. | All schools will adhere to the District's attendance policy. | Principals | Attendance rate (monthly) Attendance reporting (weekly) | September 2018 |
| | All schools and the District will have an Early Warning System Team (EWS) as described in MDE Guidelines. The EWS team will monitor and encourage student attendance. Attendance plans will be developed to assist students in meeting their attendance goals and objectives. | Principals | EWS meeting agendas, minutes, sign-in sheets | December 2018 |
| | The district will utilize an academic planning guide to be used as a companion to the Student Planning Tool for a Traditional Diploma. Academic planning is one component of the Individual Student Success Plan (ISP). The planning tool is designed to assist students in successfully navigating the 7th -12th grade educational experience in Mississippi Public Schools. Students will have an ISP that is personalized to meet each learner's educational and career goals. The ISP is completed with the assistance of the school counselors. | Principals | Audit Checklist | August 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|--|--|
| | <p>Principals will be trained on the procedures for transitioning students from alternative settings (Capital City Alternative (CCAS) and Henley Young Juvenile Justice Center (HYJC)).</p> <p>The principals will review monthly attendance, behavior, and course performance data for students who have transitioned from the Alternative School to ensure that the appropriate supports are in place to assist students in being successful in school.</p> <p>The district has a protocol for transitioning each student from the alternative setting to the student's home school. A transition meeting occurs upon the student's return from the alternative setting with CCAS/HYJC staff and principal designee to discuss and review the student's attendance, behavior, course performance, and Individualized Intervention Plan (IIP). Intervention strategies are included with academic and behavior goals. The home school is responsible for implementing and monitoring the interventions with fidelity.</p> | <p>CCAS and HYJC principals</p> <p>Principal</p> | <p>Alternative school transition procedures Sign-in sheets Agendas</p> <p>Agenda, Sign-in Sheets, Signature Page</p> | <p>December 2018 January 2019</p> <p>December 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|--|-------------------------------|
| The MDE monitored all seven (7) high schools. At four (4) of the high schools, the school administrators and staff failed to implement policies and procedures to encourage better attendance for students with fidelity and failed to monitor students using an early warning system to check attendance, behavior, and course grades to identify students at-risk for dropping out. Additionally, administrators and teachers, when interviewed, failed to recall and/or articulate the schools' dropout prevention policy. | The District implemented a Data Dashboard that includes an Early Warning System module to monitor attendance, behavior, and course performance per term. The school level TST and EWS teams will monitor attendance, behavior, and course performance of students based on the data populated in the EWS. Supports such intervention plans, student/parent conferences/contacts, referral to TST and/or school-level teams, and referral to the state attendance office will be implemented to improve student attendance. | Executive Director Accountability and Research Director of MTSS | Training materials Agendas Sign-in sheets Audit checklist | October 2018 November 2018 |
| The following four (4) high schools are non-compliant. Callaway Forest Hill Lanier Wingfield | All schools will have a TST and EWS teams to monitor Tier 2 and 3 students' attendance, discipline, grades, and STAR Screener results to evaluate the effectiveness of interventions. | Principals | Agenda, Minutes, Sign-in sheets EWS Audit Checklist | December 2018 |
| | Principals will follow the district's MTSS process with fidelity that include interventions for academics, attendance, and behavior. Students that are not responding well to Tier 1 instruction should be referred to Tier 2 or 3 for additional support. This process is to be | Principals | Audit Checklist | December 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---|---|--|
| | <p>followed for attendance and behavior as well. (After 5 unexcused absences, student will be referred for attendance support, and students that have 3-5 discipline referrals, will be referred to the MTSS committee for additional interventions/support.</p> <p>Credit Recovery, defined as a course-specific, skill-based learning opportunity for students, is offered to students who have previously been unsuccessful in mastering content / skills required to receive course credit or earn promotion.</p> <p>The District employs graduation coaches at the high school level to assist with dropout prevention. Lastly, the District has requested technical assistance on Mississippi Compulsory School Attendance Law (Miss. Code § 37-13-91)</p> <p>Graduation Coaches were trained by district Lead Interventionists on tracking high school students using graduation options in lieu of state exams to improve the accuracy of identifying graduation requirement for students.</p> | <p>Principal</p> <p>Superintendent</p> <p>Principal</p> | <p>Monthly Credit Recovery Completion Report</p> <p>Staffing List</p> <p>Grade Level Trackers</p> | <p>September 2018</p> <p>August 2018</p> <p>September 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | Graduation Coaches, TST and EWS teams assist high schools in identifying and monitoring attendance, behavior, and course performance of students that are at-risk of dropping out; Collaborate to conduct an analysis that focuses on data for individual students and subgroups that include MAAP data, ACT data, and Local Records (attendance, behavior, course grades, etc.); Assist with developing and implementing intervention strategies for students with chronic absenteeism (18 or more days) to increase the likelihood that these students will stay in school and graduate. | Principal | Audit Checklist | December 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

Standard 13: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days.

- 13.1: The teaching day must provide at least 330 minutes of instruction per day.
- 13.2: The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each one-half (½) unit offered, except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.
- 13.3: No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day.
- 13.4: The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Highest Levels of Performance are exempted.)
- 13.5: The summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program.
 - 13.5.1: Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
 - 13.5.2: Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.
 - 13.5.3: Students enrolled in a summer program are limited to earning one (1) Carnegie unit of credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses. (Districts Meeting the Highest Levels of Performance may be exempted under Miss. Code Ann. § 37-17-11.)

REGULATIONS: Miss. Code Ann. §§ 37-151- 7(3)(d), 37-3-49, 37-13-61 through 69, § 37-17-11, § 37-151-5(j), and § 37-151-7(3)(c)

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

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--------------------------------|--|-------------------------|
| The District's calendar for school year 2016-2017 failed to provide 180 school days for seniors as required by Process Standard 13. | In order to comply with Miss. Code Ann. §§ 37-13-63 and 37-151-5(j), the District calendar provides 180 teaching days for all students. | Superintendent School Board | District Calendar Board Agenda Board Minutes | April 2018 |
| The District failed to provide seniors with the minimum hours of instruction to earn Carnegie unit credit as required by Process Standard 13.2. | All high school schedules currently contain the minimum hours of instruction in order for students to earn Carnegie unit credit. Graduation exercises will not take place prior to the last day of school; as a result, all seniors will be provided the minimum number of hours. | Superintendent | Master Schedule Graduation Dates Board Agenda Board Minutes | December 2018 |
| The District held graduation ceremonies for all seven (7) high schools prior to the last day of school; therefore, the District is noncompliant with Process Standard 13.4. | In order to ensure compliance with process standard 13.2 and 13.4, graduation practice and exercises for the 2018-2019 school year will not take place prior to May 28, 2019. | Superintendent School Board | Published graduation dates and programs | April 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|---|-------------------------|
| The District's school calendar published on the District's website and in the 2016-2017 Student Handbook provided graduation dates of May 23, 2017, and May 24, 2017, for graduating seniors; however, the programs distributed at the commencement ceremonies and at each of the seven (7) high schools, during the audit confirm graduation ceremonies were held on May 22, 2017, and May 23, 2017. | The 2018-2019 graduation dates are published in the 2018-2019 student handbook. Dates for graduation will match across all district publications to include the programs distributed at the commencement ceremonies. | Executive Director of Public and Media Relations | District Calendar Graduation Programs District Website | August 2018 |
| 10 elementary schools failed to provide 330 minutes of instruction per day in a full-time Pre-Kindergarten program | Schedules for Pre-K teachers provide a minimum of 330 instructional minutes. | Principals | MSIS General Schedule Listing Report School Schedules Classroom Observations | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

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.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|---|---|
| Despite the District's attempts to implement the Corrective Action Plan approved by the State Board of Education on December 15, 2016, at each of the seven (7) high schools, the schools failed to ensure that all graduating seniors during school year 2016-2017 met the minimum requirements for graduation. | <p>The District ensures 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.</p> <p>The Board reviews, revises and adopts policy and procedures for IGB: Graduation Requirements.</p> <p>The graduation review team conducts six (6) remote and onsite reviews each school year. This year's reviews are scheduled for: September 4-7, 2018 October 8-31, 2018 November 5-9, 2018 January 2019 TBD March 4-8, 2019 Late April/early May 2019 (TBD)</p> <p>The team continues to review the following during each remote and onsite visit: Graduation Review Report (in-district); Graduates and Other Completers Report (MSIS); Students Graduation Option Report (MSIS); Graduate / Completer Counts by District Report (MSIS); Permanent Records;</p> | <p>Superintendent</p> <p>Board of Trustees</p> <p>Executive Director of Advanced Learning Programs; Graduation Review Team (GRT)</p> | <p>Board agenda</p> <p>Board agenda Board minutes</p> <p>Graduation review team monitoring instrument</p> | <p>September 2018 through June 2019</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---|--|--|
| | <p>Cumulative Folders; Individualized Education Plans; and electronic student transcripts (SAM and MSIS) (Note: Graduation programs were reviewed in May 2018 prior to printing for graduation exercises. MSIS reports were reviewed and verified by the team in June 2018.). This process will be repeated for graduation 2019.</p> <p>The District reviews, revises and adopts local board policies and student handbooks to ensure information provided to staff, parents, and students regarding graduation requirements is accurate and consistent.</p> <p>Communication has increased with staff, parents, and students regarding graduation requirements. Three (3) letters from the Office of the Superintendent were released in September 2017, February 2018 and March 2018. Use of email, ITV, electronic newsletter, web, etc. to communicate information has improved.</p> | <p>Board of Trustees</p> <p>Superintendent and Executive Director of Advanced Learning Programs</p> | <p>Board agenda</p> <p>Board minutes</p> <p>Letters</p> <p>Emails</p> <p>ITV videos</p> <p>Newletters</p> <p>Website</p> | <p>September 2018 through June 2019</p> <p>September 2018 February 2019 March 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|---|-------------------------|
| | <p>The Board annually reviews and adopts the Handbook with the Code of Conduct.</p> <p>Revised sections in the Handbook include the following related to Standards 8, 11, 14, and 21, 21.1, and 21.2 to eliminate inconsistencies, contradicting statements, and / or conflicting language, particularly related to policies IGBA, IGB, IGD, and JBJ:</p> <p>Pages 28-29, 36, 37-38, and 45-50</p> <p>A committee reviewed and finalized the revisions (addendum) to the Handbook on January 12, 2018 with adoption by the Board on May 15, 2018.)</p> | Executive Director of Advanced Learning Programs | <p>Board agenda</p> <p>Board minutes</p> <p>Meeting agenda and sign-in sheets</p> | January 2018 - May 2018 |

Please use additional sheets as needed.

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|---|
| <p>The MDE reviewed records for graduating seniors School Year 2016-2017 at the seven (7) high schools in the Jackson Public School District. Each of the seven (7) high schools lacked documentation to verify all graduating seniors earned the minimum number of Carnegie units and / or met all four (4) end-of-course exit exam requirements. Examples of noncompliance include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • The District allowed students who did not earn the minimum number of Carnegie units required for graduation to graduate. • The District allowed students who did not pass all four (4) end-of-course exit exams or meet one of the alternate options outlined in Appendix A-5 of the Mississippi Public School Accountability Standards, 2016, in lieu of passing the exam(s), to graduate and participate in graduation exercises. | <p>The District requires all high schools to review the records of all seniors for school year 2018-2019 to ensure the students are enrolled in the appropriate classes and are provided all opportunities for first-time testing and retesting. There will be quarterly reviews during school year 2018-2019.</p> <ul style="list-style-type: none"> • Review and verify course and Carnegie unit requirements for each senior. • Review, cross reference, and verify assessment requirements for each senior. | <p>District Lead Counselor</p> <p>Executive Director of Advanced Learning Programs</p> <p>District Lead Counselor</p> | <p>Student transcripts</p> <p>Appendix 5</p> <p>MSIS</p> <p>Reports</p> | <p>Ongoing (see dates under strategies column)</p> <p>September 4-7, 2018 October 8-31, 2018 November 5-9, 2018 January 2019 TBD March 2019 Late April/early May 2019</p> <p>September 2018 December 2018 February 2019 March 2019 April / May 2019</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--------------------------------------|-------------------------------|
| <ul style="list-style-type: none"> Schools substituted courses not listed in the Approved Courses for Secondary Schools of Mississippi in lieu of the required courses for graduation. One (1) school failed to substitute the appropriate courses in the International Baccalaureate (IB) program. | <ul style="list-style-type: none"> Staff reviews course selection sheets and cross references them with the Approved Courses for Secondary Schools of Mississippi (see Standard 26) each semester. All schools use the district-released course selection sheets to ensure appropriate course sequencing and substitutions for all students, including those enrolled in advanced learning programs of study (i.e., IB), as well as those in need of courses offered for first-time course enrollment and / or credit recovery. | Executive Director of Advanced Learning Programs | Course selection sheets | December 2018 |
| | | Principals and School-level Counselors | Course selection sheets | |
| | <p>The District has developed an individualized schedule for each student during his / her freshman, sophomore, junior and senior years to ensure all graduation requirements are met. This four (4) year plan shall be developed with the student and his / her parents during the student's Grade 8 year and shall be reviewed and revised annually, if applicable, at the middle and high school levels from year to year.</p> | Principals | Student planning tool for graduation | October 2018 through May 2019 |

Please use additional sheets as needed.

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|---|--|
| Two (2) of the 13 middle schools failed to ensure all students had an Individualized Career and Academic Plan (iCAP) prior to exiting Grade 8, as required by Process Standard 14.1.4 | <p>Pursuant to Miss. Code Ann. § 37-16-7 and Appendix A-3, all students will complete an Individual Success Plan (ISP) prior to exiting Grade 8 to ensure compliance with Standard 14.1.4. (Note: Additional information is forthcoming from the MDE regarding the ISP.)</p> <p>District staff will conduct and attend training regarding graduation requirements and ensure that persons responsible implement local and State Board of Education policy and state statute.</p> <ul style="list-style-type: none"> • Graduation Ready Meetings (regional professional development sessions conducted by the MDE) • Monthly Principals Meeting (August 2018) <p>Seniors who lack sufficient credits to graduate will not be approved for early release but will be scheduled to ensure access to classes required for graduation.</p> <ul style="list-style-type: none"> • Review student schedules for accuracy. | <p>Principals</p> <p>Executive Director of Advanced Learning Programs</p> <p>Principals</p> | <p>Previous SAM iCAP Indicator Reports</p> <p>ISP Reports</p> <p>Agendas</p> <p>Presentation</p> <p>handouts Sign-in sheets</p> <p>Student schedules</p> <p>Early release form(s)</p> | <p>January 2018</p> <p>September / October 2017</p> <p>January 2018</p> <p>August 2018</p> <p>August 2018 September 2019 Ongoing for additional requests as needed</p> |

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|---|------------------------------|
| During the review of student records at each of the seven (7) high schools, MDE noted additional areas of concern. Therefore, the MDE questioned the integrity of the implementation of Process Standards 21, 21.1, and 21.2 (See also Standards 8 and 14.) | <p>To address the concerns in Standards 21, 21.1, and 21.2 related to Standards 8 and 14, please see additional strategies and corrective actions provided below:</p> <ul style="list-style-type: none"> • Policies and procedures in the student handbook were reviewed to eliminate inconsistencies, contradicting statements, and / or conflicting language, particularly related to policies IGBA, IGB, IGD, and JBJ, as well as Standards 8, 11, 14, 21, 21.1., and 21.2. <p>The comprehensive list of strategies to be utilized by the graduation review team at each of the five (5) checkpoints throughout the school year include the following:</p> <ul style="list-style-type: none"> • Review policy and procedures for IGB: Graduation Requirements • Ensure counselors are implementing responsibilities as outlined in the District's Dropout Prevention Plan, as well as the Early Warning System | Executive Director of Advanced Learning Programs | Board Agendas Board Minutes | March 2018 |
| | | Graduation Review Team Members | Monitoring instruments with notes and comments | |
| | | District Lead Counselor | Dropout Prevention Plan and Early Warning System monitoring instruments | August 2018 through May 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|---|---|
| | <ul style="list-style-type: none"> • Review counselor binder(s); counselor binders include all appendices forms listed below as well as opt-out and tracker forms if applicable. • Review appendices A-1, A-2, A-3, A-4, A-5 and G • Review Opt-Out form, if applicable • Cross reference assessment concordance tables with assessment requirements for graduation for all seniors • Interview records clerks, counselor(s), principals • Review IEPs and MOD Portfolios • Communicate with staff, students, parents and the community regarding graduation requirements • Survey staff, students, parents and community regarding school- and district-level communication efforts related to graduation requirements | <p>District Lead Counselor</p> <p>District Lead Counselor</p> <p>Graduation Review Team</p> <p>Exceptional Education Director of</p> <p>Executive Director of Advanced Learning Programs</p> | <p>Monitoring instruments with notes and comments</p> <p>Survey results</p> | <p>September 2018</p> <p>December 2018</p> <p>February 2019</p> <p>March 2019</p> <p>April / May 2019</p> <p>April 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|--|---|
| | <ul style="list-style-type: none"> • Utilize Graduation Review Report (in-district) • Review Graduates and Other Completers Report (MSIS) • Review Students Graduation Option Report (MSIS) • Review Graduate / Completer Counts by District Report (MSIS) • Review Permanent Records • Review Cumulative Folders • Review Student Transcripts (SAM and MSIS) • Review Retention List (MSIS) • Review graduation ceremony programs (in-district) <p>Gradation programs were verified in May 2018 prior to printing for graduation exercises. This process will be repeated for graduation 2019.</p> | <p>Graduation Review Team led by the Executive Director of Advanced Learning Programs</p> <p>Director of Student Enrollment Services and Records</p> <p>Executive Director of Advanced Learning Programs</p> | Monitoring instruments with notes and comments | <p>September 2018 December 2018 February 2019 March 2019 April / May 2019</p> <p>May 2019</p> |

Please use additional sheets as needed.

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>The MDE reviewed records for students exiting with the Mississippi Occupational Diploma (MOD) in each of the seven (7) high schools. This review included 20 of 28 student records submitted by the District for students who exited in the 2015-2016 school year, and 24 of 24 student records of students who exited at the end of the 2016-2017 school year. The review found:</p> <ul style="list-style-type: none"> • MOD Portfolios did not reflect that State Board of Education approved guidelines and required objectives for the MOD were taught or mastered. There was no indication of oversight by either District teachers or the Director of Special Education. • The District awarded MODs to students with disabilities who had completed few, if any, of the necessary prerequisites from the State Board of Education approved guidelines for the MOD. | <ul style="list-style-type: none"> • Review and revise policies and procedures to ensure implementation of the Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma for students who are working toward completion of the MOD. Policies and procedures shall reflect all required components of Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma. The review shall be documented and revisions submitted to the MDE OSE for approval. • Provide training to staff who are responsible for implementing the MOD Guidelines for students with disabilities. | <p>Director of Exceptional Education Services and Executive Director of Advanced Learning Programs</p> <p>Director of Exceptional Education Services and Executive Director of Advanced Learning Programs</p> | <p>Board agenda</p> <p>Board minutes</p> <p>Agendas</p> <p>Sign-in sheets</p> <p>Presentation</p> <p>handouts</p> | <p>March 2018</p> |

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | <p>The District shall document and submit evidence of the training (e.g. sign-in sheets, PowerPoint presentations, or agendas) to the MDE Office of Special Education (OSE) for approval.</p> <p>The Graduation Review Team (GRT) consists of the District Lead Counselor; Director of Enrollment Services and Records; Director of Exceptional Education Services; Executive Director of Advanced Learning Programs; and Assistant Superintendents.</p> <p>The Handbook with the Code of Conduct Review Team consists of selected principals, student support personnel, district-level personnel, students, parents and other stakeholders from the community.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

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.

14.3: 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. Miss. Code Ann. § 37-16-11(2) (See *Mississippi Public School Accountability Standards, 2016*, Appendix G and State Board of Education approved guidelines for the Mississippi Occupational Diploma.)

REGULATIONS: Miss. Code Ann. § 37-16-11, 34 C.F.R. §§ 300.320(b), 300.324(c), and Miss. Admin. Code 7-3: 74.19, State Board Policy Chapter 74, Rule 74.19

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|-------------------------------|-------------------------|
| The MDE reviewed records for students exiting with the Mississippi Occupational Diploma (MOD) in each of the seven (7) high schools. This review included 20 of 28 student records submitted by the District for students who exited in the 2015-2016 school year, and 24 of 24 student records of students who exited at the end of the 2016-2017 school year. The review found: | Review and revise policies and procedures to ensure implementation of the Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma for students who are working toward completion of the MOD. Policies and procedures shall reflect all required components of Mississippi Public School Accountability Standards 2018 Appendix G and State Board of Education Approved Guidelines for the Mississippi Occupational Diploma. | Director of Exceptional Education Services and Executive Director of Advanced Learning Programs | Board agenda Board minutes | March 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|---|------------------------------|
| <ul style="list-style-type: none"> • MOD Portfolios did not reflect that State Board of Education approved guidelines and required objectives for the MOD were taught or mastered. There was no indication of oversight by either District teachers or the Director of Special Education. • The District awarded MODs to students with disabilities who had completed few, if any, of the necessary prerequisites from the State Board of Education approved guidelines for the MOD. | <p>The review shall be documented and revisions submitted to the MDE OSE for approval.</p> <p>Provide training to staff who are responsible for supporting students who remain on the MOD track.</p> <p>The District shall document and submit evidence of the training (e.g. sign-in sheets, PowerPoint presentations, or agendas) to the MDE Office of Special Education (OSE) for approval.</p> <p>The Graduation Review Team (GRT) consists of the District Lead Counselor; Director of Enrollment Services and Records; Director of Exceptional Education Services; Executive Director of Advanced Learning Programs; and Assistant Superintendents.</p> <p>The Handbook with the Code of Conduct Review Team consists of selected principals, student support personnel, district-level personnel, students, parents and other stakeholders from the community.</p> | <p>Director of Exceptional Education Services and Executive Director of Advanced Learning Programs</p> | <p>Agendas</p> <p>Sign-in sheets</p> <p>Presentation handouts</p> | <p>March 2018 - May 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------|---|-------------------------|
| <ul style="list-style-type: none"> Section IV(13): Tests not administered according to the standard procedures Section IV(19): Electronic Devices ON-SITE FINDINGS: Jackson Public School District The District Test Security Plan did not contain all required components. Specifically, the District Test Security Plan lacked individual School Test Security Plans. Baker Elementary School During the Spring 2017 Testing Window, the MDE conducted a site visit to Baker Elementary School. The MDE found: <ul style="list-style-type: none"> The school failed to provide a School Test Security Plan. The Principal purposefully tried to prevent the MDE from viewing all testing rooms. Secure testing tickets were left unattended in an unlocked computer lab. | <p>The Superintendent and the District Test Coordinator shall ensure that the School Test Coordinator in all elementary, middle, and high schools develops and implements a comprehensive and personalized test security plan during statewide testing for the 2018-19 school year. The School Test Security Plan shall be included in the District Test Security Plan and be signed by the Principal, School Test Coordinator, and the District Test Coordinator. The District Test Security Plan shall identify all individuals who have access to the secure storage area(s) at the District and school sites.</p> <p>On-site review of School and District Test Security Plans Conduct required School Test Coordinator professional development → Monitor/review sign-in sheets for attendance and participation Monitor/Audit School training and test administration</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------|---|-------------------------|
| <ul style="list-style-type: none"> • An employee walked downstairs to the Principal's office unaccompanied by another individual with an ELA writing test booklet. • Secure testing materials were left unattended in the distribution room; and at times, were left with only one (1) individual. • The Test Administrator had an electronic device (iPad) inside the testing environment. The iPad repeatedly sounded during testing. • The school failed to provide some students with the appropriate amount of time during statewide testing. In most cases, the school failed to provide the student(s) enough time to take the assessment. <p>In some cases, the school provided students with too much time.</p> | <p>Verification of compliance with Process Standard 16 and Appendix F.</p> <p>Baker, Callaway, Forest Hill, and Provine develop and implement a comprehensive and personalized test security plan and corrective action plan that specifically addresses each of the Appendix F violations outlined in this report.</p> <p>The District shall ensure that the District Test Coordinator conducts a personalized and comprehensive School Test Coordinator training for all schools involved in statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development → Monitor/ review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---------------------------|---|-------------------------|
| <p>During the Spring 2017 Testing Window, the MDE visited two (2) of the seven (7) high schools within the District, Callaway High School and Forest Hill High School.</p> <p>Callaway High School The MDE found:</p> <ul style="list-style-type: none"> • During active testing, two (2) testing rooms had no Test Administrator or Proctor during statewide testing. No other adult was present. • For at least 24 minutes during the testing session, only one (1) adult was present in the same two (2) testing rooms referenced above. • For approximately two (2) minutes, no adult was present in the library where testing was occurring. • The school allowed students to talk to each other during statewide testing. | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------|---|-------------------------|
| <ul style="list-style-type: none"> The school failed to provide some students with the appropriate amount of time during statewide testing. Some students received additional time to test beyond the allotted timeframe provided within the Test Administrator Manual. The Hall Monitor had an electronic device (cellphone) inside the testing environment. The phone sounded during testing. <p>Forest Hill High School The MDE found:</p> <ul style="list-style-type: none"> A Proctor provided answers to a student during statewide testing. | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------|---|-------------------------|
| <ul style="list-style-type: none"> • A student had a cellphone and was observed talking on the cellphone during statewide testing. • The school failed to provide students with the appropriate amount of time to take the test. • A Test Administrator and Proctor were talking amongst themselves during statewide testing. • The School Test Coordinator, Assistant School Test Coordinator, Multiple Test Administrators, and Proctors all had electronic devices during statewide testing. • Secure testing materials were left unattended in the distribution room, and at times, were left with only one (1) individual. • Students did not receive the appropriate accommodations during statewide testing. | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------|---|-------------------------|
| <p>SELF-REPORTED FINDINGS:</p> <p>Provine High School Following the Spring 2017 Testing Window, the District self-reported to the MDE via e-mail that there was a missing ELA Writing Booklet.</p> <p>DATA FORENSIC FINDINGS: The data forensic results for Jackson Public School District indicate that six (6) out of seven (7) high schools had students who received an invalidated test score in the areas of Algebra I, Biology I, English II, and/or U.S. History for extreme similarity and/or wrong-to-right answer changes that exceed the extreme threshold. The following is a summary report for each of the seven (7) high schools in the four (4) subject area courses that were flagged for test instances for statistics that exceeded the extreme threshold in Spring 2017.</p> | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------|---|-------------------------|
| <p>Callaway High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Four (4) of 419 students tested were invalidated for extreme similarity <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 336 students tested were invalidated for extreme similarity <p>English II:</p> <ul style="list-style-type: none"> • Two (2) of 496 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 226 student tested were invalidated for wrong to right answer changes <p>Forest Hill High School</p> <p>U.S. History:</p> <ul style="list-style-type: none"> • Eight (8) of 252 students tested were invalidated for extreme similarity | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------|---|-------------------------|
| <p>Jim Hill High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> Two (2) of 502 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> Two (2) of 251 students tested were invalidated for extreme similarity <p>Provine High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> Two (2) of 313 students tested were invalidated for extreme similarity | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------|---|-------------------------|
| <p>Lanier High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 287 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 162 students tested were invalidated for extreme similarity <p>Murrah High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Eight (8) of 375 students tested were invalidated for extreme similarity <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 379 students tested were invalidated for extreme similarity • One (1) of 379 students tested was invalidated for wrong to right answer changes <p>U.S. History:</p> <ul style="list-style-type: none"> • Four (4) of 276 students tested were invalidated for extreme similarity | <p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans</p> <p>Conduct required School Test Coordinator professional development</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p> | District Test Coordinator | Verification of compliance with Process Standard 16 and Appendix F. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

17.1: Early Childhood Programs (kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Miss. Code Ann. § 37-21-1, et seq., § 37-21-7, Miss. Admin. Code 7-3: 42.1, State Board Policy Chapter 42, Rule 42.1, Miss. Admin. Code 7-3: 62.6, State Board Policy Chapter 62, Rule 62.6, and the *Mississippi Kindergarten Guidelines*.

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---------------------------------------|---|-------------------------|
| <ul style="list-style-type: none"> The school failed to produce immunization forms (Form 121) for all kindergarten records. (Baker, Galloway, Johnson, McLeod, Watkins) | Principals will ensure that each kindergarten student has an immunization form/record. A copy of this record will be kept in a binder in the principal's office. | Principal | The kindergarten student immunization records will be reconciled with a kindergarten student roster from SAM. | December 2018 (ongoing) |
| <ul style="list-style-type: none"> The school failed to place safety covers in all unused sockets. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Pecan Park, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) | The school will ensure that safety covers are on all sockets that aren't in use. | Principal | Internal monitoring checklist. | December 2018 (ongoing) |
| <ul style="list-style-type: none"> The school failed to document assistant teacher education qualification requirement. (Baker, Barr, Key, Marshall, North Jackson, Oak Forest, Poindexter, Sykes, Wilkins, Woodville) | The school will maintain copies of assistant teacher education qualifications to ensure that all personnel meet requirements for working in kindergarten classrooms. | Principal Executive Director of HR | A copy of the teacher assistant's qualifications will be kept in a schools personnel file. | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|----------------------------|-------------------------|
| The school failed to document professional development provided to assistant teachers, teachers, and administrators. (Baker, Barr, Bates, Galloway, Green, Johnson, Key, Lake, Lee, McLeod, Marshall, North Jackson, Pecan Park, Spann, Van Winkle, Walton, Watkins) | The District will provide provide regular training related to principles and methods of early childhood education and reading instruction for all teachers, assistant teachers, and administrators. The topics will focus on the topics of social and emotional development and early literacy. | Principal | Agenda and sign-in sheets. | February 2019 |
| The school failed to integrate in their lesson plans: small group, whole group, individual instruction, and learning centers; thematic units across kindergarten subjects; science, art, social studies, and dramatic play; and a minimum of three (3) learning centers accessible for simultaneous use by children for 120 minutes per day of learning center play. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins) | The District redesigned the lesson plan template to integrate all kindergarten subjects that align to a thematic unit. The lesson plan template will account for 330 instructional minutes. | Principal | Agenda and sign-in sheets | January 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--------------------------------|-------------------------|
| <ul style="list-style-type: none"> The school failed to conduct hearing and vision screenings on all kindergarten children within the first 30 days of enrollment. (Baker, Bates, Clausell, Dawson, Galloway, George, Green, John Hopkins, Key, Lake, Lee, McLeod, Marshall, North Jackson, Pecan Park, Poindexter, Sykes, Walton, Watkins, Wilkins, Woodville Heights) | Each elementary school will conduct hearing and vision screenings the firsts 30 days of enrollment. | Principal | Internal monitoring instrument | September 2018 |
| <ul style="list-style-type: none"> The school failed to plan evaluations of children's progress using MDE standards for social/emotional development. (Baker, Barr, Bates, Brown, Dawson, Galloway, George, Green, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Spann, Sykes, Walton, Watkins, Wilkins, Woodville Heights) | Each elementary school will evaluate children's social and emotional progress at the end of each term. | Principal | Internal monitoring instrument | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---|-------------------------|
| <ul style="list-style-type: none"> The school failed to provide parents the 2016-2017 parent handbook. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) | Each kindergarten teacher will provide parents a copy of the 2018 - 2019 parent handbook, that includes the kindergarten philosophy and goals. | Principal | Teachers will have a parent signature sheet acknowledging receipt of the parent handbook. | October 2018 |
| <ul style="list-style-type: none"> The school failed to schedule two (2) parent-teacher conferences. (Baker, Barr, Bates, Brown, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Pecan Park, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) | The District has scheduled two (2) parent-teacher conferences for the 2018 - 2019 school year. October 22, 2018 and February 18, 2019. | Principal | The District's calendar and sign-in sheets at parent/teacher conferences | October 2018 |
| <ul style="list-style-type: none"> The school failed to provide teachers with a method of entry into restroom for safety of children. (Bates, Galloway, Lee, McWillie, Marshall). | The principal will outline a specific method of entry detailing how children will enter the restroom. | Principal | Each school will have a written plan outlining the method of entry into the restroom | April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|----------------------------------|--|-------------------------|
| <ul style="list-style-type: none"> The school failed to provide a boundary between the designated outside play area, the driveway and parking lot. (Bates, Galloway, Green, John Hopkins, Johnson, Lake, McLoed, North Jackson, Pecan Park, Spann, Watkins, Wilkins) | The District will install a boundary between the play area and the driveway. Boundary shall prevent a child from accessing parking lot/driveway as well as prevent an automobile from entering play space. | Executive Director of Facilities | Installation of the boundary | March 2019 |
| <ul style="list-style-type: none"> The school failed to align the school day to be equal across all grades (Kindergarten had a different length of day than Grade 1). Bates | The school aligned its school day to be equal across all grades. | Principal | The teacher's instructional schedule. | December 2018 |
| <ul style="list-style-type: none"> The school failed to repair/remove broken equipment thus creating an unsafe environment for children. (Clausell, John Hopkins, Marshall, Pecan Park, Poindexter, Wilkins) | The District will repair/remove broken equipment. | Executive Director of Facilities | Repair and removal of identified equipment | March 2019 |
| <ul style="list-style-type: none"> The school failed to locate a bathroom within 125 feet of the classroom. (Galloway, Poindexter) | The District will relocate classroom to ensure that all children have access to a bathroom that is within 125 feet of the classroom. | Principal | The restroom being located within 125 feet from the classroom. | August 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|--------------------------|
| <ul style="list-style-type: none"> The school failed to meet the teacher-pupil ratio of 1:22 maximum. (Galloway, Lee, Oak Forest, Pecan Park) | The District provides a kindergarten assistant to kindergarten teachers. | Principal | Providing a query of kindergarten teachers and assistants. | August 2018 |
| <ul style="list-style-type: none"> The school failed to allow for students to participate in a minimum of 30 minutes of daily physical activity. (Oak Forest, Van Winkle, Wilkins) | Kindergarten student will have 30 minutes of physical activity daily. | Principal | Completed teacher schedules reflecting 30 minutes of physical activity daily. | August 2018 |
| <ul style="list-style-type: none"> The school failed to design an outdoor area so that kindergarten and children over Grade 3 do not have to share play space at the same time. | The District/school will ensure that children do not share outdoor play space with children in grades above Grade 3. | Principal | The principal will have a map indicating the area and time that children above grade 3 have access to designated areas of the playground. | April 2018 |
| <ul style="list-style-type: none"> The school failed to identify and utilize play area access that does not require stairs. Students in wheelchairs were denied access to play area. (Pecan Park) | The District is continuing to research the cost of making the existing playground handicapped accessible. | Principal, Executive Director of Facilities | Plan developed with an associated budget to make the existing playground handicap accessible. | August 2018 July 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

17.2: Early Childhood Programs (pre-kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Pre-Kindergarten Miss. Code Ann. § 37-7-301(ss), Miss. Admin. Code 7-3: 28.4, State Board Policy Chapter 28, Rule 28.4, Refer to the *Mississippi Early Learning Guidelines for classrooms serving Three- and Four-Year-Old Children*, Miss. Code Ann. § 37-7-301 (zz)

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--------------------------|-------------------------|
| The school failed to provide 330 minutes of instructional time in a full-day program. Schools: Baker, Barr, Dawson, John Hopkins, Johnson, McWillie, Marshall, North Jackson, Watkins | In order to comply with Miss. Code Ann. § 37-13-6, the school day provides 330 minutes of instructional time. | Principals | Audit Checklist for 17.2 | November 2018 |
| The school failed to schedule 120 minutes per day of learning center play for children. Schools: Baker, John Hopkins, Johnson, Pecan Park, Walton | In order to comply with the MS Pre-K Guidelines, Section IV, A3c, page 11, the daily pre-kindergarten schedule includes 120 minutes of learning center activities. | | | |
| The school failed to allow for students to participate in a minimum of 40 minutes of daily physical activity. Schools: Barr, Key, Pecan Park, | In order to comply with by MS Pre-K Guidelines, Section III, A3, page 8, the daily schedule provides for a minimum of 40 minutes of physical activity per day. Time is not continuous. | | | |
| | Principals gave the Pre-K Specialist a copy of the pre-k teaching schedules and posted it outside the teacher's classroom door to be used during classroom visits. | | | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

[illegible]

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---|---|
| <p>The school failed to document assistant education. Schools: Barr, Marshall, North Jackson, Pecan Park, Poindexter, Walton, Watkins, Wilkins</p> <p>The school failed to meet pre-k teacher education qualification requirement. Schools: Dawson, Key, Pecan Park, Walton</p> <p>The school failed to document 15 hours of professional development provided to assistant teachers, teachers, and administrators. Schools: Baker, Clausell, Galloway, Green, Key, Lake, Lee, McWillie, Marshall, North Jackson, Pecan Park, Walton, Watkins, Wilkins</p> | <p>In order to comply with MS Pre-K Guidelines, Section III, B1a.b, page 8-9, copies of teacher and teacher assistant education ensures that all personnel meet requirements for working in pre-kindergarten classrooms.</p> <p>Teachers and assistants obtained copies of their education and placed it in their black binders. Principals and the Pre-K Specialist keep a copy in their office.</p> <p>In order to comply with the MS Pre-K Guidelines, Section III, C2, page 1, a calendar of professional development specific to early childhood topics was developed that includes dates and times that allow for full participation by teachers, assistant teachers, and administrators to achieve at least 15 hours per year.</p> <p>The Pre-K Specialist created a professional development schedule and gave it to teachers, assistants, and principals with at least 15 hours of early childhood professional development scheduled. - Dates: November 2018 -March 2019</p> | Principals | Teacher licenses Teacher Assistant credentials | <p>November 2018</p> <p>November 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--------------------------|-------------------------|
| The school failed to provide parents the 2016-2017 parent handbook. Schools: Baker, Clausell, Dawson, Galloway, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, North Jackson, Pecan Park, Walton, Watkins, Wilkins | <p>In order to comply with MS Pre-K Guidelines, Section V, A1, page 13, the 2017-2018 parent handbook was revised to include prekindergarten philosophy, goals, and specific prekindergarten information accessible to parents.</p> <p>Teachers provided parents with parent handbooks to sign and return the acknowledgment page verifying they have received and read the handbook.</p> <p>Copies of the acknowledgment pages were placed in the teacher's black binder and copies were sent to the Pre-K Specialist to place on file.</p> | Principals | Audit Checklist for 17.2 | November 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--------------------------|-------------------------|
| The school failed to schedule three (3) parent-teacher conferences. Schools: Baker, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, Pecan Park, Walton, Watkins, Wilkins | In order to comply with the Mississippi Early Learning Guidelines for Classrooms Serving Four-Year-Olds (hereafter referred to as MS Pre-K Guidelines), Section V. A2, page 13, three (3) parent-teacher conferences were scheduled and a schedule was distributed to parents at the beginning of the year. The dates are October 22, 2018, December 11-15, 2018, and February 18, 2019. | Principals | Audit Checklist for 17.2 | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|--------------------------|-------------------------|
| The school failed to produce immunization forms (Form 121) for all pre-kindergarten records. Schools: Galloway, Lee, North Jackson | <p>In order to comply with the Miss. Code Ann. § 37-15- 9, all children's files were reviewed to ensure that all required immunization forms (Form 121) are present.</p> <p>Parents provide a 121 form at the time of screening. The 121 form and student file is given to the office manager at the respective schools after the screenings. If the 121 form was incomplete by the time schools starts, the school's office manager contacted the parent requesting an updated 121 form.</p> | Principals | Audit Checklist for 17.2 | August 2018 and Ongoing |
| The school failed to place safety covers in all unused sockets. Schools: Barr, Clausell, Green, John Hopkins, Johnson, Lake, McWillie, Pecan Park, Raines, Walton, Watkins, Wilkins | <p>In order to comply with the MS Pre-K Guidelines, Section II, A 1a, page 2, the District/school shall place safety covers on all sockets that are not in use.</p> <p>Safety covers were purchased and the teachers were given the number of covers needed to place in unused outlets. Teachers will be reminded often to keep the outlets covered.</p> | | Audit Checklist for 17.2 | September 2018-Present |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--------------------------|-------------------------|
| The school exceeded the teacher-pupil ratio of 1:10 maximum; more than 10 children were present with no assistant. School: Johnson | <p>In order to comply with the MS Pre-K Guidelines, Section III, 3A1, page 7, the teacher-child ratio is 1:10 maximum during the entire day. If an assistant teacher is assigned in the pre-kindergarten classroom for the entire day, the teacher-child ratio does not exceed 2:20.</p> <p>Principals were provided with the pre-k guidelines outlining the teacher-child ratio and reminded of the ratio.</p> | Principals | Audit Checklist for 17.2 | September 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|--------------------------|-------------------------|
| The school failed to provide teachers with a method of entry into a locked restroom (safety issue). Schools: Marshall, McWillie | In order to comply with the MS Pre-K Guidelines, Section II, A 1b, page 2, each teacher has a method of entry into the rest room for safety of children. Locks were removed on restroom doors inside pre-k classrooms. | Principals | Audit Checklist for 17.2 | August 2018 |
| The school failed to locate the boy's bathroom within 125 feet of the classroom. | In order to comply with the MS Pre-K Guidelines, Section II, A 1 b, page 2, the classroom had to be relocated to ensure that all children have access to a bathroom that is within 125 feet of the classroom. | | | August 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--------------------|--|-----------------------|--------------------------|-------------------------|
| No findings cited. | <p>In order to comply with the MS Pre-K Guidelines, Section IV, A2a, page 10, the state-adopted pre-kindergarten standards are utilized to guide instruction and a redesigned lesson plans template integrates all pre-kindergarten subjects that align to a thematic unit, including dramatic play.</p> <p>To ensure the state-adopted pre-kindergarten standards are utilized to guide instruction, teachers review the standards and place the standard codes that will be taught each week on the lesson plans.</p> <p>The Pre-K Specialist revised the Pre-K lesson plan template to integrate all pre-kindergarten subjects that align to a thematic unit, including dramatic play (Pretend Play).</p> | Principals | Audit Checklist for 17.2 | November 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

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

17.3: Career-Technical Education

REGULATIONS: Miss. Code Ann § 37-31-1, et seq., Miss. Admin. Code 7-3: 83-96, State Board Policy Chapters 83-96, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>The school failed to maintain an accurate inventory of equipment. The recorder assigned to the career guidance counselor was located in the Assistant Principal's Office. The television set and desk station assigned to Information and Communication Technology (ICT) were located in the band hall.</p> <p>Bailey APAC Middle School</p> <p>The school failed to maintain an accurate inventory of equipment. The RCA television set assigned to ICT I was located in storage room 109 and the Zenith television set assigned to ICT II was located in the art room.</p> <p>Powell Middle School</p> | <p>Pursuant to Miss. Code Ann. 37-31-205 (k), the local educational agency shall follow procedures for maintaining a correct, current, and complete inventory control system for all capitalized equipment, and for any disposition of equipment to include transfer, salvage, and abandonment to be compliant.</p> <p>Plan for correction: Upon review, the items indicated in the findings are nonworking items. These items will be marked for transfer back to the state warehouse and removed from the district inventory. The district fixed assets department will be notified and procedures will be followed to remove the items from the district inventory.</p> <p>To ensure inventory accuracy monthly internal audits will be performed.</p> | <p>Building Principal</p> <p>District Executive Director for Fixed Assets</p> | <p>Documentation of proper forms for transfer of equipment.</p> <p>Documentation of equipment pick up from state warehouse.</p> <p>Documentation from internal audits</p> | <p>January 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|-------------------------|
| <p>The school failed to maintain an accurate inventory of equipment. The desk module assigned to Family and Consumer Science was not located. The school also failed to locate a microscope and desktop computers assigned to Health Science.</p> <p>Callaway High School</p> | <p>Pursuant to Miss. Code Ann. 37-31-205(k), the local educational agency shall follow procedures for maintaining a correct, current, and complete inventory control system for all capitalized equipment, and for any disposition of equipment to include transfer, salvage, and abandonment to be compliant.</p> <p>Plan for Correction: The inventory for these programs will be checked. If items are not located, proper procedures will be followed for reporting and documenting lost or stolen equipment.</p> | <p>Building Principal District Executive Director for Fixed Assets</p> | <p>Documentation of equipment audit and documentation of lost or stolen equipment.</p> | <p>January 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|---|---|
| <p>The school failed to provide an active student organization. Technology Student Association (TSA) for students in ICT I and ICT II.</p> <p>Bailey APAC Middle Blackburn Middle Cardoza Middle Hardy Middle Northwest Jackson Middle Peeples Middle Whitten Middle Callaway High Murrah High Provine High Wingfield High</p> | <p>Pursuant to U.S.C. 2323, all students enrolled in career programs operated by secondary institutions shall have the opportunity to become members and participate in student organizational activities related to their instructional programs.</p> <p>Plan for correction: Professional development for all CTE instructors will be facilitated by the state coordinator for CTE Student Organizations. During the PD session instructors will be informed and given literature about the specific student organization associated with their CTE program. Teachers will be provided with a template for conducting meetings, membership activities and documenting student participation in the organization.</p> | <p>Building principals</p> | <p>Documentation of student organization meetings.</p> <p>Documentation of membership dues paid.</p> <p>Documentation of participation on district, state, national competitions.</p> | <p>January 2019</p> <p>January 2019</p> |
| <p>The school failed to provide active student organizations for students in Cosmetology (Skills USA), Culinary Arts (FCCLA or FBLA), and Mechanical Engineering (TSA)</p> <p>Career Development Center</p> | <p>Plan for correction: There will be quarterly audits by CTE administration to ensure that students in all CTE programs have been offered the opportunity to participate in student organizations.</p> | <p>Building principals</p> <p>CTE administrators</p> | <p>Documentation of findings from internal audits.</p> | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|--|-------------------------|
| <p>Teachers failed to utilize and implement student competency worksheets.</p> <p>Brinkley Middle Cardoza Middle Kirksey Middle Peebles Middle Rowan Middle Whitten Middle Callaway High Murrah High Wingfield High Career Development Center</p> | <p>Pursuant to 20 U.S.C. 2323, the District shall adhere to program standards and outcome indicators of performance for each major program category as established by the State Board of Education to become compliant.</p> <p>Plan for Correction: In a Professional Development session each CTE teacher will be provided a copy of the Student Competency Profile for their specific program area. Teachers will be given guidelines on how to document student competencies. Internal audits will be performed each grading term to ensure the competency forms are kept current.</p> | <p>Building principals CTE administrators</p> | <p>Documentation of Student Competency Profile for each student.</p> <p>Documentation of each grading term.</p> <p>Documentation of findings from internal audits.</p> | <p>January 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|--|-------------------------|
| <p>The school failed to ensure that the ICT I teacher was licensed to teach in the subject area.</p> <p>Chastain Middle Kirksey Middle Rowan Middle</p> | <p>Pursuant to Miss Code Ann. 37-31-205 (1) (e), the District shall require that all local career and technical personnel are licensed in accordance with established Mississippi Department of Education (MDE) requirements.</p> <p>Plan for Correction: Check teacher license for proper endorsement. All ICT I teachers not meeting licensing requirements for the ICT I endorsement (981) will be provided the licensing requirements and informed of professional development opportunities they may use to meet those licensing requirements. Title II Professional Development funds will be used to assist in attending these activities.</p> | <p>Building principals CTE administrator</p> | <p>Documentation of Personnel Edits</p> | <p>January 2019</p> |
| <p>The school failed to provide professional development for teachers and administrators for a clear understanding of program standards and teaching standards.</p> <p>Kirksey Middle Northwest Jackson Middle</p> | <p>Pursuant to 20U.S.C. 2323, Formerly public policy Sec 122 c (1)(A)-(G), Career and Technical personnel shall be encouraged to improve their occupational and teaching competencies.</p> <p>Plan for Correction: Professional development will be provided for teachers and principals to ensure understanding of program standards.</p> | <p>Building principals CTE administrator</p> | <p>Documentation will be recorded on sign in sheets and agendas.</p> | <p>January 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---|-------------------------|
| <p>The school failed to provide the teachers the current curriculum for Simulation and Animation and Broadcast Journalism</p> <p>Career Development Center</p> | <p>Pursuant to Miss. Code Ann. 37-13-9, the MDE provides curriculum frameworks to set forth expectations of students by specifying course titles and content. As subject areas are revised and approved by the State Board of Education, the modifications will be disseminated to the appropriate individual in the educational community.</p> <p>Plan for Correction: Teachers will be provided a hard copy of the current curriculum for their use. Teachers will also be instructed on how to find the curriculum online for downloading through the Resource and Curriculum Unit at Mississippi State University (RCU). An electronic copy of the current curriculum will be sent to each teacher. Quarterly audits during teacher evaluations and classroom walk-throughs will be conducted. Teachers will be required to maintain a copy of their curriculum in their classrooms and will know how to retrieve a copy online.</p> | Building principal | <p>Documentation from internal audit process</p> <p>Training sign-in sheets</p> | January 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--|---|
| CFI-2 •Three (3) of 28 student records indicated the District required students to participate in the Response to Intervention (RtI) process and did not refer the student(s) for evaluation even though data was available to suspect the student(s) had a disability. | Reviewed and revised written Child Find policies and procedures for conducting initial evaluations to ensure the policies and procedures reflect all required components of the IDEA JPS Policy IDEE | EES Director | JPS Policy IDEE MDE State Board Policy 74.19 JPS/EES Child Find Procedures for Initial Evaluations | October 31, 2017 |
| CFI-3 •One (1) of 28 student records indicated the District does not have a procedure for receiving and documenting verbal and written requests for comprehensive evaluations. | •Provided training in Child Find identification for all appropriate personnel including, but not limited to, psychometrists, speech-language therapists, and psychologists, Teacher Support Team (TST) chairpersons, and MET members. | EES Director | Training PowerPoint, Agenda, Sign-in sheets | October 27, 2017 January 5, 2018 August 6, 2018 September 21, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--|--|
| <p>CFI-4</p> <p>•Four (4) of 28 student records indicated the District failed to ensure appropriate members of the MET were present at the meeting to consider evaluation data to make an eligibility ruling.</p> <p>CFI-5</p> <p>•Six (6) of 28 student records indicated the District failed to provide the parent Prior Written Notice (PWN) of the MET's decision (PWN for Initial Evaluation or PWN for Refusal to Evaluate) within seven (7) days of the MET meeting.</p> <p>CFI-6</p> <p>•Seven (7) of 28 student records did not document a waiver of or meet the requirement to provide the parent(s) and copy of the evaluation report at least seven (7) calendar days prior to the eligibility meeting.</p> | <p>•Provided training on Child Find policies and procedures to administrators, teachers and other appropriate school personnel to ensure:</p> <p>1)Students who are suspected of having a disability are not denied an evaluation nor experience a delay in receiving an evaluation due to a requirement to participate in an RtI process;</p> <p>2)The District has a process that allows for receiving and documenting verbal and written requests for comprehensive evaluations;</p> <p>3)Appropriate members of the MET are present for eligibility determination meetings;</p> <p>4)Prior Written Notice regarding the MET's decision is provided to parents within seven(7) days of the MET meeting;</p> <p>5)Parents are provided a copy of the evaluation report at least seven (7) calendar days prior to the eligibility determination meeting; and,</p> <p>6) The District conducts initial evaluations within 60 calendar days of receipt of written parental consent to evaluate.</p> | EES Director | <p>Training</p> <p>PowerPoint, Agenda, Sign-in sheets</p> <p>JPS/EES MET tracking system</p> <p>MET documentation form</p> | <p>October 27, 2017</p> <p>January 5, 2018</p> <p>July 18, 2018</p> <p>July 25, 2018</p> <p>September 6, 2018</p> <p>September 21, 2018</p> <p>September 24-26, 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--|---|
| <p>CFI-7</p> <ul style="list-style-type: none"> •Three (3) of 28 student records indicated the District failed to conduct an evaluation within 60 days of receiving parental consent and there was no evidence of an exception pursuant to 34 C.F.R. § 300.301(d)-(e); Miss. Admin. Code 7-3:74.19, State Board Policy Chapter 74, Rule 74.19, § 300.301(d)-(e). <p>The MDE identified six (6) students whose MET:</p> <ul style="list-style-type: none"> •Failed to ensure the assessment of all deficit areas; •Failed to access information from a variety of sources; or, •Failed to ensure the student(s) met the minimum eligibility criteria for determining an appropriate IDEA eligibility in accordance with the IDEA, the IDEA's implementing regulations, 7 Miss Admin. Code Pt. 3, Ch. 74, R. 74.19, and pp. 291-335, Special Education Eligibility Determination Guidelines. | <p>Provide training in Child Find identification for all appropriate personnel including, but not limited to, psychometrists, speech-language therapists, and psychologists, Teacher Support Team (TST) chairpersons, and MET members</p> | <p>EES Director</p> | <p>Training PowerPoint, Agenda, sign-in sheets</p> | <p>October 27, 2017 January 5, 2018 August 6, 2018 September 21, 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---|--|
| CFR-1 •Five (5) of 70 records indicated the District failed to conduct a reevaluation within the required three (3) year timeline | •Reviewed and revised Child Find policies and procedures for conducting reevaluations to ensure the policies and procedures reflect all required components of the IDEA JPS Policy IDEE | EES Director | MDE State Board Policy 74.19 JPS/EES Child Find Procedures for Re-evaluations | October 31, 2017 |
| CFR-4 •Three (3) of 70 student records indicated the District failed to invite parents to be a part of the IEP Committee to review existing evaluation data on the student(s) to discuss and review reevaluation data. | •Provided training on Child Find - Reevaluation policies and procedures to administrators, teachers and other appropriate school personnel to ensure: Reevaluations are conducted within the required three (3) year timeline; Parents and others with knowledge of the student are invited to participate in IEP Committee meetings to discuss and review reevaluation data JPS Policy IDEE | EES Director | MDE State Board Policy 74.19 JPS/EES Child Find Procedures for Re-evaluations MET re-evaluation tracking form Student Eligibility form | October 27, 2017 September 6, 2018 September 24-26, 2018 |
| | •Provided training on Child Find – Reevaluation for Evaluation and Determination of Eligibility policies and procedures to psychometrists and other District assessment personnel to ensure compliant implementation in accordance with the IDEA, 7 Miss. Admin. Code Pt.3, Ch. 74, R. 74.19, and Special Education Eligibility Determination Guidelines. | EES Director | Training Power Point, Agenda, Sign-in sheets | October 27, 2017 September 6, 2018 September 21, 2018 September 24-26, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---|---|
| <p>The MDE identified eight (8) students whose IEP Committees:</p> <ul style="list-style-type: none"> •Failed to ensure a timely reevaluation within three (3) years of the last evaluation; •Failed to ensure a comprehensive assessment addressing all deficient areas for each individual child; •Failed to access information from a variety of sources; or <p>Failed to ensure the students(s) met the minimum eligibility criteria for determining an appropriate IDEA eligibility in accordance with the IDEA, the IDEA's implementing regulations, 7 Miss Admin Code Pt. 3, Ch. 74, R. 74:19, and pp. 291-335, Special Education Eligibility Determination Guidelines.</p> | <p>•Developed a written procedure utilized for tracking timelines to ensure a timely reevaluation is conducted within the required three(3) year timeline in accordance with 34 C.F.R. § 300.304-300.311, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74:19, § 300.304-300.311.</p> | EES Director | JPS/EES Re-evaluation procedures JPS/EES Re-evaluation tracking form | October 2, 2017 |
| | <p>Provided training in Child Find identification for all appropriate personnel including, but not limited to, psychometrists, speech-language therapists, and psychologists, Teacher Support Team (TST) chairpersons, and MET members</p> | EES Director | Training Power Point, Agenda, Sign-in sheets | October 27, 2017 January 5, 2018 August 6, 2018 September 21, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--|---|
| <p>DS-1</p> <ul style="list-style-type: none"> Forty-one (41) of 393 student records indicated the District failed to include all required Committee members at the IEP meeting. | <ul style="list-style-type: none"> Reviewed and revised written policies and procedures for the development and implementation of IEPs for students with disabilities to ensure the policies and procedures reflect all required components of the IDEA, the IDEA's implementing regulations, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19. JPS Policy IDEE | EES Director | MDE State Board Policy 74.19 JPS/EES IEP development procedures | October 31, 2017 |
| <p>DS-2</p> <ul style="list-style-type: none"> Eighty-three (83) of 393 student IEPs failed to ensure student(s) Present Levels of Academic Achievement and Functional Performance (PLAAFP) provided a detailed and targeted summary of current daily academic and functional performance, including baseline data provided for developing measurable annual goals | <ul style="list-style-type: none"> Developed and implemented a written plan documenting how the District will conduct self-monitored IEP reviews to evaluate IEP development, evaluate implementation, and ensure the provision of a FAPE to each child with a disability. | EES Director | IEP monitoring procedures IEP Audit Review Protocol IEP Verification Form Weekly IEP Review Tracking Form | October 31, 2017 Ongoing |
| <p>DS-3</p> <ul style="list-style-type: none"> Forty-one (41) of 393 student IEPs failed to include statements of how the student's disability affects the student's involvement and progress in the general education curriculum. | <ul style="list-style-type: none"> Provided training to administrators, special education teachers, regular education teachers, speech-language therapists, related service providers, and other appropriate personnel regarding required IEP components and development of an IEP that meets the unique needs of the students. | EES Director | Training PowerPoint, Agenda, Sign-in sheets | October 27, 2017 January 5, 2018 October 31, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | <p>This documented training shall address the requirements to review, revise, and develop an IEP annually, to ensure an IEP is in effect at the beginning of each school year, to ensure required Committee members are present at IEP meetings, to implement the IEPs by providing the special education and related services documented in each student's IEP, to write IEPs that address the academic, developmental, and functional needs of students, and to include all required components that will meet the unique needs to students, to write IEP goals that are measurable, to identify accommodations and modifications specific to a student, and to provide educational benefit for all students with disabilities enrolled in and served by the District.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---|--|
| DS-4 •One hundred twenty-four (124) of 393 student IEPs failed to include at least one or more of the following components: student strengths, the concerns of the parents, results of most recent evaluations, academic needs of the students, or developmental and functional needs. | •Reconvened the IEP Committees for students identified in the findings to revise the IEPs to include all required components that will meet the unique needs of the students in accordance with 34C.F.R. §§ 300.320 – 300.324; and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.320-300.324 | EES Director | JPS/EES IEP Database JPS/EES IEP Audit Review Protocol 2017-2018 Revised IEPs | February 19, 2018 |
| | •Reviewed and as necessary revised written policies and procedures to ensure all appropriate personnel including administrators, special education teachers, regular education teachers, speech-language therapists, and related service providers, provide the provision of a FAPE to students with disabilities in accordance with the IDEA, the IDEA's implementing regulations, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19 •Provided training to all appropriate personnel including administrators, special education teachers, regular education teachers, speech-language therapists, and | EES Director | Training PowerPoint, Agenda, Sign-in sheets | October 27, 2017 July 18, 2018 July 25, 2018 August 6, 2018 September 6, 2018 September 24-26, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---------------------|-------------------------|
| <p>DS-5</p> <ul style="list-style-type: none"> •Eighty-eight (88) of 393 student IEPs failed to address the academic areas of need of the student(s). <p>DS-6</p> <ul style="list-style-type: none"> •Eighty-nine (89) of 393 student IEPs failed to address the student(s) functional <p>DS-7</p> <ul style="list-style-type: none"> •Forty-eight (48) of 393 student IEPs failed to state annual goals in measurable terms. <p>DS-8</p> <ul style="list-style-type: none"> •One hundred thirteen (113) of 393 student IEPs failed to include descriptions of how student progress toward meeting the annual goals will be measured | <p>related service providers ensure the provision of a FAPE to each child with a disability in accordance with the child's IEP. The training shall ensure building-level principals, instructional staff, general education teachers, and special education teachers understand:</p> <p>1)The provision of a FAPE requires special education services and related services provided in accordance with each student's IEP, assistive technology devices and services included in a student's IEP are provided, and students with disabilities are afforded the and extracurricular activities</p> <p>2)The remedy available to individual children when the District fails to ensure the implementation of a student's IEP and the provision of a FAPE; and,</p> <p>3)Why compensatory services are provided to children with disabilities, the process for determining a student's need for compensatory services, and the District's process for documenting the decision-making process used by an IEP Committee when determining compensatory services</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|--|-------------------------|
| <p>DS-9</p> <ul style="list-style-type: none"> •Sixty-four (64) of 393 student IEPs failed to consider special factors. <p>DS-10</p> <ul style="list-style-type: none"> •Forty-five (45) of 393 student IEPs failed to specifically identify the provision of specially- designed instruction, describe the <p>DS-11</p> <ul style="list-style-type: none"> •Twenty-eight (28) of 393 student IEPs failed to list the location for specially-designed instruction. <p>DS-12</p> <ul style="list-style-type: none"> •One hundred thirty-nine (139) of 393 student IEPs failed to list the frequency or the duration of services <p>DS-13</p> <ul style="list-style-type: none"> •Seventy-six (76) of 393 student IEPs failed to identify the supplementary aids and services, such as accommodations and modifications, needed to enable the child to be involved in and make progress in the general education curriculum. | <ul style="list-style-type: none"> •Developed and revised procedures to review all students' IEPs to ensure that the areas of noncompliance found in this report are not present in current IEPs which were not reviewed during this Audit | EES Director | <p>IEP Audit Review Protocol</p> <p>IEP Verification Form</p> <p>Weekly IEP Review Tracking Form</p> | October 31, 2017 |

Please use additional sheets as needed.

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Corrective Action Plan

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>DS-14 •Seventy-four (74) of 393 student IEPs failed to identify modifications to enable the child to be involved in and make progress in the general education curriculum.</p> <p>DS-15 •Forty-two (42) of 393 student IEPs failed to identify related services that address the needs of the students and support annual goals.</p> <p>DS-16 •Forty (40) of 393 student IEPs failed to identify the duration or frequency of related services that address the needs of the students and support annual goals</p> <p>DS-17 •Eighty-five (85) of 393 student IEPs failed to include supports for personnel.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>DS-18</p> <ul style="list-style-type: none"> Seventeen (17) of 393 student records indicated IEP Committees failed to document the assessment decision determination regarding each student's participation in State-wide and District-wide assessments. Decisions made by the IEP Committees regarding the students' classification as having a Significant Cognitive Disability (SCD) were not appropriately considered or made, which impacted the assessment decision for each student. <p>DS-19</p> <ul style="list-style-type: none"> Sixty (60) of 393 student records indicated the District failed to provide a statement of individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the student on State-wide and District-wide assessment programs. | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|--|
| DS-20-1 •Fifty (50) of 156 student IEP transition services plans failed to include appropriate post-secondary goals in the areas of training, education, employment, and independent living skills. | •Provided training to appropriate personnel regarding the required components of transition plans in accordance with IDEA, the IDEA's implementing regulations, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19. | EES Director | Training PowerPoint, Agenda, Sign-sheets | September 22, 2017 September 27, 2017 |
| DS-20-2 •Thirty-nine (39) of 156 student records indicated the District failed to update post-secondary goals annually. | •Reconvened the IEP Committees for all cited students with disabilities ages 14 and older identified in the findings to develop appropriate transition plans with the required components in accordance with IDEA | EES Director | JPS/EES IEP Database JPS/EES IEP Audit Review Protocol Revised IEPs | February 19, 2018 |
| DS-20-3 •Thirty-five (35) of 156 student records indicated the District failed to develop transition goals based on age-appropriate assessments. | •Developed and revised procedures to review transition plans for all students ages 14 and older to ensure the areas of noncompliance found in this report are not present in current IEPs which were not reviewed during the Audit | EES Director | Transition plan review checklis JPS/EES IEP Audit Review Protocol Indicator 13 checklist | February 19, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>DS-20-4</p> <p>•Sixty (60) of 156 student IEPs failed to include transition services in one or more of the following areas: instruction, related services, community experiences, development of employment and other post-school adult living objectives, or acquisition of daily living skills and functional vocational evaluation that reasonably enable the students to meet their post-secondary goals</p> <p>DS-20-5</p> <p>•Forty-one (41) of 156 student IEPs failed to include courses of study that reasonably enable the student(s) to meet post-secondary goals.</p> <p>DS-20-6</p> <p>•Forty-six (46) of 156 transition services plans on student IEPs failed to include appropriate measurable post-secondary goals updated annually and related to the student(s) identified transition needs</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|---|
| <p>DS-20-7</p> <p>•Forty-eight (48) of 156 student records indicated students were not invited to IEP meetings to participate in the development of their transition plans or there was no indication the student's preferences and interests were considered.</p> | | | | |
| <p>DS-22</p> <p>•Thirty-seven (37) of 393 student records indicated IEP Committees failed to document its consideration of placement options for students with disabilities</p> | <p>•Reviewed and revised policies and procedures for determining LRE and making educational placements for students with disabilities in accordance with the LRE placement requirements in the IDEA, the IDEA's implementing regulations, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19. JPS Policy IDEE</p> | EES Director | MDE State Board Policy 74.19 JPS/EES LRE placement procedures/checklist | October 31, 2017 |
| <p>DS-23</p> <p>•Fifty-six (56) of 393 student IEPs failed to include an explanation of the extent to which the student(s) participate with non-disabled peers.</p> | <p>•Provided training to all appropriate personnel including administrators, special education teachers, regular education teachers, speech- language therapists, and related service providers regarding LRE requirements pursuant to the IDEA</p> | EES Director | Training PowerPoint, Agenda, Sign-in sheets | October 27, 2017 July 18, 2018 July 25, 2018 August 6, 2018 September 21, 2018 September 24-26, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---|---|
| FAPE-I •One hundred eighty-seven (187) of 393 student records indicated ESY documentation failed to include one (1) or more of the following: the student(s) eligibility determination, the criterion used for the student(s) ESY eligibility determination, or documented data to support the ESY eligibility decision. •Provide training to all appropriate personnel including administrators, special education teachers, regular education teachers, speech- language therapists, and related service providers regarding LRE requirements pursuant to the IDEA, | •Reviewed and revised ESY policies and procedures to ensure all required components of the IDEA, the IDEA's implementing regulations, 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, and the State Board of Education approved standards Mississippi Department of Education Office of Special Education Extended School Year Handbook (September 2003) are included and the data used to determine eligibility for ESY services is available to support the decision. JPS Policy IDEE | EES Director | MDE State Board Policy 74.19 JPS ESY Checklist | October 31, 2017 |
| | •Provided training to all appropriate personnel including administrators, special education teachers, regular education teachers, speech- language therapists, and related service providers to ensure IEPs document the ESY eligibility determination and the criterion used to make the ESY eligibility determination is completed in accordance with the IDEA | EES Director | Training PowerPoint, Agenda, Sign-in sheets | October 30, 2017 October 31, 2017 |
| | | | Training PowerPoint, Agenda, Sign-in sheets | January 5, 2018 October 31, 2018 January 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---|---|
| <p>The MDE identified 12 students for whom the District failed to ensure the provision of a FAPE. Specifically, the District:</p> <ul style="list-style-type: none"> •Failed to review and revise the student (s) IEP; •Failed to implement the IEP; or •Failed to provide special education and related services. | | | | |
| <p>DIS-1</p> <ul style="list-style-type: none"> •One (1) of eight (8) student records indicated the District failed to conduct a Manifestation Determination Review (MDR) within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct. | <ul style="list-style-type: none"> •Reviewed written policies and procedures regarding Discipline for students with disabilities in accordance with the IDEA, the IDEA's implementing regulations, and 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19. JPS Student Handbook and Code of Conduct | EES Director | MDE State Board Policy 74.19 IEP Audit Checklist | October 31, 2017 |
| <p>DIS-4</p> <ul style="list-style-type: none"> •Three (3) of eight (8) student records indicated the District failed to conduct a Functional Behavioral Assessment (FBA) after the student(s) removal from his or her current placement for 10 school days due to a violation of a code of student conduct | <ul style="list-style-type: none"> •Provided training to all appropriate personnel including administrators, special education teachers, regular education teachers, speech language therapists, and related service providers on the appropriate procedures and circumstances for conducting an MDR, conducting an FBA, and developing a BIP in accordance with the IDEA | EES Director | Training Power Point, Agenda, Sign-in sheets | October 27, 2017 January 30, 2018 March 30, 2018 September 25, 2018 November 30, 2018 |

Please use additional sheets as needed.

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|------------------------------|---|--------------------------------|
| DIS-6 •Three (3) of eight (8) student records indicated the District failed to develop a Behavior Intervention Plan (BIP) following the student(s) removal from his or her current placement for 10 school days due to a violation of a code of student conduct. | | | | |
| 2 C.F.R. § 200.302(b), 200.309, 200.404 – 200.405,200.430(i)(1) (i)-(vii) •The District failed to adhere to the standards for documentation of personnel expenses by charging salaries and wages not based on records that accurately reflect the work performed. a. The District failed to provide time and effort documentation for FY 2014-2015 for the MDE OSE’s review despite multiple requests; | <p>•The District identified and provided to MDE all employees working solely on single Federal award or cost objective for review of time and effort documentation.</p> <p>•The District reviewed/revised procedures to ensure that: 1.Charges for salaries and wages are supported by periodic certifications that include data elements (i.e. beginning and ending dates in mm/dd/yyyy format); 2.Charges for salaries and wages support 100% of the employees’ effort for which work is performed during the period covered by the certification; 3.Certifications are prepared at least semi-annually (Documents are on file) JPS Board Policy DEEF & DEEA</p> | CFO EES Director | List of 2610, 2620 Employees Fiscal Monitoring Tool | October 31, 2017 |
| | | CFO EES Director | Semi-annual certification forms | October 31, 2017 |
| | | EES Director | | |

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---|-------------------------|
| <p>b. The District failed to accurately document semi- annual certification forms for the periods July 2015 to December 2015 and January 2016 to June 2016. Documentation failed to include enough data to support work performed or total activity charged to the program as allowable and allocable. While employees were paid for the entire period, the MDE OSE could not assure work was performed for the entire period charged to the program;</p> <p>c. The District failed to accurately document semi- annual certification forms for the periods July 2013 to December 2013 and January 2014 to June 2014. Documentation failed to include enough data to support work performed or total activity charged to the program as allowable and allocable because the records were too general in month/year format and did not provide the exact date. While employees were paid for the entire period, the MDE OSE could not assure work was performed for the entire period charged to the program; and,</p> | <p>4.Certifications are signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee after the work is completed; and</p> <p>5.Documentation is collected and maintained in a manner that allows easy access for auditors.</p> <p>•The District submitted corrected semi-annual certification forms for SY2016-2017 to the MDE OSE for approval.</p> | CFO EES Director | Revised Semi-annual certification forms Fiscal Monitoring Tool | October 31, 2017 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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|---|---|-----------------------|------------------------------------|--|
| <p>d. Semi-annual certifications were certified prior to the work being completed</p> <p>2 C.F.R. §§ 200.302(a)(b)(2)-(4), 200.308(c)(1)(i)-(ii), 200.400(a)-(d)</p> <p>•The District failed to provide the MDE OSE documentation that identifies, in its accounts, Federal awards expended for FY2015-2016 split-funded personnel payroll account distributions for 21 employees.</p> <p>•The District failed to provide payroll account distribution information for FY2014-2015 and FY2013-2014.</p> | <p>•The District will develop procedures that strengthen internal controls over budgeting function to ensure Federal awards are spent in accordance with the approved budget on file with the MDE OSE and provide a copy of the procedures to MDE OSE. The Special Education Director shall consult with the Business Manager to review the budget monthly to mitigate any budget discrepancies that may arise.</p> | CFO EES Director | Fiscal internal control procedures | February 28, 2018 October 31, 2018 Ongoing monthly |
| | <p>•The District provided the MDE with a Payroll Account Distribution for the 21 employees not provided for in SY2015-2016.</p> | CFO EES Director | Payroll account distribution list | October 31, 2017 |
| | <p>•The District provided the MDE with a Payroll Account Distribution for each employee in the FY2016-2017 IDEA Part B and Preschool Application approved by MDE OSE.</p> | CFO EES Director | Payroll account distribution list | October 31, 2017 |

Please use additional sheets as needed.

Corrective Action Plan

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|----------------------------|---|
| <p>2 C.F.R. § 200.313(d)(1); Mississippi Public School Asset Management Manual, pp. 4-5</p> <ul style="list-style-type: none"> • The District failed to properly account for equipment purchased with IDEA Part B and Preschool funds. a. The District failed to document accurately and completely its fixed asset listing for equipment listed in the FY2015-2016, FY2014-2015, and FY2013-2014 Project Applications; b. The District failed to tag equipment as IDEA equipment; and, c. According to the fixed asset listing and compared with serial numbers on Purchase Order #493225, the District failed to account for three (3) (Lenovo Think Pads) of 40 items. | <ul style="list-style-type: none"> •The District shall reconcile equipment listed in the Project Application, provide the MDE OSE an updated fixed asset listing, mark all equipment purchased with IDEA funds with an IDEA tag, and move equipment to the proper location as indicated by the fixed asset listing. JPS Policy DOA | EES Director | Fixed asset equipment list | February 28, 2018 |
| | <ul style="list-style-type: none"> •The District provided documentation of location for the three (3) missing Lenovo Think Pads. If the equipment cannot be found, evidence of the steps the district took as a result must be provided to the MDE. | EES Director | Signed asset hand receipts | October 31, 2017 |
| | The District conducts internal audits to verify compliance. | EES Director | Fiscal Monitoring Tool | March 9, 2018 Ongoing November 30, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---------------------------------|-------------------------------------|
| <p>34 C.F.R. §§ 300.37; 300.132 – 300.138, 300.321-300.324; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19</p> <p>•The District failed to properly document Service Plans. Five (5) of 27 SY2015-2016 Service Plans failed to list the Committee members in attendance, indicating the District failed to consult with private school representatives and representatives of parents of parentally-placed private school children with disabilities during the design and development of special education and related services for the child Seven (7) of 27 SY2015-2016 Service Plans failed to document the date the meeting was held; Two (2) of 27 SY2015-2016 Service Plans failed to list the correct year of the beginning and ending dates of services;</p> | <p>•The District will submit copies of revised Service Plans that clearly indicate: Committee members attending the meeting; Meeting was held prior to beginning services; Removal of all references to IEP; and Date the meeting was held.</p> | EES Director | IEP Audit Checklist | February 28, 2018 |
| | <p>The District will provide training to all appropriate personnel on the appropriate procedures and circumstances for developing and conducting service plans in accordance with the IDEA</p> | EES Director | Training agenda, sign in sheets | February 7, 2018 August 31, 2018 |

Please use additional sheets as needed.

Corrective Action Plan

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|---|---|
| <p>Twenty-seven (27) of 27 Service Plans for SY2015-2016 failed to use Individual Service Plan (ISP) and referenced IEPs throughout the document instead; and, One (1) of 27 Service Plans for SY2015-2016 failed to hold the meeting prior to the beginning dates of service.</p> <p>2 C.F.R. §§ 200.403 – 200.405; 34 C.F.R. § 300.202 •The District failed to ensure expenditures were allowable, allocable, or reasonable and necessary charges to the FY2015-2016 IDEA Part B and Preschool award. The District made two (2) unallowable purchases: a. Purchase Order #497366 in the amount of \$885.00 (Jackson Business Systems for 3 High back chairs at \$295.00 each); and,</p> | <p>•The District reimbursed the IDEA Part B and Preschool program in the amount of \$1,180.98 from State and local funds.</p> <p>•The District implemented procedures pertaining to equipment to ensure all equipment purchased with IDEA funds are labeled JPS Board Policy DOA</p> | <p>CFO EES Director</p> <p>EES Director</p> | <p>Copy of payment submitted</p> <p>IDEA equipment labels</p> | <p>September 11, 2017</p> <p>October 31, 2017</p> |

Please use additional sheets as needed.

Corrective Action Plan

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| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------------|-------------------------------|-------------------------|
| <p>b. Purchase Order #490152 in the amount of \$295.98 (Office Depot for 2 Igloo 4.6 cubic foot bar fridge at \$147.99 each).</p> <p>2 C.F.R. §§ 200.302(b)(5), 200.308, 200.400; 34 C.F.R. §300.202</p> <p>•The District failed to use the correct accounting object code in its accounting system to identify equipment purchased with IDEA Part B and Preschool funds. Purchase orders listed on the District's expenditure budget report were coded with the incorrect object code.</p> | <p>•The District reviewed procedures to ensure the use of object code 740 instead of 600 for all non-capitalized equipment purchased and submit to the MDE OSE for approval.</p> <p>JPS Board Policy DEEG</p> | <p>CFO EES Director</p> | <p>Fiscal Monitoring Tool</p> | <p>October 31, 2017</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>These items should have been coded with object code 740 and captured under the IDEA Part B and Preschool program as equipment: FY2015-2016: a. Purchase Order #496940 in the amount of \$461.27 (SMARTNAV 4);</p> <p>FY2013-2014: a. Purchase Order #467763 in the amount of \$1,180.00 (4 four drawer vertical file cabinet with lock); b. Purchase Order #467773 in the amount of \$4,999.50 (11 four drawer lateral file cabinet with lock); and Purchase Order #467733 in the amount of \$1,143.40 (mobile chair adjustable headrests)</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

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

17.6: Elementary and Secondary Education Act: Titles I, II, III, IV, V, VI, X, and any other federally funded programs and grants.

REGULATIONS: The *Elementary and Secondary Education Act of 1965 (ESEA)* as amended by the *Every Student Succeeds Act of 2015 (ESSA)*: §§ 1003A(d), 1112(e), 1114(b), 1116(b)-(h), 3116(c), 4205(a)(3), 4205(a)(10) [20 U.S.C. §§ 6301, et seq.]; Education Department General Administrative Regulations (EDGAR): 2 C.F.R. §§ 200.302(b), 200.308 – 200.309, 200.313(d), 200.317 – 200.326, 200.402 – 200.405; Miss. Code Ann. §§ 27-103-159, 31-7-1, et. seq. (*Purchase Law Summary* (June 2016) (http://www.osa.ms.gov/downloads/Purchase_Law_Update.pdf)); *Mississippi Public School Asset Management Manual* (<http://www.osa.state.ms.us/documents/property/PublicSchMan08.pdf>)

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|--|--------------------------|
| Compliance Indicator A1: The Local Educational Agency (LEA) will provide evidence that budgets and expenditures for all federal programs are allocable; reasonable and necessary; meet program intent and purposes; aligned with the approved application and amendments on file at MDE; and obligated and liquidated in accordance with the approved plan within the approved grant period. 2 C.F.R. §§ 200.302(b), 200.308 – 200.309, 200.404 – 200.405 | The District will adhere to the requirements of 2 C.F.R. §§ 200.302(b), 200.308 – 200.309, 200.404 -200.405 to align its accounting system with all current approved MDE budgets for all federal programs to ensure that they meet all required components: a. Allocable b. Reasonable and necessary c. Meeting program intent and purposes d. Aligned with the approved application and amendments on file at MDE. | Executive Director of Federal Programs Fiscal Officer | Agenda and sign-in sheets will document the training on school-wide plans and monitoring instrument. Budgets will serve as evaluation criteria demonstrating the obligation and liquidation of funds. | January 2019 and ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---|--|
| Boyd Elementary Dawson Elementary French Elementary Galloway Elementary Green Elementary John Hopkins Elementary Johnson Elementary Key Elementary Lake Elementary Lee Elementary Marshall Elementary McLeod Elementary North Jackson Elementary Pecan Park Elementary Smith Elementary Spann Elementary Timberlawn Elementary Walton Elementary Watkins Elementary Bailey APAC Middle Blackburn Middle Cardoza Middle Hardy Middle Kriksey Middle Peeples Middle Rowan Middle Siwell Middle Whitten Middle | <p>a. Obligated and liquidated in accordance with the approved plan within the grant period.</p> <p>The Office of Federal Programs will provide training to principals to ensure the School-wide Plans are fully developed and implemented, to include the participation of community members/stakeholders. The Office of Federal programs will ensure that school wide plans and budgets are aligned with approved application. If amendments are made, the fiscal manager and budget analysts will ensure that budgets are reconciled in Marathon and MCAPS.</p> <p>The Office of Federal Programs will ensure that all the previous year's grants funds are obligated and liquidated upon receipt of the current year's grant funds.</p> <p>The Office of Federal Programs, fiscal manager, budget analyst, and Chief Financial Officer (CFO) will meet the last week of each month to reconcile budgets in Marathon and MCAPS to ensure that funds are expended in a timely manner.</p> | <p>Executive Director of Federal Programs</p> <p>Executive Director of Federal Programs</p> <p>Executive Director of Federal Programs</p> | <p>Approved School-wide Plan</p> <p>Evidence of 85% of funds expended</p> <p>Agenda and minutes</p> | <p>October 2018</p> <p>August 2019</p> <p>April 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|--|----------------------------------|
| <p>Callaway High Forest Hill High Jim Hill High Lanier High Murrah High Provine High Wingfield High</p> <p>Compliance Indicator A4: The LEA will provide policies for equipment purchases and inventory. 2 C.F.R. § 200.313(d); Mississippi Public School Asset Management Manual, pp. 2-3</p> <p>The District's fixed asset policy (amended in 1993) failed to address the notification of law enforcement or notarized affidavits when items were lost or stolen as required by the Mississippi Public School Asset Management Manual, pp. 2-3.</p> | <p>In accordance with policy DOA (revised March 7, 2017), the District will follow all processes outlined in this policy. When equipment is stolen with a value \$150 or more, Campus Enforcement will be notified immediately. Campus Enforcement will provide a written report the Director of Fixed Assets. If the equipment is lost, a signed affidavit must be completed. The District established procedures for this process in May of 2016. After Campus Enforcement is notified, the Executive Director of Information Technology will be contacted so that the stolen equipment can be tracked. Failure to notify Campus Enforcement may result in disciplinary action. Principals will be trained on this policy and procedure.</p> | <p>Executive Director of Federal Programs</p> <p>Chief of Campus Enforcement</p> <p>Executive Director of Information Technology</p> <p>Principal</p> <p>Director of Fixed Assets</p> | <p>Agenda, sign-in sheets, reports from Campus Enforcement</p> | <p>December 2018 and ongoing</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---------------------|---------------------------------|
| <p>Compliance Indicator A9: The LEA will provide evidence that contracts and agreements are made in accordance with applicable federal, state, and local regulations as well as audit guidelines. 2 C.F.R. §§ 200.317 – 200.326, 200.402 – 200.405; Miss. Code Ann. §§ 31-7-1, et. seq.</p> <p>The District failed to comply with Miss. Code Ann. §§ 31-7-1, et. seq. (Purchase Law Summary (June 2016) pp. 15-17) sealed-bid process by entering into a contract with TE21, Inc. (Southstar Financial LLC) for the amount of \$779,167.50 without utilizing a competitive process.</p> <p>The District failed to comply with Miss. Code Ann. § 317-13(m)(viii) certification requirements for the purchase of noncompetitive items only available from one (1) source by approving the contract with TE21, Inc. and accepted TE21 as “a sole distributor for these products in the states of Mississippi, North Carolina, and South Carolina” without a documented sole source letter.</p> | <p>The District will adhere to federal, state, and local regulations, as well as audit guidelines when contracts and agreements are made. The Executive Director of Federal Programs will ensure that all purchases meet federal, state, and local regulations.</p> | <p>Executive Director of Federal Programs</p> <p>District Counsel</p> | | <p>January 2018 and ongoing</p> |

Please use additional sheets as needed.

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

17.8: Gifted Education

REGULATIONS: Miss. Code Ann. §§ 37-23-171 through 181, Miss. Admin. Code 7- 3: 35.1, State Board Policy Chapter 35, Rule 35.1, and Regulations for Gifted Education Programs in Mississippi and the Gifted Education Program Standards

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|--|--|
| The District failed to make the results of the gifted program evaluation available through a written report | <p>The District makes evaluation results available through a written report, including collecting feedback from all stakeholders regarding the gifted education program. The District publishes the findings and submits a copy of the written report to the MDE.</p> <ul style="list-style-type: none"> The gifted education program (GEP) evaluation report will be made available to the community using the District's website, email system, and other means of communication. In addition, the written report will be shared at an upcoming board meeting during the time of review and consideration to adopt the Teaching and Learning Guide for Gifted Education (also known as the Instructional Management Plan or IMP), tentatively scheduled for March 20, 2018. Beginning in July 2018, the written report will be shared each subsequent year after the evaluation report is submitted to the MDE in June. | Executive Director for the Office of Advanced Learning Programs | <p>Annual program self-evaluation</p> <p>Written report</p> <p>Survey results</p> <p>Board agenda</p> <p>Board minutes</p> | <p>March 2018 July 2019</p> <p>July 2018 July 2019</p> |

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|--|-------------------------|
| The District failed to include a hearing policy for parent appeals in the District's gifted education program | <p>The District is establishing procedures for parent appeals (Note: During the on-site technical assistance visit, the MDE's gifted specialist stated that it is a district-level decision to include the parent appeals process in its policy or procedures. The District elected to continue with the parent appeals process as part of its procedures for the gifted education program policy for IDAA, referring to such procedures in the policy as well as the Teaching and Learning Guide.)</p> <ul style="list-style-type: none"> • Review and revise policy and procedures for IDAA for consideration by the Board of Trustees on or before March 20, 2018 with adoption by the Board of Trustees no later than the second board meeting in April 2018. • The parent hearing and appeals section has been added to Policy IDAA: Gifted Education and adopted by the Board of Trustees on December 19, 2017. • GEP teachers will be trained on the parent hearing and appeals procedures at the GEP teacher professional development on February 16, 2018. | <p>Executive Director of Advanced Learning Programs</p> <p>Executive Director of Advanced Learning Programs</p> | <p>Board agenda</p> <p>Board minutes</p> | March 2018 |

Please use additional sheets as needed.

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|--|-------------------------|
| The District failed to identify and provide gifted services to Grade 2 students in four (4) schools | <p>The District provides gifted education programs to intellectually gifted students in Grades 2 through 6.</p> <ul style="list-style-type: none"> ● A thorough review of the District's referral to placement process was conducted by December 21, 2017 for improvements by the Executive Director of Advanced Learning Programs. ● The Gifted Psychometrist will follow the referral to placement process with fidelity. This process will be monitored by the Executive Director of Advanced Learning Programs and Services. ● The referral to placement process will be updated to include first grade mass screening in the spring of each school year to ensure eligible, rising second grade gifted students are scheduled to receive services beginning in the fall of each school year. ● The spring referral to placement process will be conducted January 29 - April 30, 2018. | <p>Executive Director of Advanced Learning Programs</p> <p>Gifted Psychometrist</p> | <p>School- and district-level referral to placement process documents for the identification of intellectually gifted (IG) students, including complete IG student tracking sheets, files / records (all eligible and ineligible records filed and available for review)</p> <p>District-level monitoring instrument for Standard 17.8</p> | April 2018 |

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|---|-------------------------|
| The District failed to use adequate funds to allow for gifted programming that meets the needs of the District's gifted students. Specifically, the District failed to provide a gifted teacher and / or adequate number of gifted teachers, and services based on the number of identified gifted students in (ten) 10 ... schools | <p>The District provides adequate funds budgeted to allow for gifted programming that meets the needs of the District's gifted students.</p> <ul style="list-style-type: none"> The District increased recruitment efforts to ensure teachers with the proper endorsement are hired by publicizing on the District's website (ongoing), attending job fairs hosted by the District (April 2017 and December 2017), as well as communicating by email to the Mississippi Association for Gifted Children (MAGC) and the MDE's gifted specialist that the District has vacancies (November 14, 2017). Currently, the Executive Director of Advanced Learning Programs is teaching on Mondays and Fridays to fill a part-time gifted vacancy at one school. | Executive Director of Advanced Learning Programs | <p>Board agenda</p> <p>Board minutes</p> <p>Board-approved budget</p> | June 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|---|------------------------------|
| The District failed to provide identified gifted students with qualitatively different learning experiences (i.e. reduced class size, specific opportunities for critical thinking, creativity, and collaboration) designed to meet the special needs of gifted students in three (3) ... schools | The District provides gifted program teachers adequate resources to support and sustain the goals of the gifted program. These resources shall be equitable compared to other District programs, including adequate classroom space. | Principals and Executive Director of Facilities and Operations | Monitoring instrument results; school blueprints | September 2017 |
| | <ul style="list-style-type: none"> ● Gifted education classrooms are comparable to other programs, regardless of the number of students identified as intellectually gifted (IG). ● A request, as part of the written evaluation report presented to the Board on February 20, 2018, shall be made to combine elementary sites and middle school sites that have less than ten (10) IG students. | Executive Director of Advanced Learning Programs | | |
| | Each school provides a qualitatively different educational experience in addition to and different from the regular program of instruction, including training for gifted education program teacher on appropriate lesson design, instruction, and assessment based on the Outcomes for Gifted Education Programs 2017. | Principals | Classroom observations Teacher evaluations Teaching and Learning Guide (IMP) Teaching and Learning Designs | August 2017 through May 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|-------------------------|
| The District failed to provide identified gifted students with required minimum instructional time in seven (7) ... schools | <ul style="list-style-type: none"> Classroom monitoring visits and technical assistance is provided to teachers who are unable to provide qualitatively different instructional practices. GEP teachers attend six targeted professional development trainings annually and technical assistance is provided at the GEP teacher's and / or at the principal's request. <p>Gifted programming is an integral part of the District's overall educational offerings, providing gifted students a minimum of 240 minutes per week of services in an approved gifted education program.</p> <ul style="list-style-type: none"> Beginning SY 2017-2018 principals and GEP teachers were required to submit Gifted Education Program schedules for review in August. The program schedules were approved by the principal at each school to ensure that students are served a minimum 240 minutes per week of gifted services. The Office of Advanced Learning Programs reviewed, provided feedback, and approved GEP schedules prior to implementation by schools. | <p>Principals and Executive Director of Advanced Learning Programs</p> <p>Principals</p> | <p>District-level monitoring instrument for Standard 17.8</p> <p>PD and TA agendas Sign-in sheets</p> <p>GEP program schedules; master schedules</p> | September 2017 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|---|-------------------------|
| The District failed to include visual and performing arts in the District's Instructional Management Plan (IMP) | <p>The District shall adopt the MDE 2017 Outcomes for Gifted Education Programs as the District's curriculum for the gifted education program (the Creativity Outcome includes visual and performing arts).</p> <ul style="list-style-type: none"> ● Review and revise the Teaching and Learning Guide (IMP) for the Gifted Education Program (GEP) for adoption by the Board of Trustees on March 20, 2018. ● GEP teachers were trained on best practices for implementing the 2017 MDE Outcomes for Gifted Education Programs at the PD on August 18, 2017. ● All elementary and middle school GEP students participated in visual and performing arts activities during National Arts in Education Week, September 10-16, 2017. Arts integration is ongoing in gifted education classrooms throughout the school year. ● The Corrective Action Plan (CAP) will be reviewed with GEP teachers and principals as soon as approved by the Board of Trustees and the Mississippi Department of Education. | Executive Director of Advanced Learning Programs | <p>Teaching and Learning Guide for Gifted Education Program (IMP)</p> <p>PD agendas Sign-in sheets</p> <p>Participation sign-in sheets</p> <p>Meeting agendas; Sign-in sheets</p> | March 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

Standard 19: The school district is in compliance with state law and State Board of Education policies for state adopted textbooks.

- 19.1:** Each school district provides students in each school with access to current or otherwise appropriate textbooks that are in good condition. (See glossary for definition of textbook.)
- 19.2:** Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System.

REGULATIONS. Miss. Code Ann. § 37-43-1, § 37-43-24, § 37-43-31(2), § 37-43-51, § 37-9-14(2)(b), § 37-7-301(ff), Miss. Admin. Code 7-3: 79.1 and 79.2, State Board Policy Chapter 79, Rules 79.1 and 79.2, and *Textbook Administration Handbook Rules and Regulations*

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|-----------------------------------|
| Inaccurate textbook inventories: Books listed on the active listing report for the school were not the books used in the classrooms. Van Winkle, Blackburn, Chastain, Hardy, Peeples, Siwell, Whitten, Callaway, Forest Hill, Lanier | The district will implement the following strategies for corrective action to ensure compliance with standard 19 and 19.2. Office of Curriculum and Instruction will provide all school principals a copy of their current textbook inventory in TIMS to identify any textbooks copyright prior to 2004 to transfer all textbooks for disposal, ensure accuracy in TIMS, ensure there are sufficient supply of texts or instructional material and update TIMS when returned. | Executive Director for Curriculum Executive Director for Curriculum Principals | 12 yrs or older TIMS deletions, school inventory sheets amended with enrollment totals for schools inventory sheets and check in observations | December 2018 January 2019 |
| Dated textbooks: Listed textbooks were in some cases over 12 years old, a violation of textbook inventory policy, as outlined in the Textbook Administration Handbook Rules and Regulations Van Winkle, Forest Hill, Lanier, Wingfield | Office of Curriculum and Instruction will provide professional development on the Textbook Administration Handbook Rules and Regulations to all district level administration and schools to inform all leadership of the textbook policy and all updates to date. | Executive Director for Curriculum | Agendas, sign-in sheets, and professional development materials | January 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|--|--------------------------------|
| Textbook shortages: The School District failed to provide enough textbooks to ensure all students had access to a textbook. The school personnel reported to the MDE that they had a "classroom set" of textbooks. Textbook law requires that schools have enough textbooks to give each student a textbook to take home Chastain, Hardy, Peebles, Forest Hill, Lanier | Schools will review the inventory provided and submit any needed corrections to the TIMS report provided. | Executive Director for Curriculum | Amended school inventory sheets and student enrollment adjustments | June 2019 |
| | The school will identify outdated texts, ensure accuracy of inventory, compare enrollment to texts available for students and request all needed texts for compliance to standard 19.1 and 19.2 | Principals | | |
| | The Office of Curriculum and Instruction will receive all shortages and surpluses provided to the department from schools and give a list of all shortages to Assistant Superintendents and the Superintendent. | Executive Director for Curriculum | Textbook request, textbook budgets, and textbook purchases | February 2019 |
| | The Office of Curriculum and Instruction will audit schools to provide feedback on storage shelving and textbook placement for inventory to be compliant with housing textbook inventory. | Executive Director for Curriculum | School audit forms and feedback provided with principals' signatures | January 2019 and continuously |
| | Textbook requests will be given to the Office of Curriculum at the end of the school year with the projected enrollment and amend in September each year textbooks needed to be compliant | Principals Assistant Superintendents Superintendent | Amended textbook requests, inventories, and enrollment sheet | February 2019 and continuously |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

Standard 20: The school district meets the following instructional management requirements:

- 20.1:** The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)
- 20.2:** The instructional management system includes a tiered instructional model in accordance with Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1, including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements.

REGULATIONS: Miss. Code Ann. §§ 37-3-49(2)(a-c), 37-3-49(5), and Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--|--------------------------|
| Standard 20 Instructional Management System requirements | Beginning July 1, 2017, the Superintendent reorganized the district into 4 areas to provide greater oversight and supervision to improve the District's academic performance. In addition, the School Board approved Policy IDB on May 2, 2017 to address compliance with accountability requirements and accreditation standards. Procedures for addressing non-compliance with accountability/process standards were approved on May 2, 2017, and amended on August 18, 2017. The Assistant Superintendents utilize an established "System of Accountability for Instructional Supervision Protocol" to monitor instructional practices at the building level. The Superintendent will assess the effectiveness of the 2017/2018 restructure and evaluate the impact of the reorganization during year one and two District-wide. The Superintendent will assess the current District organizational structure and present findings and/or make recommendations to the board. | Superintendent | Updated Organizational Chart Approval by current Board | October 2018 - June 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|-------------------------|
| 20.1 The District failed to produce board minutes indicating that the instructional management system (IMS) has been approved. | The Offices of Curriculum and Instruction and Professional Development will provide classroom observations and feedback to school administrators and teachers including written reports that include teachers' areas of deficiencies, strengths, and supports needed to improve learning outcomes. | Deputy Superintendent of Curriculum and Instruction | School Work Reports Plan of Action/Go Forward Plan Weekly Observation Schedules | August 2018 - ongoing |
| | The local school board approved the JPS Instructional Management System (IMS) in August 2018. The IMS includes the competencies and objectives required in the curriculum frameworks approved by the State Board of Education and are available to all teachers in each school. | Deputy Superintendent of Curriculum and Instruction | Board Agenda and Minutes | August 2018 |
| | The draft of the IMS was reviewed with principals in August 2018. | Assistant Superintendents | Agenda, Sign-in Sheet | August 2018 |
| | Principals received an electronic copy of the approved IMS in August 2018. | Assistant Superintendents | Email | August 2018 |
| | Principals were trained on the board approved IMS in August 2018 during the area principals' meeting. | Assistant Superintendents | Agenda, Sign-in Sheet | August 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|---|-------------------------|
| | Principals provided hard copies of the IMS and trained their staff during the month of August 2018. (Dates varied by schools.) A hard copy of the IMS was placed in the teachers' Curriculum Binder. All teachers are required to maintain an active Curriculum Binder that includes the Instructional Management System, hard copies of their curriculum documents, lesson plans, MDE scaffolding documents, and other content specific resources. | Principals | Agenda, Sign-in Sheet and Attestation | August 2018 |
| | Principals provided professional development training on the lesson plan template for school level instructional personnel. (Dates varied by school.) | Principals | Agenda & Sign-in Sheet | August 2018 - ongoing |
| | Lesson plans are reviewed periodically by the principals and/or designated assistant principals to ensure that all plans address instructional and assessment alignment to the MS CCRS, as well as tiered interventions (see Standard 20.2) | Principals Assistant Principals Designees | Lesson Plan Feedback Form, Lesson Plan Submission Checklist | August 2018 - ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|---|---|
| <p>20.1 Lesson Plans and instructional components</p> <p>A review of lesson plans and instruction in the classrooms found that 49 schools (34 elementary, 8 middle and 7 high) were non-compliant with Process Standard 20.1.</p> <p>The common areas of noncompliance noted in the findings included lack of:</p> <ul style="list-style-type: none"> - authentic student engagement - delivery of quality instruction - quality lesson plans - teacher content knowledge - questioning and checking for understanding - differentiated instruction - tiered level instruction - classroom management for productive learning environment | <p>Lesson plan feedback is provided to teachers prior to implementation of the plans. Based on feedback, teachers re-submit the updated lesson plans that reflect the adjustments to principals or designated assistant principals.</p> <p>Professional development was provided to the district and school level leadership teams during the 2018 Summer Leadership Institute on authentic student engagement, delivery of quality instruction, quality lesson plans, teacher content knowledge, questioning and checking for understanding, differentiated instruction, tiered level instruction (also see standard 20.2), and classroom management for a productive learning environment are occurring daily to improve learning outcomes.</p> | <p>Principals</p> <p>Deputy Superintendent of Curriculum and Instruction</p> | <p>Teacher evaluation forms Lesson Plan Lesson Plan Feedback Form</p> <p>Agenda, Sign-in Sheet and Evaluation</p> | <p>August 2018 - ongoing</p> <p>July 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|--|---|
| | <p>Due to the systemic findings throughout the district, all schools receive instructional support through the following:</p> <p>The offices of Curriculum and Instruction and Professional Development and Subject Area Supervisors conduct Job-Alike sessions that are content and grade level specific to provide teachers with support in understanding the content and instructional / assessment alignment of the MS College and Career Ready Standards (MCCRS) and MS Curriculum Frameworks, lesson plan development, effective delivery of instruction, scaffolding, effective classroom management, differentiated instruction, tiered level instruction, and effective classroom rituals and routines.</p> <p>Weekly classroom observations and feedback are provided to identified teachers and school administrators.</p> | <p>Deputy Superintendent of Curriculum and Instruction</p> <p>Deputy Superintendent of Curriculum and Instruction</p> | <p>Agenda, Sign-in Sheet and Evaluation</p> <p>Student Assessment Data</p> <p>Scope of Work Report</p> | <p>August 2018 -ongoing</p> <p>August 2018 -ongoing</p> |

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|---|-------------------------|
| | Coaching is provided to all instructional personnel identified through classroom observations and administrative recommendations for staff needing additional support in the creation and implementation of effective lessons. | Deputy Superintendent of Curriculum and Instruction | Scope of Work Report | August 2017 - ongoing |
| | The Offices of Curriculum and Instruction and Professional Development will provide instructional support to all school administrators during the monthly meetings and teachers during job-a likes on the use of the toolkit. The toolkit will assist schools in developing and implementing effective lessons. | Deputy Superintendent of Curriculum and Instruction | Resource Toolkit Agendas, Sign in sheets Teacher Observation Instrument Assessment Data | March 2018 and ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|---|--------------------------------------|
| | <p>The District will seek external partners to provide on-going teacher professional development to assist with improving student outcomes.</p> <p>The Offices of Curriculum and Instruction, Assessment, Multi-Tiered System of Supports, Advanced Academics, Pre-K, and Professional Development, and other District offices that support student instruction and school success will be assessed and evaluated, using staff feedback, data analyses, performance review and other credible methods. Strategies to improve Districtwide instructional practices for the 2018-2019 school year will be identified and considered for implementation. Attention to Board policy also will be reflected in the Superintendent's report and recommendations to the Board.</p> | <p>Deputy Superintendent of Curriculum and Instruction</p> <p>Superintendent</p> | <p>External Partner Evaluation</p> <p>Student Assessment Data</p> <p>Updated Instructional Plan and Updated Organizational Chart Approved by the current Board.</p> | <p>October 2018</p> <p>June 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

Standard 20: The school district meets the following instructional management requirements:

- 20.1:** The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)
- 20.2:** The instructional management system includes a tiered instructional model in accordance with Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1, including academic interventions, behavioral interventions, and *Literacy-Based Promotion Act* requirements.

REGULATIONS: Miss. Code Ann. §§ 37-3-49(2)(a-c), 37-3-49(5), and Miss. Admin. Code 7-3: 41.1, State Board Policy Chapter 41, Rule 41.1

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--|-------------------------|
| <p>20.2 The instructional management system includes a tiered instructional model in accordance with 7 Miss. Admin. Code Pt.3, Ch. 41, R 41.1, including academic interventions, behavioral interventions, and Literacy-Based Promotion Act requirements.</p> <p>The District failed to implement a tiered instructional model that includes academic interventions, behavioral interventions, and the requirements of the Literacy Based Promotion Act</p> | <p>Pursuant to 7 Miss. Admin. Code Pt.3 Ch.41, R.41.1, the District shall implement a tiered instructional model, including academic and behavioral interventions in a Multi-Tiered System of Supports based on the requirements of the Literacy-Based Promotion Act. To ensure compliance with Process Standard 20.2, the District shall identify all students who need interventions and place them in a structured academic and/or behavioral intervention program. The District will utilize various forms of data to make informed decisions about appropriate tier placement. Data utilized may include: STAR universal screener, MAAP, other diagnostic assessments, teacher observations, MSIS criteria, and current course performance. The District will utilize a behavior screener prescribed by</p> | MTSS Director | <p>Student performance</p> <p>Student discipline reports</p> <p>MTSS Documentation</p> | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|--|-------------------------|
| Schools failed to identify an appropriate number of students as Tier II or Tier III (Baker Elementary, Callaway High School, Jim High School, Lanier High School, Murrah High School, Wingfield High School). | the Mississippi Department of Education to assess/screen our students for social and emotional characteristics. Students identified will be placed on the appropriate tier and will receive interventions. | | | |
| | Conduct technical support meetings on MTSS documentation packet and processes with school level interventionists and principals. | MTSS Director | Agenda and Sign In sheets | October 2018-April 2019 |
| | District level MTSS team audits of MTSS processes and documents within the student MTSS portfolios. | MTSS Director | JPS MTSS portfolio and monitoring tool Reports and artifacts from audits | October 2018-April 2019 |
| | Provide technical support to schools on criteria for identifying and documenting supports for Tier II or Tier III students. | MTSS Director | MTSS Portfolios JPS At-Risk Reports | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist. | Principals Assistant Superintendents | JPS MTSS portfolio and monitoring tool Checklists JPS School At-Risk Reports | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|-------------------------|
| <p>Schools failed to provide current/complete student profile documentation (Baker, Galloway, George, Isable, John Hopkins, Lake, McLeod, Oak Forest, Raines, Sykes, Timberlawn, Wilkins, Woodville Heights, Blackburn, Chastain, Powell, Forest Hill, Murrah and Wingfield).</p> <p>Schools failed to maintain parent notification letters (Baker, Bates, Galloway, George, Isable, Key, Lake, Lee, Marshall, Pecan Park, Raines, Sykes, Timberlawn, Walton, Watkins, Wilkins, Woodville Heights, Hardy, Forest Hill , Jim Hill, Lanier, Murrah, Wingfield).</p> | <p>Provide technical assistance to school interventionists and school level MTSS teams on proper completion of student profile forms during school visits.</p> | MTSS Director | Updated Student Profile Sheets and current supporting data documented in MTSS portfolios Artifacts/reports from visits | October 2018-April 2019 |
| | <p>Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the JPS MTSS portfolio and monitoring tool checklist.</p> | Principals Assistant Superintendents | JPS MTSS portfolio and monitoring tool checklists Updated Student Profile Sheets | October 2018-April 2019 |
| | <p>Provide technical assistance to school interventionists and school level MTSS teams on proper completion of student profile forms during school visits.</p> | MTSS Director | Copies of Parent Notification letters within the MTSS portfolios Artifacts/reports from visits | October 2018-April 2019 |
| | <p>Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the JPS MTSS portfolio and monitoring tool checklist.</p> | Principals Assistant Superintendents | JPS MTSS portfolio and monitoring tool checklists Parent Notification Letters | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---|-------------------------|
| Schools failed to document current progress monitoring for students receiving tier interventions (North Jackson, Timberlawn, Watkins, Wilkins, Powell, Forest Hill, Jim Hill, Lanier, Murrah, Wingfield). | Provide technical assistance to school interventionist and school level MTSS teams on processes for documenting progress monitoring (Forms 2B and 3C and graphs from programs). | MTSS Director | Progress Monitoring graphs in MTSS portfolio and current usage reports from programs Artifacts from visits | October 2018-April 2019 |
| Schools failed to maintain consistent progress monitoring data regarding student growth or lack of growth (Baker, Barr, Bates, Boyd, Brown, Dawson, Galloway, George,Green,Isable, John Hopkins, Key, Lake, Marshall, North Jackson,Oak Forest, Timberlawn, Van Winkle, Walton, Wilkins). | Provide technical assistance to school interventionist and school level MTSS team on developing a plan and process to consistently progress monitor (Form 2B, 3D, reports from programs, time lines, system of collecting probes). | MTSS Director | Forms 2B or 3D, reports from programs and Student Growth Percentile reports documented in MTSS portfolio Artifacts from visits | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist. | Principals Assistant Superintendents | JPS MTSS portfolio checklist and monitoring tool Accurate Forms 2B or 3D | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|--|-------------------------|
| Schools failed to document and prescribe interventions aligned to the targeted student deficits (Baker, Barr, Boyd, Brown, Casey, Clausell, Dawson, French, Galloway, John Hopkins, Johnson, Key, Lake, North Jackson, Van Winkle, Walton). | Provide technical assistance to school interventionist and school level MTSS team on developing intervention plans utilizing data from STAR instructional planning reports, MAP data, etc.(Completing 2A or 3B) | MTSS Director | Forms 2A or 3B and diagnostic assessment results JPS Monitoring tool checklist Artifacts from visits | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist. | Principals Assistant Superintendents | JPS MTSS portfolio checklists and monitoring tool Forms 2A or 3B with diagnostic data used | October 2018-April 2019 |
| Schools failed to maintain documentation for Tier I High Quality Classroom instruction in the folders (Barr, French, George, Isable, John Hopkns, Johnson, Lake, Lee, Marshall, Walton, Watkins, Woodville Heights, Hardy, Jim Hill). | Provide technical assistance to school administrators about conducting classroom observations and placing forms in MTSS portfolios. | MTSS Director | Tier I High Quality Forms in MTSS student portfolios JPS Monitoring Tool checklist Artifacts from visits | October 2018-April 2019 |
| | Conduct classroom observation using the MDE MTSS Tier I High Quality Form 1B and place copies in students' MTSS portfolios. | Principals | Completed Tier I High Quality Form 10 placed in students' MTSS portfolio | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|---|-------------------------|
| Schools failed to complete the required 20 day meeting form (Blackburn, Hardy, Powell, Forest Hill, Jim Hill, Murrah). | Provide technical support to interventionists and administrators on utilizing and completing the 20 day MSIS form. | MTSS Director | Accurate and complete MSIS 20 Day Forms JPS MTSS portfolio checklist and monitoring tool | October 2018-April 2019 |
| | Conduct TST meetings with school level MTSS team and document meetings on required forms. | Principals | Complete and accurate 20 day MSIS forms JPS portfolio checklist and monitoring tool | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|--|-------------------------|
| Schools failed to provide and maintain individual plans for individualized reading plans.(Boyd, Brown, Casey, Clausell, Dawson, French, Galloway, George, Isable, Lake, Lee, Oak Forest, Smith, Timberlawn, Van Winkle, Walton, Woodville Heights). | Provide technical assistance to interventionists to include exemplars for completing Individual Reading plans that document individual student target deficit areas. | MTSS Director | Individual Reading Plans JPS MTSS checklist and monitoring tool | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist to ensure that Individualized Reading Plans are included. | Principals Assistant Superintendents | Individual Reading Plans and JPS MTSS checklist and monitoring tool | October 2018-April 2019 |
| | Provide technical assistance to school interventionist and school level MTSS team on developing a plan and process to document intervention. | MTSS Director | Forms 2A or 3B and current reports from programs documented in JPS MTSS portfolio and monitoring tool Artifacts from visits | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist to ensure students are receiving interventions. | Principals Assistant Superintendents | Forms 2A or 3B and current reports from programs documented in MTSS portfolio JPS MTSS portfolio checklist and monitoring tool | October 2018-April 2019 |
| Schools failed to provide current intervention documentation (Marshall, North Jackson, Brinkley). | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|--|-------------------------|
| Schools failed to use data to guide documented intervention strategies (Smith, Chastain). | Provide technical assistance to school interventionist and school level MTSS team on developing intervention plans utilizing data from STAR instructional planning reports, MAAP data, etc. | MTSS Director | Forms 2A or 3B and diagnostic assessments Artifacts from visits Forms 2A or 3B and diagnostic assessments JPS MTSS portfolio checklist and monitoring tool | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist. | Principals Assistant Superintendents | Forms 2A or 3B and diagnostic assessments JPS MTSS portfolio checklist and monitoring tool | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| Schools failed to provide structured intervention to students in need, as evidenced by student outcomes (Powell, Callaway, Forest Hill, Jim Hill, Lanier, Murrah, Provine, Wingfield). | Provide technical assistance to school interventionists and school administrators about developing lesson plans and preparing the environment for intervention sessions. | MTSS Director | Intervention lesson plans, schedules, At Risk Reports, and intervention session documentation JPS MTSS portfolio checklist and monitoring tool Artifacts from visit | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist. Conduct integrity checks of interventions. | Principals Assistant Superintendents | JPS MTSS portfolio Checklist and monitoring tool Integrity checks | October 2018-April 2019 |
| School failed to update the Multi-Tiered System of Supports since 2014 or 2015 (Forest Hill). | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist to ensure that current processes and forms are being utilized. | Principals Assistant Superintendents | JPS MTSS portfolio and documents | October 2018-April 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|--|-------------------------|
| Schools failed to document student intervention participation.(Barr, Bates, Boyd, Brown, Casey, Clausell, Galloway, George, Green, Isable, John Hopkins, Key, Lake, Lee, Marshall, McLeod, North Jackson, Oak Forest, Smith, Walton, Watkins, Woodville Heights). | Provide technical assistance to school interventionists and school MTSS team on documenting student intervention sessions. | MTSS Director | Student intervention Student participation forms and program usage reports JPS MTSS portfolio checklist and monitoring tool Artifacts from visits | October 2018-April 2019 |
| | Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist. | Principals Assistant Superintendents | Student intervention participation forms and program usage reports JPS MTSS portfolio checklists and monitoring tool | October 2018-April 2019 |
| School failed to document behavior interventions for students. | The Office of Student Academic and Behavior Support provides professional development to school level Positive Behavior Intervention Support (PBIS) chairs. Session topics include: developing behavior plans, strategies for replacement behavior, progress monitoring, social skills lesson development. | MTSS Director | Student Discipline reports | October 2018-April 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

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

21.1: The school district implements a uniform grading policy.

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

REGULATIONS: Miss. Code Ann. §§ 37-11-64, 65, and 66, and 7 Miss. Admin. Code Pt. 3, Ch. 2, R. 2.3

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--------------------------|---|-------------------------|
| In the 2016-2017 Student Handbook, and again in the 2017-2018 Student Handbook, the following language is included: "In compliance with the 'Literacy-Based Promotion Act,' social promotion is prohibited in the Jackson Public School District. A student may not be assigned a grade level based solely on the student's age or any other factors that constitute social promotion." However, in another place in the student handbooks it states, "If a student is 13 years of age by September 1, he or she will be administratively reassigned to the middle school. This administrative placement in the middle school is contingent on the student having a comprehensive assessment within the last school year and/or recommended interventions from the district teacher support team (TST)." | In order to comply with Miss. Code Ann. §§ 37-11-64, 65 and 66, and 7 Miss. Admin. Code Pt. 3, Ch. 2, R. 2.3, the District reviewed and revised policy JBJ/IGD to remove conflicting language. | Superintendent | JPS Board approved policy JBJ/IGD, board meeting agenda and minutes | Completed October 2017 |
| | An addendum to the 2017-2018 student handbook will be posted on the District's website reflecting the revised policy. | Assistant Superintendent | JPS' Website | May 2018 |
| | The revised policy will be added to the 2018 - 2019 Code of Student Conduct and Handbook. | Assistant Superintendent | 2018-2019 Code of Student Conduct and Handbook | August 2018 |
| | Assistant superintendent will inform principals of the revised policy in January 2018. | Assistant Superintendent | Agendas and sign-in sheets | March 2019 |
| | Principals will inform teachers and staff of the revised policy in March 2019. | Principal | Agendas and sign-in sheets | March 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>The student handbooks also state, “A student, who will be 16 years of age by September 1, will be placed in high school and required to take compensatory courses. The sending principal must notify the receiving school principal of all such cases. Failure to complete seven Carnegie Units toward graduation by age 17 will result in placement in the Career Academic Placement Program.”</p> <p>While the language in the student handbook is consistent in local board policies JBJ and IGD, the statements regarding placement of students based on age in the middle and high school contradict the statement that social promotion is prohibited; therefore, the District is noncompliant with Process Standard 21.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------------------|---|--------------------------|
| According to the District's Corrective Action Plan, Board Policy IGAB which addresses the changing of student grades in accordance with Process Standard 21.1 was to be submitted to the local school board for approval on December 6, 2016. However, the District did not post the policy on the District's website for review until July 20, 2017. This policy appears on the District's website in the Board Policy Manual as a proposed policy. As of July 31, 2017, the Board minutes do not reflect approval of the proposed policy. | Policy IGAB was submitted and approved by the school board on December 6, 2016 and December 6 board agenda and minutes are available on the JPS website. However, revisions were made in July 2017 and the amended policy IGAB was approved August 8, 2017. | Superintendent | JPSD's board meeting agendas and minutes | Completed August 8, 2017 |
| The policy states, "No school board member, school superintendent, assistant superintendent, principal, guidance counselor other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed..." | Training on JPS Policy IGAB will be conducted twice per year with school administrators and school level employees. Staff will receive a copy of policy IGAB and sign an attestation indicating that they have received, read and clearly understand its content. | Assistant Superintendent Principal | Agendas, sign-in sheets and signed attestations | Twice per school year |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|---|-------------------------|
| Throughout the 2016-2017 School Year, the Office of Accreditation continued to receive anonymous reports from teachers in the District, stating they were being pressured by administrators to change grades in order to pass students or award Carnegie unit credit. These teachers also claimed they were being threatened with letters of reprimand if they failed to comply. One (1) teacher claimed that the building administrator(s) told teachers that the school had a maximum number of students per team and grade that were allowed to fail and that teacher grades were being overwritten. | Any change of grades, other than a final grade, shall be addressed with the teacher who issued the grade and the building level administrator. Any change of a final grade (as recorded on a cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator. When a request is made to change a student's grade, a Grade Change Request form must also be completed and submitted to the Office of Research, Evaluation and Assessment with all required signatures (i.e. teacher, building level administrator, counselor, and central office administrator). | Principal | Approved Grade Change Request Form | Ongoing |
| | The Office of Research, Evaluation and Assessment will make the grade change in SAM and MSIS. | | | Ongoing |
| | The school's counselor will make the grade change on the student's permanent record and cumulative folder. A copy of the Grade Change Request form will be placed in the student's cumulative folder. | Director of Research, Evaluation and Assessment Principal | SAM and MSIS Grade Report, Copy of Grade Change Request form in cumulative record | Ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---------------------------------|---------------------------------------|----------------------------|
| The fidelity of implementation of grading policies is questionable; therefore, compliance with Process Standard 21.2 could not be verified. | To ensure that all students participating in extracurricular activities have a cumulative grade point average (GPA) of a 2.0 on a 4.0 scale, the district will adhere to the following guidelines: | | | |
| | - Building level principals and coaches will verify students' GPA and submit a list of eligible students to the JPS Office of Athletics. All students must be listed on the eligibility form by the coach and verified by a school administrator. A copy of the form is given to the school's Customer to Customer (C2C) person to input into the MHSAA online eligibility program. | Principal Coach | Approved eligibility list of students | Ongoing per sporting event |
| | - Completed eligibility forms are reviewed at the District level by the Executive Director of Athletics and C2C contact person. | Executive Director of Athletics | Approved eligibility list of students | Ongoing per sporting event |
| | - The District's C2C contact person will provide training to school level C2C persons yearly to ensure accuracy of eligible students. In addition, the District will continue to participate in the MHSAA annual training. | Executive Director of Athletics | Agenda and sign-in sheets | Yearly in August |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|---|
| <p>The District's alternative education program failed to provide appropriate educational opportunities for the categories' of students served.</p> <p>The program failed to ensure appropriate services for students with disabilities.</p> <p>The alternative education program failed to meet minimum requirements outlined in the Guidelines for Alternative/GED School Programs.</p> | <p>The JPS District IEP process will be conducted to ensure complete, appropriate and accurate Individualized Education Program (IEPs) for all students with disabilities. Assigned EES staff (program specialist, case manager, behavior specialist, etc.) and exceptional education teachers will monitor and ensure all components, goals, and objectives are individualized based upon students educational needs and related services.</p> <p>Strategies:</p> <p>I. Manifestation Determination Reviews (MDRs) will be conducted by the Office of Exceptional Education Services (EES) Case Managers at the request of the home school on all students eligible for exceptional education services under IDEA '04, prior to consideration of change in placement.</p> | <p>Director of Exceptional Education Asst. SPED Supervisors Case Manager(s) Behavior Specialists (Home School)</p> | <p>Individualized Education Program (IEPs) 34 C. F. R. 300.320-300.324 and State Board Policy 7219</p> <p>JPS Student Code of Conduct</p> <p>EES Student Accountability Form</p> | <p>Trainings will be provided and ongoing throughout the 2018-19 school year.</p> <p>MDRs will be requested and scheduled by the EES Lead Teacher when deemed appropriate throughout the 2018-19 school year.</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|--|--|
| | <p>This is warranted when a removal of 10 days or more of out-of-school suspensions (OSS) occur and for each subsequent removal that is one day or more of OSS.</p> <p>II. Trainings will be conducted by the EES Office and Support Staff (Case Managers) for building level administrators and EES teachers on Compliance, IEP Development and MDRs to ensure the home school IEP committee is making appropriate decisions concerning placement, educational benefit and implementation of exceptional education services.</p> <p>II. IEPs on file for students transitioning from the home school to an alternative setting will be reviewed by the IEP Committee at the home school to ensure current eligibility, IEP components are appropriate and implementation of services are addressed based upon educational benefit and students' educational needs.</p> | <p>Area Superintendents Behavior Specialist (Home School)</p> <p>Director of Exceptional Education Services Asst. SPED Supervisors Case Manager(s) Behavior Specialists (Home and Alternative School)</p> <p>Home School Principals and Alternative Setting Principal</p> | <p>Individualized Education Program (IEPs) 34 C. F. R. 300.320-300.324 and State Board Policy 7219</p> <p>JPS Student Code of Conduct</p> <p>EES Student Accountability Form</p> | <p>The EES Support Staff at the home school shall ensure current IEPs are on file for each child receiving exceptional education services, as well as verify that all IEPs are current and updated prior to the MDR process and consideration of placement beginning July 2018 and ongoing throughout the 2018-19 school year.</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local School Board: 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---|--|---|
| | IV. IEP committees at the home school and the Alternative Setting must ensure that there is a continuation of appropriate services as listed and agreed upon by the IEP committee. Lead EES Teachers at the home school and alternative setting will ensure that home school attends all required IEPs meetings for students with disabilities transitioning to the alternative setting. | Home School and Alternative Setting Principals Behavior Specialists (Home and Alternative School) EES Teachers | Documentation of review of IEPs for students with disabilities assigned to the Alternative Setting. EES Student Accountability Form | July 2018 and ongoing throughout the 2018-19 school year. |
| | V. IEPs will be progress monitored by the EES teachers at the home school and the alternative setting. Progress monitoring will be reported every 4.5 weeks to the home school and parent. Related services and academic goals will be determined by the IEP committee. Upon determination of services, EES teachers and EES Support Staff (Behavior Specialist, SLPs, etc.) shall ensure implementation of services and provide documentation of services logs. | Home School and Alternative Setting Principals, Behavior Specialists (Home and Alternative School), EES Teachers, Behavior Specialists (Home and Alternative School) and Related Service providers (if applicable) | | July 2018 and ongoing throughout the 2018-19 school year. |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

Standard 26: The curriculum of each high school at a minimum consists of required and approved courses that generate at least 33½ Carnegie units annually. Any request for an exemption from teaching the courses listed in Appendix B must be submitted in writing to the Commission on School Accreditation for review and action.

REGULATIONS: Miss. Code Ann. § 37-1-3(2), Miss. Admin. Code 7-3: 28.2 and 28.3, State Board Policy Chapter 28, Rules 28.2 and 28.3, and Appendices B and C of the *Mississippi Public Schools Accountability Standards, 2018*

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|---|--------------------------------------|
| At least one (1) Advanced Placement course in each of the four (4) core areas is not offered at ... three (3) noncompliant high schools. Based on the 2016-2017 MSIS report, [all] schools do not offer the required Advanced Placement courses. | All high schools will offer an Advanced Placement (AP) course or a dual credit equivalent in each of the four (4) core content areas and will submit a justification for exemption, if necessary, to comply with [Miss. Code Ann. § 37-1-3 (2), 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3] and appendices B, C-1, and C-2 of the Mississippi Public Schools Accountability Standards (2018). | Principals | Master Schedules | February 2019 |
| | <ul style="list-style-type: none"> Review of course selection sheets, student schedules, and schools' master schedules in conjunction with Appendix B and appendices C-1 and C-2 | District- and School-level Lead Counselors | Master Schedules | January - March 2019 |
| | <ul style="list-style-type: none"> Review policies and procedures for IDA and IEC; request revisions to policies and procedures on or before February 2019. | Executive Director of Advanced Learning Programs | Board Policies Board Agenda Board Minutes | July, September 2019 January 2020 |
| | <ul style="list-style-type: none"> Review and request CSA exemptions, if applicable. | Executive Director of Accountability | CSA Exemption Request(s) | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|--|--|
| | <p>2017-2018 Update: Course selection sheets have been given to each high school student for completion along with placement on the District's website. School administrators completed attestation statements if applicable when no AP core courses were selected. Master schedules and course selection forms were reviewed (July 2017 through September 2017) for the fall semester and will continue for the spring semester.</p> <p>Dual credit and dual enrollment course equivalent options are made available for selection during the fall and spring semesters.</p> <p>District Lead Counselor will maintain collaboration with the MDE to ensure all course codes are updated in the Required Courses in the Curriculum of Each Secondary School Live Data Report - Standard 26.</p> | <p>District Lead Counselor</p> <p>Principals</p> <p>District Lead Counselor</p> | <p>Course selection sheets (available at each middle and high school)</p> <p>Attestation statements (available in Office of Counseling Services)</p> <p>Course selection sheets</p> <p>Live Data Report</p> <p>Course selection sheets</p> <p>Email request(s) for website update(s)</p> | <p>January 2019</p> <p>March 2019 September 2019 January 2020</p> <p>February 2019 October 2019</p> <p>July, September 2019 January 2020</p> |

Please use additional sheets as needed.

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|---|---|
| | <ul style="list-style-type: none"> • The District will implement course request completion options utilizing Active Student for the 2018-2019 school year. • Principals will complete attestation statements if applicable when no AP core courses are selected by students. • Signed course selection sheets are available at each school. | <p>District Lead Counselor</p> <p>Principals</p> <p>School-level Lead Counselors</p> | <p>Agenda Sign-in sheets for planning meetings</p> <p>Attestation statements</p> <p>Course selection sheets</p> | <p>January 2019 - March 2019</p> <p>March 2019 September 2019 January 2020</p> <p>January 2019 March 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

Standard 27: The curriculum of each elementary or middle school (any configuration of grades K-8) at a minimum consists of reading/ language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher.

- 27.1:** In any configuration of grades K-8, the curriculum must include 150 minutes of activity-based instruction per week and 45 minutes of instruction in health education per week.
- 27.2:** Implementation of the activity-based instruction must meet or exceed the standards as approved by the State Board of Education.
- 27.3:** A regular classroom teacher may provide instruction in the arts, health education, and physical education in a self-contained classroom setting.

REGULATIONS: Miss. Code Ann. § 37-1-3(2) and § 37-13-134

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---------------------------------|---------------------|-------------------------|
| Eight (8) Elementary schools failed to meet minimum curriculum requirements for elementary curriculum. | The master/classroom schedules have been updated to reflect a minimum of 45 minutes of health instruction and 150 minutes of activity-based instruction per week. | Principals | Audit Checklist | August 2018 (ongoing) |
| Clausell George Green Isable Pecan Park Van Winkle Watkins Wilkins | The schedules will be evaluated by the Area Superintendents by December 2018 to ensure guidelines are met. | Area 3 Assistant Superintendent | Audit Checklist | December 2018 (ongoing) |
| | Health and activity-based instructional activities will be documented on the JPS lesson plan template. | Principals | Lesson Plan | October 2018 (ongoing) |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|--|--------------------------|
| | Lesson plans will be reviewed by principals and feedback will be provided to ensure that planning has occurred for Health and Activity-based instruction. | Principals | Lesson Plan Feedback Form | October 2018 (ongoing) |
| | Health and Activity-based instructional time will be protected. | Principals | Observation | October 2018 (ongoing) |
| | Notes: | | | |
| | 1. Training has been provided as a part of scheduled District standard trainings for the CAP during the 2016-2017 school year, August 2017, December 21, 2017, and July 2018. | Executive Director of School Improvement (2016-18) Area 3 Assistant Superintendent | Sign in sheets, agendas, and/or session evaluations will be used. | 2016-Fall 2018 (ongoing) |
| | 2. Implementation has begun and is expected to be continuous. | Principals | Walk-through observations, lesson plan feedback, and/or audit checklists | October 2018 (ongoing) |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--------------------------------------|----------------------------|-------------------------|
| The District failed to inspect all buses on a quarterly basis and ensure all buses are well-maintained and clean in accordance with Process Standard 29.1. As of June 26, 2017, Nine (9) buses needed re-inspection: | A team of mechanics was established in July of 2017 to be responsible for the 25 buses that never had an initial inspection. The team will make sure that all noted buses are prepared for initial inspection as well as make sure that they are available at the time of inspection. The team of mechanics will follow the Fleet Inspection Checklist provided by the state. | Executive Director of Transportation | Fleet Inspection Checklist | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--------------------------------------|--|-------------------------|
| 01-263 – Emergency window buzzers not working, emergency window hatch broken. | Staff will inspect monthly to make sure there are no deficiencies with the noted units. | Executive Director of Transportation | Fleet Inspection Checklist | December 2018 |
| 04-014 – Wheelchair lift inoperable | <p>The district will request for MDE to come out for an initial inspection on the noted units.</p> <p>On August 20, 2016, the department began to conduct as well as participate in Job Fairs to recruit drivers.</p> <p>The department will continue to conduct as well as participate in job fairs to recruit drivers.</p> <p>On November 15, 2016, the Board approved a Driver Trainer position to help train interested applicants to obtain commercial license as well as train the applicant on how to operate a school bus.</p> <p>The department will continue to train interested applicants to help assist in having a driver assigned to every route as well as have available standby drivers.</p> | Executive Director of Transportation | Job fair sign-in documents | Completed |
| 04-040 – Cracked windshield | | | | |
| 08-020 – Wheelchair lift inoperable | | | | |
| 14-006 – Cracked windshield | | | | |
| 14-013 – Bus on recall. Several seats need clamping. | | School Board | November 15, 2016 Board Agenda and Minutes | Completed |
| 14-015 - Bus on recall, cracked windshield, front driver side tire hub leak | | | | |
| 14-017 - Bus on recall, cracked windshield | | | | |
| 18-000 - Wheelchair lift inoperable | | | | |
| | | Executive Director of Transportation | | Ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--------------------------------------|---------------------------------------|-------------------------|
| <p>The District failed to ensure arrival of all buses at their designated school sites prior to the start of the instructional day as required by Process Standard 29.3. The office of Safe and Orderly Schools, Division of Pupil Transportation continues to receive complaints from parents and District staff regarding the arrival and departure of buses in the District. In addition, while in the District, the MDE consistently observed late bus arrivals, including buses arriving as late as (1) hour after the beginning of the instructional day.</p> | <p>On June 6, 2017, the board approved a pay increase for drivers. This was in order to attract and employ a significant amount of drivers. At the beginning of the 2017-2018 school year, a driver was assigned to every route. The department will continue to hire and attract employees.</p> | School Board | June 6, 2017 Board Agenda and Minutes | Completed |
| | <p>On June 6, 2017, the Superintendent recommended the purchase of forty-four (44) new bus with cameras and GPS for the 2017-2018.</p> | School Board | June 6, 2017 Board Agenda and Minutes | Completed |
| | <p>The department will monitor the arrival time through the GPS as well as artifacts that are sent in from schools on a weekly basis.</p> | Executive Director of Transportation | GPS and Weekly Analytics | Ongoing |
| | <p>The overall percentage rates for on-time arrivals are as follows: August - 98.7% September - 99.1%</p> <p>If bus is late for a total of three or more times in a week, staff will make adjustments to that route to ensure that the bus is arriving on time.</p> | | Report used to cite percentages. | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|--|-------------------------|
| <p>The MDE previously monitored 60 schools; 38 elementary schools, 13 middle schools, seven high schools, and two other schools.</p> <p>Seven of the 38 elementary schools have corrected all documented deficiencies: Bates, Brown, French, Lester, McWillie, Pecan Park, and Timberlawn.</p> <p>Six of 13 middle schools have corrected all documented deficiencies: Blackburn, Cardozo, Hardy, Kirksey, and Peeples.</p> <p>One of seven high schools corrected all documented deficiencies: Lanier</p> | <p>The Executive Director of Facilities and Operations has developed a plan to clear all deficiencies. Using the list of findings by school included in the MDE site visit report, a plan is being implemented at each school to systematically correct all deficiencies related to school facilities. Upon completion/correction of each item listed, the personnel responsible will check off and initial that item, indicating it as completed/corrected.</p> <p>Finally, the list for each school, including the documentation of corrective action, will be presented to the Executive Director for approval before making a request to the MDE for a follow-up visit.</p> | <p>Executive Director of Facilities and Operations</p> <p>Designated Personnel in the Facilities and Operations Office</p> <p>The above note is standard throughout this document.</p> | <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> <p>The above note is standard throughout this document.</p> | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|-----------------|---|------------------------------|----------------------------|--------------------------------|
| | <p>As a result of Facilities and Operations systematic approach by the utilization of each department (i.e. carpentry, electrical, climate control, plumbing, site care, specialty consultants, and professional service firms) to address each school's deficiencies, the District has completed approximately 97% of all remaining school items cited by the MDE.</p> <p>Facilities and Operations will continue to work to secure compliant status for all school buildings.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|-------------------------|
| <p>Boyd Elementary School Findings:</p> <p>Exterior • Exposed wires on courtyard light outside Room 8. • Gutters and down spouts were obstructed with leaves. • Rotten wood outside the auditorium entrance. • Damaged awning near Portable Classroom 226. • Rotten tree leaning toward Portable Classroom 228. • Rotten/dead limbs and leaves on top of portable classrooms and walkway awning. • Playground did not meet Consumer Product Safety Commission guidelines.</p> | <p>Boyd Corrective Actions</p> <p>• Provide covers for all exposed wires. • Clean gutters and downspouts. • Replace rotten wood outside auditorium doors. • Repair damaged awning near Portable Classroom 226 • Remove rotten tree near Portable Classroom 228. • Remove leaves/limbs from top of walkway awning and portable classrooms. • Provide a second means of egress in library, computer room, and speech room. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.</p> | <p>Executive Director of Facilities and Operations</p> | <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> | <p>May 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---------------------|-------------------------|
| <p>Classrooms • No second means of egress in the library, computer room, and speech room. • Grade 3 and Grade 4 classroom windows do not meet Life Safety Code. • Classroom doors cannot be secured. • Evacuation maps not posted in all classrooms. • Second means of egress door would not open in Room 6. • Broken glass on second means of egress door in Rooms 6 and 12. • Second means of egress door was obstructed in Room 11. • Unprotected lights in Room 6. • Exposed wires on the west wall in Room 6. • More than 20% of walls covered with paper/art work in several classrooms. • Unprotected electrical outlets in Rooms 23 and 26. • The school failed to place safety covers in all unused sockets.</p> <p>Portable Classrooms • Unprotected lights outside portable classroom doors. • Discharged portable fire extinguisher in Portable Classroom 103. • No portable fire extinguisher in Portable Classroom 228. • Unprotected lights in Portable Classroom 228.</p> | <p>• Verify that all second means of egress windows are labeled and kept unobstructed. • Install door hardware or other device that will allow classroom doors to be secured. • Post evacuation maps in classrooms in the same general location. • Verify all classroom second means of egress doors will open and are not obstructed. • Replace all broken door glass. • Provide covers for all unprotected lights. • Verify no more than 20% of classroom walls are covered with paper/art work. • Provide covers for all unprotected electrical outlets. • Have all discharged portable fire extinguishers inspected, tested, and tagged. • Provide a fire extinguisher in Portable Classroom 228. • Repair restrooms on Grades 3 and 4 halls. • Repair/replace all inoperable restroom sinks. • Replace missing floor drain grate in Grade 1 girls' restroom. • Install emergency lighting in halls where needed. • Repair or replace all inoperable water fountains. • Repair or replace all inoperable emergency lighting. • Install panic hardware on exit doors where needed.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>Restrooms • Grade 4 and Grade 5 restrooms were out of order. • Inoperable sinks in Grade 1 restrooms. • Missing drain grate in Grade 1 girls' restroom.</p> <p>Halls • Broken glass on Grade 4 hall south exit door. • No emergency lighting in Grade 3 hall. • Two (2) inoperable water fountains in the Grade 3 hall. • Inoperable emergency lighting in the Yale hall. • No panic hardware on Grade 1 hall north exit doors.</p> <p>Auditorium • No panic hardware on the north doors. • Unprotected electrical outlets in the stage area.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>Green Elementary School Findings:</p> <p>Exterior • Damaged wooden walkways to portable classrooms. • Rotten/damaged walkway outside Room 026 needs to be removed. • Playground did not meet Consumer Product Safety Commission guidelines.</p> <p>Interior • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Kitchen/Dining Area • No lighted exit signs above south doors. • Exit/emergency lighting inoperable above west door. • Inoperable light on the vent-hood. • Unprotected lights by the back door in the kitchen area. • Boxes stored within 18 inches of the ceiling in the dry goods area. • Damaged floor tile in the dining area.</p> | <p>Green Corrective Actions:</p> <p>Repair or replace damaged walkways to portable classrooms. • Install GFCI type receptacles where needed. • Install lighted exit signs where needed. • Repair or replace all inoperable exit signs/emergency lighting. • Replace all inoperable lights • Provide covers for unprotected lights. • Remove boxes stored within 18 inches of ceiling in the dry goods area. • Replace damaged floor tile. • Verify all classroom egress windows are operational. • Remove curtains/paper from second means of egress windows. • Install outside door handle on Portable Classroom 024. • Replace missing and damaged skirting around portable classrooms. • Replace rotten wood on Portable Classrooms 026 and 053. • Level Portable Classroom 036. • Repair damaged electrical outlet in Portable Classroom 107. • Replace missing threshold in doorway of Portable Classroom 107. • Replace damaged floor tile. • Install emergency lighting where needed. • Replace broken glass near the northeast hall door.</p> | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>Classrooms • Second means of egress windows were inoperable in Rooms 5, 6, and 7. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. Curtains covering second means of egress windows in Room 4. • Unprotected light in the restroom in Room 2.</p> <p>Portable Classrooms • No exterior door handle on Portable Classroom 024. • Damaged skirting on several portable classrooms. • Rotten wood on the northwest corner of Portable Classroom 026. • Portable Classroom 036 is not level. • Damaged electrical outlet on the north wall in Portable Classroom 107. • Missing doorway threshold in Portable Classroom 107. • Damaged floor tile in Portable Classroom 316. • Rotten wood at the entrance of Portable Classroom 053. • Unprotected lights in Portable Classroom 315 and 107. • Unprotected lights outside Portable Classrooms 036, 245, 315, and 316.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>Auditorium • Inoperable emergency lighting in the seating area.</p> <p>Halls • No emergency lighting in hall. • Broken door glass on east hall exit door. • Inoperable exit sign on the south hall.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---|-------------------------|
| <p>McLeod Elementary School Findings:</p> <p>Auditorium • No panic hardware on exit doors.</p> <p>Classrooms • Windows did not meet Life Safety Code in the old building. • Power strip plugged into a power strip in Room 16. • Boxes were stacked within 18 inches of ceiling in Room 18. • Several second means of egress doors were obstructed in the new building. • A/C not working in Room 26. • Unprotected lights in Room 2.</p> <p>Kitchen/Dining Area • Unprotected lights in the cooking area. • Inoperable emergency lighting in the dining area. • No panic hardware on dining area exit doors. • West exit door closer damaged.</p> <p>Hallways • Emergency lights were inoperable in the old hallways. • Missing door glass in the new hallway doors. • Unprotected light entering the new hall.</p> | <p>McLeod Corrective Action</p> <p>Install panic hardware where needed. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress in the old building. • Label all second means of egress windows and verify that they are kept unobstructed. • Verify that all power strips plug directly into a permanent power source. • Remove boxes within 18 inches of ceiling in Room 18. • Remove obstructions from second means of egress doors in the new building. • Repair A/C in Room 26. • Provide covers for all unprotected lights. • Repair or replace inoperable emergency lighting. • Repair or replace damaged door closers. • Replace missing glass in doors entering the new hall.</p> | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | November 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---|-------------------------|
| <p>North Jackson Elementary School Findings:</p> <p>Exterior • Main utility shut-offs not identified by signage. • Playground did not meet Consumer Product Safety Commission guidelines. • Open drains on the north side of the building. • Rotten drain cover near the parking lot. • Obstructed gutter on the southeast corner of the building.</p> <p>Interior • No campus map identifying locations of main utility shut-offs posted in the main office. • There were trouble codes on the fire alarm panel in the main office. • Unprotected lights in the copy machine room in the main office.</p> <p>Main Halls • No portable fire extinguishers in the main halls. • Inoperable water fountain outside Room 109. • Unprotected electrical outlet by the water fountain on Grade 2 hall. • Missing water fountain outside Room 117.</p> | <ul style="list-style-type: none"> • Use signage to identify and label main utility shut-offs. • Provide covers for all open drains/holes on the north side of the building. • Replace rotten drain cover near parking lot. • Clear obstructed gutter on the southeast corner of the building. • Post campus map in main office identifying locations of main utility shut-offs. • Have fire alarm system inspected and repaired to clear trouble codes. • Provide covers for all unprotected lights. • Provide portable fire extinguishers where needed. • Repair/replace all inoperable/missing water fountains. • Provide covers for all unprotected electrical outlets. • Install GFCI type receptacles near water fountains. • Repair A/C in Room 131. • Replace missing door lock in Room 134. • Install a permanent power source where electrical extension cords are being used. • Have all expired portable fire extinguishers inspected, tested, and tagged. • Install lighted exit signs in the dining area. • Provide shock absorbent material around all playground equipment | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | March 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>New Addition Wing (Grade 5) • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains. • A/C not working in Room 131. • Missing door lock in Room 134. • An electrical extension cord being used as a permanent power source in Room 134. • Expired portable fire extinguisher in Room 133.</p> <p>Kitchen/Dining Area • No lighted exit signs in the dining area. • No portable fire extinguishers in the dining area. • An unprotected light on the vent-hood.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>Van Winkle Elementary School Findings:</p> <p>Exterior • Damaged back parking lot surface where buses had parked.</p> <p>Interior • Trouble code on fire alarm system.</p> <p>Main Building • Second means of egress doors would not swing open in several classrooms.</p> <p>• Several classroom door closers were damaged. • Second means of egress doors were obstructed in several classrooms. • Several classrooms had more than 20% of walls covered with paper/art work. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Kitchen/Dining Area • No emergency lighting in the dining area.</p> | <p>Van Winkle Corrective Actions</p> <p>• Repair damaged parking lot. • Have fire alarm system inspected and repaired to clear trouble codes. • Remove concrete so egress door can swing open. • Repair or replace damaged door closers. • Verify second means of egress doors are not obstructed. • Verify no more than 20% of classroom walls are covered with paper/art work. • Install GFCI type receptacles on all water fountains. • Install emergency lighting in the dining area.</p> | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | May 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|---|-------------------------|
| <p>Wilkins Elementary School Findings:</p> <p>Exterior • Front sidewalk was cracked and damaged. • Electrical service line hanging low behind the school.</p> <p>Halls • Broken front entrance door glass. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Auditorium • Inoperable emergency lighting.</p> <p>• Helium gas cylinder was not secured in the stage area.</p> <p>Kitchen/Dining Area. • Inoperable emergency lighting. • No panic hardware on the north exit doors.</p> | <p>Wilkins Corrective Action</p> <ul style="list-style-type: none"> • Repair damaged sidewalks. • Raise low hanging electrical service line. • Replace broken door glass at front entrance. • Install GFCI type receptacles where needed. • Repair or replace inoperable emergency lighting. • Secure helium gas cylinder in the stage area. • Install panic hardware on north exit door in the dining area. • Remove items stacked within 18 inches of ceiling in the dry goods area and Room 1. • Post updated boiler certificate near equipment. • Remove clutter and floor wax from boiler room. • Modify one (1) window in each classroom where needed to meet Life Safety Code for use as a second means of egress. | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | May 2019 |

Please use additional sheets as needed.—

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---------------------|-------------------------|
| <p>Items stacked within 18 inches of ceiling in dry good area. • Expired Boiler certificate. • Cluttered boiler room. • Floor wax stored in the boiler room.</p> <p>Old Building Classrooms • Windows did not meet Life Safety Code in the Kindergarten rooms. • Unprotected lights in Kindergarten classroom restrooms. • Chairs were stacked to ceiling in Room 1. • Several classrooms were cluttered. • No heat in Room 14. • Windows did not meet Life Safety Code. • Power strips were plugged into power strips in Room 9.</p> <p>New Building Classrooms • More than 20% of walls were covered with paper/art work in Room 105. • Portable floor heater being used in Room 115. • Missing ceiling tile in Room 117. • Damaged fire alarm pull handle on the east hall.</p> | <ul style="list-style-type: none"> • Label all second means of egress windows and verify they are kept unobstructed. • Provide covers for unprotected lights. • Remove clutter from classrooms. • Repair heat in Room 14. • Verify all power strips are plugged into a permanent power source. • Verify no more than 20% of classroom walls are covered with paper/art work. • Remove floor heater from Room 115. • Replace missing ceiling tiles. • Repair fire alarm pull handle on the east hall in the new building. | | | |

Please use additional sheets as needed. _

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|-------------------------|
| <p>Bailey APAC Middle School Findings:</p> <p>Hallways • Unsecured hall lockers. • Unsecured hall gates. • Unprotected lights in halls. • Inoperable emergency lights in the lower hall.</p> <p>Classrooms • Unprotected lights in Rooms 102, 228, and 234. • More than 20% of walls covered with paper/art work in Rooms 112 and 114. • Obstructed second means of egress in Room 112. • Damaged conduit on the west wall in Room 107. • No second means of egress in Rooms 108, 109, and 110. • Power strips plugged into power strips in Rooms 306, 314, and library. • Unprotected electrical outlets in Rooms 302 and 303. • Vent-hood inoperable in Room 303.</p> <p>Restrooms • Damaged door closer on the lower hall boys' restroom.</p> | <p>Bailey Corrective Actions</p> <ul style="list-style-type: none"> • Secure hall lockers. • Secure hall security gates. • Provide covers for unprotected lights. • Repair/replace inoperable emergency lights. • Verify no more than 20% of classroom walls are covered with paper/art work in Rooms 112 and 114. • Remove second means of egress obstruction in Room 112. • Repair/replace damaged electrical conduit in Room 107. • Provide a second means of egress in Rooms 108, 109, and 110. • Verify that all power strips are plugged directly into a permanent power source. • Provide covers for unprotected electrical outlets. • Repair vent-hood in Room 303. • Repair/replace damaged door closers on boys' restroom and northeast auditorium doors. • Install GFCI type receptacles on all water fountains. • Provide covers for open blanks in electrical panels. • Install lighted exit sign above north exit door in the dining area. • Install emergency lights in the auditorium foyer and seating area. • Provide portable fire extinguisher in the auditorium balcony. | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---------------------|-------------------------|
| <p>Kitchen/Dining Area • Inoperable emergency lights. • Water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles. • Open blank in the kitchen electrical panel. • No lighted exit sign above the north dining area exit door.</p> <p>Auditorium (stage area under construction at this time) • No emergency lighting in the seating and foyer area. • No portable fire extinguisher in the balcony. • Several damaged seats. • Water damaged walls in the north hall. • Damaged floor tile in the north hall. • Damaged northeast exit door closer.</p> <p>Gymnasium • Inoperable emergency/exit lights. • No door closers on exit doors. • No panic hardware on exit doors. • There was a hasp on the southwest exit door. • No A/C in the gymnasium. • No portable fire extinguisher in the locker room area. • No emergency lights in the locker room area.</p> | <p>Repair/replace damaged seats in the auditorium. • Repair damaged wall in the auditorium north hall. • Replace damaged floor tile in the auditorium north hall. • Install emergency lighting/exit signs where needed. • Install A/C in the gymnasium. • Install door closers on gymnasium exit doors. • Install panic hardware on gymnasium exit doors. • Remove hasp from southwest exit door in gymnasium. • Install portable fire extinguisher in the locker room area.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|--|-------------------------|
| <p>Brinkley Middle School Findings:</p> <p>Hall • The foundation has moved in several areas in the hall. All other items have been cleared by the MDE.</p> | <p>Brinkley Corrective Actions</p> <ul style="list-style-type: none"> • Secure a foundation company to address foundation issues | <p>Executive Director of Facilities and Operations</p> | <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> | <p>November 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---|-------------------------|
| <p>Callaway High School Findings:</p> <ul style="list-style-type: none"> Exterior • Expired boiler certificates. • Hole near the sidewalk on the north side of C building. Classrooms • Windows did not meet Life Safety Code (new wing only). • No second means of egress. • Evacuation maps not posted in classrooms. • Exposed wires in the biology lab storage room. • Lab storage rooms full of clutter. • No chemical inventories for chemicals in Rooms 119, 118, and 208. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 118, and 208. • Old chemicals need to be removed. • Damaged tread on stairs. | <p>Callaway Corrective Actions</p> <ul style="list-style-type: none"> • Provide updated boiler certificates near equipment. • Fill hole near sidewalk north of C building. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. • Label all second means of egress windows and verify they are kept unobstructed. • Post evacuation maps in all classrooms in same general location. • Post evacuation maps in the dining area. • Provide covers for all exposed wires. | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>Forest Hill High School Findings:</p> <p>Exterior • Expired boiler certificate. • Several yard drains covered with wooden pallets. • Football field not level.</p> <p>Interior • Expired boiler certificates. • Several damaged hall lockers. • Roof leaks throughout the buildings.</p> <p>Classrooms • Evacuation maps not posted in several classrooms. • No second means of egress in Rooms 125 and 132. • No chemical inventories for chemicals in Rooms 119, 120, and 121. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 120, and 121. • Dirty floors</p> <p>Halls • Dirty floors.</p> <p>Auditorium • Roof leaks in the stage and seating area. • Termite damage on the stage floor.</p> <p>Restrooms • Dirty restrooms</p> | <p>Forest Hill Corrective Actions</p> <p>• Post updated boiler certificates near equipment. • Yard drains covered with wooden pallets should have the proper grates installed on them. • Contact the Mississippi High School Athletic Association for information regarding football field repair. • Repair all roof leaks. • Secure or remove all damaged hall lockers. • Post evacuation maps in all classrooms in same general location. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. • Label all second means of egress windows and verify they are kept unobstructed. • Provide a second means of egress in Rooms 125 and 132. • Provide a chemical inventory for all chemicals in Rooms 119, 120, and 121 • Provide Material Safety Data Sheets (MSDS) for all chemicals in Rooms 119, 120, and 121. • Classroom floors should be cleaned often.</p> | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | July 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|---------------------|-------------------------|
| <p>Gymnasium • No A/C in the Gymnasium.</p> <p>• Gym floor not level • Missing ceiling tile in restrooms. • Damaged water fountains in locker rooms.</p> <p>Field House • Damaged water fountain.</p> <p>ROTC Building Classrooms • Evacuation maps not posted. • No second means of egress in Rooms 301 and 317. • Dirty Classrooms.</p> | <p>Repair/replace inoperable water fountains. • Treat for termites in the stage area. • Replace damaged/missing ceiling tiles. • Restroom must be cleaned and sanitized. • Install A/C in the gymnasium. • Replace all missing/damaged ceiling tiles. • Repair leaks under sinks in the field house. • Install a second means of egress in ROTC Rooms 301 and 317.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|-------------------------|
| <p>Jim Hill High School</p> <p>Findings:</p> <p>Exterior • No “Visitor” parking signs.</p> <p>• Expired boiler certificates.</p> <p>Classrooms • Evacuation maps not posted in classrooms • Student workstations damaged in Room 301. • No chemical inventories for chemicals in Rooms 303, 305, and 308. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 303, 305, and 308. • Old chemicals needed removing. • No emergency cutoffs at the teacher’s station in labs</p> <p>Gymnasium • Damaged bleachers.</p> <p>Restrooms • Inoperable urinals in the 100 boys’ restroom. • Unprotected lights in the second-floor restrooms.</p> <p>Field House • Fire alarm system in trouble mode.</p> <p>Grade 9 Building • Fire alarm systems in trouble mode.</p> | <p>Jim Hill Corrective Actions</p> <p>• Provide “Visitor” parking signs. • Post updated boiler certificates near equipment. • Post evacuation maps in classrooms in same general location. • Repair damaged work station in Room 301. • Provide a chemical inventory for all chemicals on hand. • Provide Material Safety Data Sheets (MSDS) for all chemicals on hand. • Remove old chemicals. • Install emergency cut-offs at teacher’s station in labs. • Repair/replace all damaged water fountains. • Clean/repair damaged bleachers. • Repair/replace all damaged urinals in restroom. • Provide covers for all unprotected lights. • Repair fire alarm systems. • Clean/replace carpet in the band hall.</p> | <p>Executive Director of Facilities and Operations</p> | <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> | <p>August 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| Grade 9 Classroom •.No chemical inventories for chemicals in Rooms 303, 305 and 308. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 303, 305 and 308. • Old chemicals needed removing. • No emergency cutoffs at the teacher's station in labs. • Dirty carpet in the band hall. | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|-------------------------|
| <p>Provine High School Findings:</p> <p>Exterior • Unsecured exterior A/C panels. • Broken windows by the gymnasium lobby entrance doors.</p> <p>Interior • Trouble code on the fire alarm system.</p> <p>100 Hall • No second means of egress in classrooms.</p> <p>Attendance Wing (Upper Floor) • Classroom windows did not meet Life Safety Code for use as a second means of egress. • Paper/curtains covering windows in several classrooms • Electrical extension cord used as a permanent power source in Room 131 • Old chemicals in the chemistry lab storage area that needed to be removed.</p> <p>200 Hall (Upper Floor) • Classroom windows did not meet Life Safety Code for use as a second means of egress.</p> | <p>Provine Corrective Actions</p> <ul style="list-style-type: none"> • Secure exterior A/C panels. • Replace broken window near gymnasium lobby entrance door. • Have all alarm systems inspected and repaired to clear trouble codes. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. • Verify that all second means of egress windows are labeled and kept unobstructed. • Remove paper/curtains from all second means of egress windows. • Install a permanent power source where electrical extension cords are being used. • Remove old chemicals from the chemistry lab. • Repair or replace damaged door closers. • Verify that all power strips plug directly into a permanent power source. • Provide covers for all unprotected electrical outlets. • Post updated boiler certificates near equipment. Have all portable fire extinguishers inspected, tested, and tagged. • Post updated food permit in kitchen/dining area. | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>Auditorium • Trouble code on the alarm panel by the auditorium entrance</p> <p>Lunch Room Hall • Missing door closer in Room 118. • Windows did not meet Life Safety Code for use as a second means of egress in Rooms 119A, 119B, and 120.</p> <p>New Wing (Grade 9) • Trouble code on the alarm system. • Obstructed second means of egress windows in Rooms 134, 139, and 232 • Power strips plugged into power strips in Rooms 141 and 232. • Electrical extension cords used as a permanent power source in Rooms 134 and 233 • Multiple unprotected electrical outlets on workstations in Room 237.</p> <p>Boiler Room • Expired boiler certificates.</p> <p>Kitchen/Dining Area • Expired portable fire extinguisher by the back loading dock • Expired food permit.</p> <p>Field House • Trouble code on the fire alarm system.</p> | | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|--|-------------------------|
| <p>Wingfield High School</p> <p>Findings:</p> <p>Exterior • Expired boiler certificates. • Water standing in the tunnel area under the school</p> <p>Sinkhole outside Room 212. • Damaged fence around the tennis court was damaged</p> <p>Interior • Roof leaks throughout the buildings.</p> <p>Halls • Water enters the building under the east main hall exit door (doors will not open).</p> <p>Classrooms • No second means of egress in Rooms 97, 98, 99, and 214. • Missing ceiling tiles in Rooms 97 and 204. • Roof leaks in Rooms 97, 110, 112, and choir room • Missing wall heater cover in Room 200. • Water stands in the northeast corner of Room 110 after a rain. • Chained doors in the band room. • Missing ceiling tile in the band room.</p> | <p>Wingfield Corrective Actions</p> <p>• Post updated boiler certificates near equipment. • Determine why water is standing in the tunnel under the building. • Address and repair the sinkhole area outside Room 214. • Repair damaged fence on the tennis courts. • Repair roof leaks. • Move dirt away from the outside of the east exit door in the main hall that causes water to enter the building after a rain. • Provide a second means of egress in Rooms 97, 98, 99, and 214. • Verify that all second means of egress windows are labeled and kept unobstructed. • Replace all missing ceiling tiles. • Replace missing heater cover in Room 200. • Determine why water stands in Room 110 after a rain. • Remove chain and lock from band room exit doors. • Provide a portable fire extinguisher in the band room. • Provide a chemical inventory for all chemicals in lab classrooms. • Provide Material Safety Data Sheets (MSDS) for all chemicals in lab classrooms. • Resolve problem causing gymnasium floor to sweat.</p> | <p>Executive Director of Facilities and Operations</p> | <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> | <p>August 2019</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---------------------|-------------------------|
| <ul style="list-style-type: none"> • Missing portable fire extinguisher in the band room. • No chemical inventories for chemicals in classrooms. • No Material Safety Data Sheets (MSDS) for chemicals in classrooms. <p>Gymnasium • Playing surface floor sweats due to water standing under the building • Unprotected lights in the old coaches' office.</p> <p>Grade 9 Building • Fire alarm in trouble mode. • No chemical inventory for chemicals in Room 409. • No Material Safety Data Sheets (MSDS) for chemicals in Room 409.</p> <p>Halls • Missing water fountain on the south hall.</p> | <ul style="list-style-type: none"> • Provide covers for all unprotected lights. • Have fire alarm system inspected in the Grade 9 buildings. • Replace missing water fountain on the south hall. | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>Career Development Center</p> <p>Findings: Interior • Unprotected lights in the foyer. • No emergency lighting in the stairwells.</p> <p>Ground Level Main Building • Exposed wires in Room 105. • Broken glass outside the childcare lab. • Inoperable lighted exit sign by the elevator. • Expired pressure vessel certificates in the boiler room. • Unprotected lights in the culinary arts kitchen storage area. • Exposed wires in the culinary arts storage area. • Unprotected lights in the culinary arts dry goods area and classroom. • Damaged floor tile in the culinary arts dry goods area.</p> | <p>Career Development Center Corrective Actions</p> <ul style="list-style-type: none"> • Provide covers for all unprotected lights. • Install emergency lighting in the stairwells. • Provide covers for all exposed wires. • Replace broken glass outside the childcare lab. • Repair or replace all inoperable lighted exit signs. • Post updated pressure vessel certificates near equipment. • Replace damaged floor tile in the culinary arts dry goods area. • Restore staff restroom to service outside Room 212. • Verify that all second means of egress windows are labeled and kept unobstructed. • Verify that all power strips plug directly into a permanent power source. • Post evacuation maps in all classrooms in same general location. • Secure electrical receptacle in Room 218. • Install a lighted exit sign at the north end of the main hall in the A building. | Executive Director of Facilities and Operations | Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies. | August 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---------------------|-------------------------|
| <p>Upper Level Main Building • Staff restroom was out of service by Room 212. • Unlabeled second means of egress windows. • Power strips plugged into power strips in Rooms 210 and 217. • No evacuation map posted in Room 209. • Unsecured electrical receptacle on the north wall in Room 218.</p> <p>A Building (Shops) • Unprotected lights in the main hall. • No lighted exit sign at the north end of the main hall. • Unprotected lights in the girls' restroom. • Damaged ceiling tile in the night upholstery shop locker area. • Unprotected/inoperable lights by the lockers in the night upholstery shop.</p> <p>Unprotected lights in the electrical trades shop boys' restroom. • Boys' restroom was out of order in the electrical trades shop. • Unprotected lights in the welding area. • Open blank in the electrical panel in the TV studio lab. • Unprotected lights on the stage in the TV studio lab.</p> | <p>Replace all damaged/missing ceiling tiles. • Restore boys' restroom to service in the electrical trades shop. • Provide covers for all open blanks in electrical panels. • Install GFCI type receptacles where needed. • Provide covers for all unprotected electrical outlets. • Replace broken glass on the south door of the automotive shop.</p> | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--------------------------------|-----------------------|---------------------|-------------------------|
| <p>No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountain outside the automotive shop. • Unprotected electrical outlet on the water fountain outside the automotive shop. • Unprotected lights by the automotive shop lockers. • Broken glass on the south door of the automotive shop. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountain in the HVAC shop.</p> | | | | |

Please use additional sheets as needed.

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Attachment E: Facility Safety Assessment

Office of Safe and Orderly Schools
Division of School Buildings

REPORT KEY:

Full Investigative Audit

Legislative Audit

Cleared Deficiencies

Cleared Deficiencies

****Throughout the duration of the investigative audit, the MDE provided individual school facility reports to the District. Since December 2016, only three (3) schools have corrected documented deficiencies. ****

ELEMENTARY SCHOOLS*

* Additional findings: the elementary schools failed to place safety covers in all unused sockets, failed to provide teachers with a method of entry into restrooms for the safety of children, failed to provide a boundary between the designated outside play area, the driveway, and parking lot, and failed to repair/remove broken equipment (See Standards 17.1 and 17.2).

Boyd Elementary School

Dr. Brady, Principal

Attended by: Mr. Fred Davis, Maintenance Director and Ms. Irvin, Head of Custodians

11/28/2018

Findings:

Exterior

- Exposed wires on courtyard light outside Room 8.
- Gutters and down spouts were obstructed with leaves.
- Rotten wood outside the auditorium entrance.
- Damaged awning near Portable Classroom 226.
- Rotten tree leaning toward Portable Classroom 228.
- Rotten/dead limbs and leaves on top of portable classrooms and walkway awning.
- Playground did not meet Consumer Product Safety Commission guidelines.

Classrooms

- No second means of egress in the library, computer room, and speech room.
- Grade 3 and Grade 4 classroom windows do not meet Life Safety Code.
- Classroom doors cannot be secured.
- Evacuation maps not posted in all classrooms.
- Second means of egress door would not open in Room 6.
- Broken glass on second means of egress door in Rooms 6 and 12.

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- Second means of egress door was obstructed in Room 11.
- Unprotected lights in Room 6.
- Exposed wires on the west wall in Room 6.
- More than 20% of walls covered with paper/art work in several classrooms.
- Unprotected electrical outlets in Rooms 23 and 26.
- The school failed to place safety covers in all unused sockets.

Portable Classrooms

- Unprotected lights outside portable classroom doors.
- Discharged portable fire extinguisher in Portable Classroom 103.
- No portable fire extinguisher in Portable Classroom 228.
- Unprotected lights in Portable Classroom 228.

Restrooms

- Grade 4 and Grade 5 restrooms were out of order.
- Inoperable sinks in Grade 1 restrooms.
- Missing drain grate in Grade 1 girls' restroom.

Halls

- Broken glass on Grade 4 hall south exit door.
- No emergency lighting in Grade 3 hall.
- Two (2) inoperable water fountains in the Grade 3 hall.
- Inoperable emergency lighting in the Yale hall.
- No panic hardware on Grade 1 hall north exit doors.

Auditorium

- No panic hardware on the north doors.
- Unprotected electrical outlets in the stage area.

Corrective Actions:

- Provide covers for all exposed wires.
- Clean gutters and downspouts.
- Replace rotten wood outside auditorium doors.
- Repair damaged awning near Portable Classroom 226.

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- Remove rotten tree near Portable Classroom 228.
- Remove leaves/limbs from top of walkway awning and portable classrooms.
- Provide a second means of egress in library, computer room, and speech room.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Install door hardware or other device that will allow classroom doors to be secured.
- Post evacuation maps in classrooms in the same general location.
- Verify all classroom second means of egress doors will open and are not obstructed.
- Replace all broken door glass.
- Provide covers for all unprotected lights.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Provide covers for all unprotected electrical outlets.
- Have all discharged portable fire extinguishers inspected, tested, and tagged.
- Provide a fire extinguisher in Portable Classroom 228.
- Repair restrooms on Grades 3 and 4 halls.
- Repair/replace all inoperable restroom sinks.
- Replace missing floor drain grate in Grade 1 girls' restroom.
- Install emergency lighting in halls where needed.
- Repair or replace all inoperable water fountains.
- Repair or replace all inoperable emergency lighting.
- Install panic hardware on exit doors where needed.
- The school failed to place safety covers in all unused sockets.

Recommendation:

- Provide shock absorbent material around all playground equipment. Refer to the Consumer Product Safety Commission's Guidelines for Playground Safety: www.cpsc.gov.

11/28/2018

Green Elementary School**Dr. McGee, Principal****Attended by: Mr. Fred Davis, Maintenance Director and Ms. Irvin, Head of Custodians****Findings:****Exterior**

- Damaged wooden walkways to portable classrooms.
- Rotten/damaged walkway outside Room 026 needs to be removed.
- Playground did not meet Consumer Product Safety Commission guidelines.

Interior

- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

Kitchen/Dining Area

- No lighted exit signs above south doors.
- Exit/emergency lighting inoperable above west door.
- Inoperable light on the vent-hood.
- Unprotected lights by the back door in the kitchen area.
- Boxes stored within 18 inches of the ceiling in the dry goods area.
- Damaged floor tile in the dining area.

Classrooms

- Second means of egress windows were inoperable in Rooms 5, 6, and 7.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Curtains covering second means of egress windows in Room 4.
- Unprotected light in the restroom in Room 2.

Portable Classrooms

- No exterior door handle on Portable Classroom 024.
- Damaged skirting on several portable classrooms.
- Rotten wood on the northwest corner of Portable Classroom 026.
- Portable Classroom 036 is not level.
- Damaged electrical outlet on the north wall in Portable Classroom 107.
- Missing doorway threshold in Portable Classroom 107.
- Damaged floor tile in Portable Classroom 316.

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- Rotten wood at the entrance of Portable Classroom 053.
- Unprotected lights in Portable Classroom 315 and 107.
- Unprotected lights outside Portable Classrooms 036, 245, 315, and 316.

Auditorium

- Inoperable emergency lighting in the seating area.

Halls

- No emergency lighting in hall.
- Broken door glass on east hall exit door.
- Inoperable exit sign on the south hall.

Corrective Actions:

- Repair or replace damaged walkways to portable classrooms.
- Install GFCI type receptacles where needed.
- Install lighted exit signs where needed.
- Repair or replace all inoperable exit signs/emergency lighting.
- Replace all inoperable lights.
- Provide covers for unprotected lights.
- Remove boxes stored within 18 inches of ceiling in the dry goods area.
- Replace damaged floor tile.
- Verify all classroom egress windows are operational.
- Remove curtains/paper from second means of egress windows.
- Install outside door handle on Portable Classroom 024.
- Replace missing and damaged skirting around portable classrooms.
- Replace rotten wood on Portable Classrooms 026 and 053.
- Level Portable Classroom 036.
- Repair damaged electrical outlet in Portable Classroom 107.
- Replace missing threshold in doorway of Portable Classroom 107.
- Replace damaged floor tile.
- Install emergency lighting where needed.
- Replace broken glass near the northeast hall door.

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Recommendation:

- Provide shock absorbent material around all playground equipment. Refer to the Consumer Product Safety Commission's Guidelines for Playground Safety: www.cpsc.gov.

Lee Elementary School

Dr. Cynthia Veals, Principal

Attended by: Mr. Fred Davis, Maintenance Director

11/28/2018

Findings:

Exterior

- Large, deep hole near music portable classroom.
- Electrical A/C panels not secured near portable classrooms.

Boiler Room

- Cluttered.

Auditorium

- Exposed wires on stage wall.
- Unsecured helium tank.

Kitchen/Dining Area

- Inoperable emergency lighting.
- Unprotected lights in the dining area.

Main Halls

- No panic hardware on east exit door.
- Broken glass on west hall exit door.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.
- Several unprotected lights in restrooms.
- No panic hardware on Grade 3 hall exit doors.

Attachment E

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Classrooms

- No second means of egress in Rooms 1, 2, 4, 7, 9, 11, 13, and 14.
- Exposed wires on a ceiling fan in Room 14.
- Classroom doors cannot be locked.
- Expired portable fire extinguisher in Room 9.

Portable Classrooms

- Damaged skirting on portable classrooms.
- Unprotected exterior lights on Portable Classrooms 210 and 268.
- No door closers in Portable Classrooms 078, 096, and 268.
- No lighted exit signs in Portable Classroom 096.

Corrective Actions:

- Fill hole with dirt near music portable classroom.
- Secure exterior electrical A/C panels.
- Remove clutter from boiler room.
- Provide covers for all exposed wires.
- Secure helium tank in the auditorium.
- Repair or replace all inoperable emergency lighting.
- Provide covers for all unprotected lights.
- Install panic hardware where needed.
- Replace broken glass on west hall exit door.
- Install GFCI type receptacles where needed.
- Provide a second means of egress where needed.
- Install door hardware or other device that will allow classroom doors to be secured.
- Have all expired portable fire extinguishers inspected, tested, and tagged.
- Repair or replace damaged skirting on portable classrooms where needed.
- Install door closers where needed.
- Install lighted exit signs in Portable Classroom 096.

11/28/2018

Marshall Elementary School

Ms. Young, Principal

Attended by: Mr. Fred Davis, Maintenance Director and Ms. Irvin, Head of Custodians

Findings:

Exterior

- Unsecured lower courtyard gates.
- Unprotected light outside Room 25.
- Unprotected lights on the front entrance walkway.
- Disconnected gutter pipe on the southeast end of the new building.

Interior

- Fire alarm system was in trouble mode.

Lower Courtyard Classrooms

- Several classrooms had more than 20% of walls covered with paper/art work.
- Electrical extension cord being used as a permanent power source in Room 23.
- Unprotected lights in the courtyard restrooms.
- Damaged floor tile in Room 27.
- Power strips were plugged into power strips in Room 25.

New Wing Classrooms

- Several classrooms had more than 20% of walls covered with paper/art work.
- Second means of egress windows were obstructed in several classrooms.

Main Building

- Damaged floor tile in several classrooms.
- East wall electrical outlets were not working in Room 4.
- Missing door closer in Room 7.
- Open blanks in the janitorial closet electrical panel.
- Janitorial closet was full of clutter.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Damaged door closer on the east library exit door.

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Kitchen/Dining Area

- Inoperable emergency lights.
- Missing floor tile in the cooking area.
- Electrical extension cord being used as a permanent power source on the warmer.

Auditorium

- Damaged emergency lighting in the seating area.
- Damaged door closer on the east exit doors.
- Damaged floor tile.

Corrective Actions:

- Secure lower courtyard security gates.
- Provide covers for all unprotected lights.
- Repair damaged gutter drain on the southeast side of the new building.
- Have fire alarm system inspected and repaired to clear trouble codes.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Install a permanent power source where electrical extension cords are being used.
- Replace or cover all damaged/missing floor tile.
- Verify that all power strips are plugged directly into permanent power source.
- Verify all classroom egress windows are not obstructed.
- Repair/replace inoperable electrical outlets.
- Install door closer on exit door in Room 7.
- Provide covers for all open blanks in electrical panels.
- Remove clutter from janitorial closet.
- Install GFCI type receptacles where needed.
- Repair or replace damaged door closers.
- Repair or replace damaged/inoperable emergency lighting.

McLeod Elementary School**Mrs. Blakey, Principal****Attended by: Mr. Fred Davis, Maintenance Director and Ms. Irvin, Head of Custodians****Findings:****Auditorium**

- No panic hardware on exit doors.
- Attachment E

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Classrooms

- Windows did not meet Life Safety Code in the old building.
- Power strip plugged into a power strip in Room 16.
- Boxes were stacked within 18 inches of ceiling in Room 18.
- Several second means of egress doors were obstructed in the new building.
- A/C not working in Room 26.
- Unprotected lights in Room 2.

Kitchen/Dining Area

- Unprotected lights in the cooking area.
- Inoperable emergency lighting in the dining area.
- No panic hardware on dining area exit doors.
- West exit door closer damaged.

Hallways

- Emergency lights were inoperable in the old hallways.
- Missing door glass in the new hallway doors.
- Unprotected light entering the new hall.

Corrective Actions:

- Install panic hardware where needed.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress in the old building.
- Label all second means of egress windows and verify that they are kept unobstructed.
- Verify that all power strips plug directly into a permanent power source.
- Remove boxes within 18 inches of ceiling in Room 18.
- Remove obstructions from second means of egress doors in the new building.
- Repair A/C in Room 26.
- Provide covers for all unprotected lights.
- Repair or replace inoperable emergency lighting.
- Repair or replace damaged door closers.
- Replace missing glass in doors entering the new hall.

11/28/2018

Van Winkle Elementary School**Ms. Houston, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Exterior**

- Damaged back parking lot surface where buses had parked.

Interior

- Trouble code on fire alarm system.

Main Building

- Second means of egress doors would not swing open in several classrooms.

Attachment E

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- Several classroom door closers were damaged.
- Second means of egress doors were obstructed in several classrooms.
- Several classrooms had more than 20% of walls covered with paper/art work.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

Kitchen/Dining Area

- No emergency lighting in the dining area.

Corrective Actions:

- Repair damaged parking lot.
- Have fire alarm system inspected and repaired to clear trouble codes.
- Remove concrete so egress door can swing open.
- Repair or replace damaged door closers.
- Verify second means of egress doors are not obstructed.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Install GFCI type receptacles on all water fountains.
- Install emergency lighting in the dining area.

Wilkins Elementary School**Ms. Brown, Principal****Attended by: Mr. Fred Davis, Maintenance Director**

11/28/2018

Findings:**Exterior**

- Front sidewalk was cracked and damaged.
- Electrical service line hanging low behind the school.

Halls

- Broken front entrance door glass.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

Auditorium

- Inoperable emergency lighting.
- Helium gas cylinder was not secured in the stage area.

Kitchen/Dining Area.

- Inoperable emergency lighting.
- No panic hardware on the north exit doors.
- Items stacked within 18 inches of ceiling in dry good area.
- Expired Boiler certificate.
- Cluttered boiler room.
- Floor wax stored in the boiler room.

Old Building Classrooms

-
- Unprotected lights in Kindergarten classroom restrooms.
- Chairs were stacked to ceiling in Room 1.
- Several classrooms were cluttered.
- Windows did not meet Life Safety Code in the Kindergarten rooms.
- No heat in Room 14.
- Windows did not meet Life Safety Code.

Attachment E

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- Power strips were plugged into power strips in Room 9.

New Building Classrooms

- More than 20% of walls were covered with paper/art work in Room 105.
- Portable floor heater being used in Room 115.
- Missing ceiling tile in Room 117.
- Damaged fire alarm pull handle on the east hall.

Corrective Actions:

- Repair damaged sidewalks.
- Raise low hanging electrical service line.
- Replace broken door glass at front entrance.
- Install GFCI type receptacles where needed.
- Repair or replace inoperable emergency lighting.
- Secure helium gas cylinder in the stage area.
- Install panic hardware on north exit door in the dining area.
- Remove items stacked within 18 inches of ceiling in the dry goods area and Room 1.
- Post updated boiler certificate near equipment.
- Remove clutter and floor wax from boiler room.
- Modify one (1) window in each classroom where needed to meet Life Safety Code for use as a second means of egress.
- Label all second means of egress windows and verify they are kept unobstructed.
- Provide covers for unprotected lights.
- Remove clutter from classrooms.
- Repair heat in Room 14.
- Verify all power strips are plugged into a permanent power source.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Remove floor heater from Room 115.
- Replace missing ceiling tiles.
- Repair fire alarm pull handle on the east hall in the new building.

MIDDLE SCHOOLS

11/28/2018

Bailey APAC Middle School

Ms. Christi Hollingshead, Principal

Attended by: Mr. Fred Davis, Maintenance Director and Ms. Pepper, Head of Custodians

Findings:

Hallways

- Unsecured hall lockers.
- Unsecured hall gates.
- Unprotected lights in halls.
- Inoperable emergency lights in the lower hall.

Classrooms

- Unprotected lights in Rooms 102, 228, and 234.
- More than 20% of walls covered with paper/art work in Rooms 112 and 114.
- Obstructed second means of egress in Room 112.
- Damaged conduit on the west wall in Room 107.
- No second means of egress in Rooms 108, 109, and 110.
- Power strips plugged into power strips in Rooms 306, 314, and library.
- Unprotected electrical outlets in Rooms 302 and 303.
- Vent-hood inoperable in Room 303.

Restrooms

- Damaged door closer on the lower hall boys' restroom.

Kitchen/Dining Area

- Inoperable emergency lights.
- Water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Open blank in the kitchen electrical panel.
- No lighted exit sign above the north dining area exit door.

Auditorium (stage area under construction at this time)

- No emergency lighting in the seating and foyer area.
- No portable fire extinguisher in the balcony.

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- Several damaged seats.
- Water damaged walls in the north hall.
- Damaged floor tile in the north hall.
- Damaged northeast exit door closer.

Gymnasium

- Inoperable emergency/exit lights.
- No door closers on exit doors.
- No panic hardware on exit doors.
- There was a hasp on the southwest exit door.
- No A/C in the gymnasium.
- No portable fire extinguisher in the locker room area.
- No emergency lights in the locker room area.

Corrective Actions:

- Secure hall lockers.
- Secure hall security gates.
- Provide covers for unprotected lights.
- Repair/replace inoperable emergency lights.
- Verify no more than 20% of classroom walls are covered with paper/art work in Rooms 112 and 114.
- Remove second means of egress obstruction in Room 112.
- Repair/replace damaged electrical conduit in Room 107.
- Provide a second means of egress in Rooms 108, 109, and 110.
- Verify that all power strips are plugged directly into a permanent power source.
- Provide covers for unprotected electrical outlets.
- Repair vent-hood in Room 303.
- Repair/replace damaged door closers on boys' restroom and northeast auditorium doors.
- Install GFCI type receptacles on all water fountains.
- Provide covers for open blanks in electrical panels.
- Install lighted exit sign above north exit door in the dining area.
- Install emergency lights in the auditorium foyer and seating area.
- Provide portable fire extinguisher in the auditorium balcony.
- Repair/replace damaged seats in the auditorium.
- Repair damaged wall in the auditorium north hall.

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- Replace damaged floor tile in the auditorium north hall.
- Install emergency lighting/exit signs where needed.
- Install A/C in the gymnasium.
- Install door closers on gymnasium exit doors.
- Install panic hardware on gymnasium exit doors.
- Remove hasp from southwest exit door in gymnasium.
- Install portable fire extinguisher in the locker room area.

Brinkley Middle School

Mr. Larry Armstrong, Principal

Attended by: Mr. Lawson, Head Custodian

Findings:

Exterior

- No "Visitor" parking signs.
- Main utility shut-offs not identified by signage.
- Unprotected light above the east exit door in the Grade 7 hall.
- Sewage leaking under the building for a long period of time.
- Sewage water in the tunnel area has been pumped down several times. It was holding a minimum of 12 inches of water at the time of observation. (This is not a new problem.)
- Sink hole in service driveway.
- Garbage dumpster is too close to the building.

Interior

- Strong sewage odor in the building.
- Bats in the school (auditorium).
- No campus map identifying locations of the main utility shut-offs posted in main office.
- Asbestos Management Plan not on file in the main office.
- Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Fire alarm systems in trouble mode.
- Boiler certificates expired.
- Expired portable fire extinguisher in the middle stairwell.
- Unsecured/damaged lockers in the main hall.

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Auditorium

- Missing door closers on the east and west exit doors.
- Seating capacity not posted.
- Evacuation maps not posted.
- Inoperable exit/emergency lighting in the seating area.
- No portable fire extinguishers in the seating area.
- Damaged walls on the southeast and southwest corners in the seating area.
- Chains and padlocks on the northeast exit doors.

Classrooms

- Classroom windows not labeled for use as a second means of egress.
- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in several classrooms.
- Several doors had broken glass.
- Unprotected electrical outlets in Rooms 113, 114, 115, 117, and 121.
- Leaks in Room 102 and library.
- No second means of egress in Room 12 (barrier windows).
- Exposed wires in Room 113.
- Expired portable fire extinguishers in Rooms 118 and 22A.
- More than 20% of classroom walls covered with paper in Room 109.
- Unprotected light switch in Room 110 storage area.
- Unprotected lights in Room 119.

Halls

- Broken glass in the foyer area.
- Damaged hall lockers.
- No emergency lighting in the middle stairwell.
- Strong raw sewage odor in the halls.
- The foundation has moved in several areas in the hall.
- Inoperable emergency lighting in the stairwells, halls.
- Unprotected lights.
- Inoperable elevator.
- Damaged water fountains on the second floor hall.
- Exposed electrical wires in the halls near Rooms 113, 115, 210, and 215.

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Restrooms

- Unprotected lights in the Grade 6 restrooms.
- Inoperable urinal in the Grade 6 boys' restroom.
- Unprotected lights in the second floor restrooms.
- Hole in the wall in the second floor boys' restroom.
- Damaged urinal in the second floor boys' restroom.

Kitchen/Dining Area

- No emergency lighting in the dining area.
- No exit signs in the dining area.
- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Unprotected lights in the dining area.
- No portable fire extinguisher in the dining area.
- A strong sewage odor.
- Problem with rats and mice in the cooking area.
- Kitchen staff had not received fire safety training.

Gymnasium

- Strong sewage odor.
- Roof leaks.
- Unprotected lights.
- Inoperable emergency lighting.
- Evacuation maps not posted.
- Seating capacity not posted.
- Unprotected lights in the locker room.
- Bleachers inoperable.
- Damaged panic hardware on the southwest exit door.
- Damaged southwest exit door.

Corrective Actions

- Have a foundation company address foundation issues.

HIGH SCHOOLS

11/28/2018

Callaway High School

Mr. William Trammell III, Principal

Attended by: Mr. Steward, Head Custodian

Findings:**Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main entrance not readily identifiable.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Exterior A/C panels not secure.~~
- ~~Expired boiler certificates.~~
- ~~Hole near the sidewalk on the north side of C building.~~
- ~~Graffiti painted on the parking lot and sidewalk behind C building.~~

Interior

- ~~No campus map identifying locations of main utility shut-offs posted in the main office.~~
- ~~Asbestos Management Plan not on file in the main office.~~
- ~~Fire alarm system inoperable.~~
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~
- ~~Roof leaks throughout buildings.~~
- ~~Damaged to the ceiling tiles due to students jumping over the security gate located in the stairwell on the second floor hall behind the gymnasium (It was reported by staff that students do this daily so they can gamble and school administrator is aware this is happening).~~

Classrooms

- ~~Windows did not meet Life Safety Code (new wing only).~~
- ~~No second means of egress.~~
- ~~Evacuation maps not posted in classrooms.~~
- ~~More than 20% of walls covered with paperart work in several classrooms.~~
- ~~No second means of egress in Rooms 103 and 104.~~
- ~~Damaged electrical outlet near the door in Room 102.~~
- ~~Unprotected lights in Rooms 101 and 202.~~
- ~~Surge protector plugged into surge protectors in Rooms 101, 103, and 122.~~
- ~~Missing ceiling tiles in several classrooms.~~

Attachment E

11/28/2018

- ~~Inoperable ceiling light in several classrooms.~~
- ~~Electrical extension cords used as a permanent power source in Rooms A111 and 128.~~
- Exposed wires in the biology lab storage room.
- Lab storage rooms full of clutter.
- No chemical inventories for chemicals in Rooms 119, 118, and 208.
- No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 118, and 208.
- Old chemicals need to be removed.
- ~~Water damaged window in Room 208.~~
- ~~Roof leaks in Rooms 208, 210, A215, and library.~~
- ~~Damaged ceiling tile in Room 215.~~
- ~~Inoperable lights in the library.~~
- ~~Several discolored light covers in the library.~~
- Glass containers not stored in a safe cabinet in the old lab (Room 202).

Halls

- ~~Hall lockers are misused and not secured.~~
- ~~Portable fire extinguishers removed in halls due to students discharging them. (Several extinguishers found stored in a storage room on the second floor away from students.)~~
- ~~No emergency lighting in stairwells.~~
- Damaged tread on stairs.
- ~~Discharged portable fire extinguisher near the records office.~~
- ~~Inoperable emergency lighting in the 100, B100, and B200 halls.~~
- ~~No emergency lights on the A100 and A200 halls.~~
- ~~Damaged door closer on the A100 hall and west 200 doors.~~
- ~~Missing portable fire extinguisher on the west end of the A100 hall.~~
- ~~Unprotected electrical outlet on the water fountain near Room A115.~~
- ~~Hole under the water fountain near the auditorium.~~
- ~~Damaged ceiling tiles in several halls.~~
- ~~No portable fire extinguishers in the B100 hall.~~
- ~~Missing ceiling tile in hall behind the gymnasium.~~
- ~~East exit door in the hall behind the gymnasium obstructed with a security gate.~~
- ~~No portable fire extinguishers in the hall behind the gymnasium.~~
- ~~Exit/emergency lighting damaged in the hall behind the gymnasium.~~
- ~~Unprotected electrical outlet near the east exit door in the hall behind the gymnasium.~~

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- Missing door closers on the A-200 west hall doors.
- Exposed wires near Room 214 in the main hall.
- Electrical extension cord being used as a permanent power source to the drink machine in the main foyer.
- Exposed water pump in the hall ceiling outside the boys' restroom on the 200 hall.
- The west stairwell on the 200 hall has a roof leak, damaged ceiling tile, and inoperable emergency lighting/exit signs.
- No portable fire extinguishers on the 200 hall.
- There was an inoperable water fountain near Room 204.
- Broken glass in the south exit door leading to the C building.

Restrooms

- Damaged/missing stall doors in the 100 hall and second floor restrooms.

Gymnasium

- Damaged door closers on several exit doors.
- Damaged panic hardware on several exit doors.
- Broken glass above the north exit door.
- Evacuation maps not posted.
- Seating capacity not posted.
- Damaged exit signs/emergency lighting.
- No emergency lighting in the foyer area.
- Open blanks in the electrical panel.
- Unprotected lights in locker/dressing rooms.
- Exposed wires above the southwest exit door.
- Bleachers damaged and inoperable.
- Unprotected lights in the west gymnasium hall.
- Missing ceiling tile in the west gymnasium hall.
- Roof leaks.
- Discharged portable fire extinguisher.
- Unprotected lights in the locker rooms.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Inoperable emergency lighting in the seating area.

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- No portable fire extinguishers in the seating area.
- East exit doors cannot be secured.
- Southeast exit door obstructed with pipes and wooden boards.
- Damaged door closers on the west exit doors.
- Damaged seats in the seating area.
- Roof leaks in the stage area.
- Expired portable fire extinguisher in the stage office.
- No portable fire extinguisher in the stage area.
- No power on the fire alarm panel in the stage area.

Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- No portable fire extinguisher in the dining area.
- Inoperable emergency lighting in the dining area.
- Exposed wires near the milk box on the serving line.
- Missing door closer on the southeast exit door in the dining area.
- Roof leaks.
- Kitchen staff has not received fire safety training.

C Building

- Cigarette smoke was strong in the restroom and main hall.
- No second means of egress in classrooms.
- Broken door glass in south exit door.
- Broken glass above the south exit door.
- Door closers damaged on the restroom doors.
- No emergency lighting in the hall.
- Hall lockers are unused and were not secured.
- No portable fire extinguisher in the hall.
- Missing ceiling tile in Room 11.
- No second means of egress in Room 11.
- Roof leaks.
- Exposed wires in the band hall near the south exit door.
- Student workstation lights were damaged in Room 12.

11/28/2018

- ~~Exposed wires in Room 13 on the southeast wall.~~
- ~~Expired portable fire extinguisher in Room 13.~~
- ~~Electrical extension cord used as a permanent power source in Room 14.~~
- ~~Room 16 was cluttered.~~
- ~~Unprotected lights in the music room.~~
- ~~No portable fire extinguisher in the music room.~~
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~

Field House

- ~~Stopped up floor drains causing water to stand on floor.~~
- ~~Weight room flooded with sewage water.~~
- ~~Damaged floor tile.~~
- ~~No portable fire extinguisher.~~
- ~~Unprotected lights.~~
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~

Corrective Actions:

- Provide updated boiler certificates near equipment.
- Fill hole near sidewalk north of C building.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Label all second means of egress windows and verify they are kept unobstructed.
- Post evacuation maps in all classrooms in same general location.
- Post evacuation maps in the dining area.
- Provide covers for all exposed wires.
- Remove clutter from lab storage area.
- Provide a chemical inventory for all chemicals on hand.
- Provide Material Safety Data Sheets (MSDS) for all chemicals on hand.
- Remove all outdated and unused chemicals from the chemical storage area.
- Secure glass containers when not being used in Room 202.
- Replace damaged step tread.
- Replace all broken door glass.
- Post evacuation maps in gymnasium.

11/28/2018

Forest Hill High School**Mr. Tommy Nalls, Principal****Attended by: Mr. Jackson, Head Custodian****Findings:****Exterior**

- ~~• No "Visitor" parking signs.~~
- ~~• Main entrance not clearly identified.~~
- ~~• Main utility shut-offs not identified by signage.~~
- ~~• Exterior A/C panels not secure.~~
- Expired boiler certificate.
- ~~• Gas smell present behind kitchen.~~
- Several yard drains covered with wooden pallets.
- Football field not level.

Interior

- ~~• No campus map identifying locations of main utility shut-offs posted in the main office.~~
- ~~• No Asbestos Management Plan on file in the main office.~~
- ~~• The fire alarm systems were in trouble mode.~~
- ~~• Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~
- Expired boiler certificates.
- Several damaged hall lockers.
- Roof leaks throughout the buildings.

Kitchen/Dining Area

- ~~• Seating capacity not posted in the dining area.~~
- ~~• Evacuation maps not posted in the dining area.~~
- ~~• Unprotected lights in the cooking area and dry goods room.~~
- ~~• Damaged/missing door closers on exit doors in the dining area.~~
- ~~• Water fountain cover was in the dining area.~~
- ~~• Kitchen staff had not received fire safety training.~~

Classrooms

- ~~• Second means of egress windows not labeled.~~
- Evacuation maps not posted in several classrooms

Attachment E

11/28/2018

- Inoperable ceiling lights in several classrooms.
- Damaged door hardware in Room 232.
- Roof leaks in Rooms 116, 119, 124, 145, 231, and 247.
- Power strips plugged into power strips in Rooms 127, 143, 144, 208, 242, and 245.
- Doors cannot be locked from inside.
- Electrical extension cords used as a permanent power source in Rooms 145, 220, and 246.
- Unprotected electrical outlets in Rooms 124, 127, 133, 138, 226, 228, 238, 239, and 246.
- No second means of egress in Rooms 125 and 132.
- Second means of egress blocked in Rooms 107, 108, and 108B.
- Exposed wires on the west wall in Room 228.
- No chemical inventories for chemicals in Rooms 119, 120, and 121.
- No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 120, and 121.
- Damaged door closer on the library door.
- Exercise equipment stored in the library.
- More than 20% of walls covered with paper in Rooms 220 and 242.
- Dirty floors.

Halls

- Unprotected lights in the science hall.
- Missing door closer on the main entrance door.
- Missing water fountain near Room 133.
- Water fountain inoperable near Room 226.
- Discharged portable fire extinguisher near Room 220.
- Roof leak in Room 202 for an extended time and students have complained about the smell.
- No emergency lighting in the common halls.
- Damaged ceiling tile in the common area.
- Dirty floors.

Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Inoperable emergency lighting in the seating area.
- Dirty and damaged carpet.
- Walls had water damage.

11/28/2018

- Roof leaks in the stage and seating area.
- ~~Exposed wires on the stage floor, in the pit and on the west wall.~~
- Termite damage on the stage floor.
- ~~Damaged light in the east foyer.~~

Restrooms

- ~~Unprotected lights in Rooms 106 and 218 restrooms.~~
- ~~Damaged floor in Room 106 restroom.~~
- ~~Missing urinal in the Room 218 boys' restroom.~~
- Dirty restrooms.

Gymnasium

- No A/C in the Gymnasium.
- ~~Exposed wires on the heaters in the foyer area.~~
- ~~Damaged door closers on the northeast exit doors.~~
- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~Inoperable emergency lighting.~~
- ~~Unprotected lights near the ticket booth, foyer area, restrooms, and locker rooms.~~
- ~~Ten (10) exit doors cannot be unlocked from the outside.~~
- ~~Broken glass on the southwest exit door.~~
- ~~Bleacher area dirty.~~
- Gym floor not level.
- ~~Four tile damaged at the south exit doors.~~
- Missing ceiling tile in restrooms.
- Damaged water fountains in locker rooms.
- ~~Step tread to locker rooms damaged.~~
- ~~No portable fire extinguisher in the multipurpose room.~~
- ~~No emergency exit lights in the multipurpose room.~~
- ~~Ants in the multipurpose room near the storage room.~~

Field House

- ~~Fire alarm system was in trouble mode.~~
- ~~No portable fire extinguisher.~~

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- Damaged water fountain.
- Water standing under sinks in the locker room.

Band Hall

- Unprotected lights above entrance door.
- Fire alarm system was turned off.
- No emergency lights.
- Exit lights were inoperable.
- Broken glass on the entrance door.
- No portable fire extinguisher.

ROTC Building

Classrooms

- Evacuation maps not posted.
- Inoperable ceiling lights in several classrooms.
- No second means of egress in Rooms 301 and 317.
- Damaged walls ceiling and floor in Room 304.
- Roof leaks.
- Electrical extension cord used as a permanent power source in Rooms 304 and 317.
- Unprotected lights in Rooms 304 and 315 and the soccer room.
- No way to secure the old locker room.
- Dirty Classrooms.

Restrooms

- Sewer lines to the restroom has collapsed causing flooding when it rains.
- Unprotected lights.
- Missing sinks.
- Unclean.

Halls

- No portable fire extinguishers.
- Exposed wires near Room 304.
- South exit door will not lock.
- Damaged door closers on the south exit doors.

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Corrective Actions:

- Post updated boiler certificates near equipment.
- Yard drains covered with wooden pallets should have the proper grates installed on them.
- Contact the Mississippi High School Athletic Association for information regarding football field repair.
- Repair all roof leaks.
- Secure or remove all damaged hall lockers.
- Post evacuation maps in all classrooms in same general location.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Label all second means of egress windows and verify they are kept unobstructed.
- Provide a second means of egress in Rooms 125 and 132.
- Provide a chemical inventory for all chemicals in Rooms 119, 120, and 121.
- Provide Material Safety Data Sheets (MSDS) for all chemicals in Rooms 119, 120, and 121.
- Classroom floors should be cleaned often.
- Repair/replace inoperable water fountains.
- Treat for termites in the stage area.
- Replace damaged/missing ceiling tiles.
- Restroom must be cleaned and sanitized.
- Install A/C in the gymnasium.
- Replace all missing/damaged ceiling tiles.
- Repair leaks under sinks in the field house.
- Install a second means of egress in ROTC Rooms 301 and 317.

Jim Hill High School**Ms. Tanyatemeika Mason, Principal****Attended by: Mr. Edward, Head Custodian****Findings:****Exterior**

- No "Visitor" parking signs.
- ~~Main entrance not clearly identified.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Exterior A/C panels not secure.~~
- Expired boiler certificates.

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Interior

- ~~No campus map identifying locations of main utility shut-offs posted in the main office.~~
- ~~No Asbestos Management Plan on file in the main office.~~
- ~~Fire alarm systems in trouble mode.~~
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~
- ~~Roof leaks throughout the buildings.~~

Kitchen/Dining Area

- ~~Seating capacity not posted in the dining area.~~
- ~~Evacuation maps not posted in the dining area.~~
- ~~Boxes stacked against the heater in the dry storage area.~~
- ~~Exposed wires near the cooler.~~
- ~~Damaged electrical outlet near the vent hood.~~
- ~~Kitchen staff had not received fire safety training.~~
- ~~No portable fire extinguishers in the dining area.~~
- ~~No exit signs in the dining area.~~

Classrooms

- Evacuation maps not posted in classrooms.
- ~~Second means of egress not labeled.~~
- ~~Inoperable ceiling lights in several classrooms.~~
- ~~Unprotected lights in Rooms 106, 211, and 301.~~
- Student workstations damaged in Room 301.
- ~~Bars on the window in Room 301.~~
- No chemical inventories for chemicals in Rooms 303, 305, and 308.
- No Material Safety Data Sheets (MSDS) for chemicals in Rooms 303, 305, and 308.
- Old chemicals needed removing.
- No emergency cutoffs at the teacher's station in labs.
- ~~Missing ceiling tiles in Room 305.~~
- ~~Roof leaks in Rooms 307, 309, and 310.~~
- ~~Egress doors obstructed in Room 107 and the ISS classroom.~~
- ~~Electrical extension cord used as a permanent power source in the ISS room.~~
- ~~Surge protectors plugged into surge protectors in Room 100.~~
- ~~Windows did not meet Life Safety Code in Room 112.~~

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Halls

- ~~Unprotected lights on the 200 and 300 halls.~~
- Damaged water fountains on the 100 and 300 halls.
- ~~Discharged portable fire extinguisher near the breezeway on the 300 hall.~~
- ~~Damaged exit signs on the 200, 300, and 400 halls.~~
- ~~Exposed wires on clocks on the 200 and 400 halls.~~
- ~~Exposed wires near Rooms 106 and 107.~~
- ~~No emergency lighting in stairwells.~~
- ~~Open blanks in the electrical panel on the 200 hall near Room 200.~~
- ~~Unprotected lights in stairwells.~~
- ~~Security gates not secured on the 400 hall.~~
- ~~Damaged panic hardware on the 100 west hall exit door.~~
- ~~Unprotected light switch near the 100 west hall exit door.~~

Auditorium

- ~~Seating capacity not posted in the seating area.~~
- ~~Evacuation maps not posted in the seating area.~~
- ~~No portable fire extinguishers in the seating area.~~
- ~~No portable fire extinguisher in the stage area.~~
- ~~Damaged door closer on the exit door.~~

Gymnasium

- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~Damaged exit/emergency lights.~~
- ~~Roof leaks.~~
- Damaged bleachers.
- ~~Damaged panic hardware on the southwest exit door.~~

Restrooms

- ~~The 300 girls' restroom locked due to inoperable sinks and toilets.~~
- ~~Unprotected lights in the 300 restroom.~~
- ~~Unprotected lights in the 100 boys' restroom.~~
- Inoperable urinals in the 100 boys' restroom.

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- Unprotected lights in the second floor restrooms.

Field House

- Fire alarm system in trouble mode.

ROTC Building

- Fire alarm system in trouble mode.
- Broken window glass on the south hall window.
- Classroom doors cannot be locked from inside.
- Classroom windows cannot be secured.
- Second means of egress windows not labeled.

Grade 9 Building

- Fire alarm systems in trouble mode.
- Roof leaks.

Grade 9 Classrooms

- Second means of egress windows not labeled.
- Unprotected electrical outlet in Room 404.
- Evacuation maps not posted in classrooms.
- Roof leak in Room 501.
- No chemical inventory for chemicals in Room 501.
- No Material Safety Data Sheets (MSDS) for chemicals in Room 502.
- Old chemicals needed to be removed.
- Damaged door hardware on band hall door.
- Dirty carpet in the band hall.

Halls

- Damaged panic hardware on the 500 hall north exit door.
- Unprotected lights in the south stairwells.
- Missing ceiling tile on the 600 hall.

Restrooms

- Unprotected lights in the restrooms.
- Damaged door closer on the 600 hall boys restroom door.

Attachment E

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Corrective Actions:

- Provide "Visitor" parking signs.
- Post updated boiler certificates near equipment.
- Post evacuation maps in classrooms in same general location.
- Repair damaged work station in Room 301.
- Provide a chemical inventory for all chemicals on hand.
- Provide Material Safety Data Sheets (MSDS) for all chemicals on hand.
- Remove old chemicals.
- Install emergency cut-offs at teacher's station in labs.
- Repair/replace all damaged water fountains.
- Clean/repair damaged bleachers.
- Repair/replace all damaged urinals in restroom.
- Provide covers for all unprotected lights.
- Repair fire alarm systems.
- Clean/replace carpet in the band hall.

Murrah High School**Mr. Green, Principal****Attended by: Ms. Evans, Head Custodian****Findings:****Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Exterior A/C panels not secure.~~

Interior

- Trouble code on the alarm system.
- ~~No campus map identifying locations of main utility shut-offs posted in the main office.~~
- ~~Asbestos Management Plan not on file in the main office.~~
- Evacuation maps not posted in all classrooms.
- Inoperable ceiling lights in several classrooms.
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~

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Auditorium

- Trouble code on the alarm panel by the auditorium entrance.
- ~~No portable fire extinguisher in the stage area.~~
- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~Inoperable emergency lighting.~~

Grade 9 Building

- ~~Broken glass pane on the entrance door.~~
- ~~Unprotected light in the lower and upper girls' restrooms.~~
- Classroom windows not labeled for use as a second means of egress.
- ~~Expired portable fire extinguisher between Rooms 405 and 407.~~
- ~~Power strips plugged into power strips in Rooms 400, 504, and 505.~~
- ~~Books stored under the south stairwell.~~
- ~~Damaged exit sign by the south stairwell.~~
- ~~Unprotected lights in the upper boys' restroom.~~
- ~~Detached electrical outlet in Room 510.~~
- ~~Missing ceiling tiles in Rooms 504 and 506.~~
- ~~Missing lights in Room 503.~~
- ~~Expired/discharged portable fire extinguisher in Room 502.~~
- ~~Unprotected electrical outlet on a workstation in Room 504.~~
- ~~Expired portable fire extinguisher in Room 504.~~

Portable Classrooms

- Damaged flooring by the entrance.
- ~~Damaged panic hardware in Portable Classroom 305.~~
- No lighted exit signs in Portable Classrooms 304 and 305.
- Unprotected lights in Portable Classrooms 304A, 304B, 305, and 306A.
- ~~No smoke detectors in Portable Classrooms 301, 302, 304A, 304B, 305, 306A, and 306B.~~
- ~~Damaged steps by Portable Classroom 304.~~
- ~~Damaged walls in Portable Classrooms 304A, 306A, and 306B.~~
- ~~Unprotected electrical outlet on the west wall of Portable Classroom 304A.~~
- ~~Inoperable exit signs in Portable Classrooms 301, 302, 306A, and 306B.~~
- ~~Damaged walkways (tripping hazard) by the portable classrooms.~~

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- No portable fire extinguisher in Portable Classroom 306B.
- ~~Intercom inoperable in Portable Classroom 301.~~
- No emergency lighting in portable classrooms.

Main Building 100 Hall

- Electrical extension cord used as a permanent power source in the library.
- Power strip plugged into a power strip in the library.
- ~~Emergency lighting inoperable in the library.~~
- ~~Emergency lighting inoperable in the main hall.~~
- ~~Intercom not working properly in Room 108.~~
- ~~Second means of egress doors obstructed in Rooms 104, 106 and 108.~~
- ~~Damaged door closer by Room 104 in the main hall.~~
- No second means of egress in Rooms 101, 103, 105 and 107.
- ~~Power strips plugged into power strips in Rooms 103, 110, 112 and 118.~~
- Electrical extension cords used as a permanent power source in Rooms 105, 118 and 119.
- ~~Unprotected lights by the east stairwell.~~
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- ~~Loose electrical conduit on the east wall in Room 124.~~
- ~~Unprotected lights in the stairwell by Room 127.~~
- East wing classroom windows not labeled for use as a second means of egress.
- Several east wing classroom windows covered with paper/curtains.
- ~~Discharged portable fire extinguisher on the south end of the east hall.~~
- ~~Damaged exit sign in the south stairwell of the east hall.~~
- ~~Unprotected lights in the south stairwell of the east hall.~~
- ~~Damaged water fountain by Room 131.~~
- Foundation dropped in Rooms 112, 114, and 117.
- Wall damage caused by foundation settling in Room 117.

Main Building 200 Hall (Upper Floor)

- ~~Emergency lighting was inoperable in the stairwells and main hall.~~
- ~~Old tables needed to be removed from Room 201.~~
- No second means of egress in Room 201.
- ~~Room 201 was drafty.~~
- ~~Damaged door in Room 203.~~

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- ~~Power strips plugged into power strips in Rooms 202 and 206.~~
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- ~~Inoperable west exit sign.~~
- ~~Detached loose electrical conduit in Rooms 205 and 207.~~
- No chemical inventory in Room 206.
- No Material Safety Data Sheets (MSDS) in Room 206.
- Old unused chemicals in the chemical storage area in Room 206.
- Eye-wash station inoperable in Room 206.
- ~~Missing ceiling tiles outside Room 210.~~
- ~~Ceiling water leak outside Room 210.~~
- ~~Unprotected lights in the boys' restroom.~~
- ~~Intercom did not work properly in Room 217.~~
- ~~Missing ceiling tiles in the east wing boys' restroom.~~
- Classroom windows not labeled for use as a second means of egress in Rooms 219, 220, 221, 222, and 223.
- ~~Room 223 was cluttered.~~

Gymnasium

- Broken window pane on the gymnasium door across from Room 105.
- No lighted exit signs in the lobby.
- ~~Inoperable lights in the lobby.~~
- ~~No panic hardware on gymnasium doors leading into the lobby.~~
- Emergency lighting inoperable/damaged.
- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- Damaged data wires by the entrance of boys' home dressing room.
- ~~Unprotected lights in the dressing rooms.~~
- ~~Weight room needed painting.~~

Field House

- Trouble code on the fire alarm system.

Kitchen/Dining Area

- Exposed wires in the green electrical panel in the boiler room.
- ~~Open blanks in the boiler room electrical panels.~~

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- ~~Boiler certificates not posted near equipment.~~
- Unprotected lights in the cooler/freezers.
- ~~Inoperable lights in the vent hood.~~
- ~~No portable fire extinguishers in the dining area.~~
- ~~Evacuation maps not posted in the dining area.~~
- ~~Seating capacity not posted in the dining area.~~
- No emergency lighting in the dining area.
- ~~Kitchen staff had not received fire safety training.~~

Corrective Actions:

- Have all alarm systems inspected and repaired to clear trouble codes.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable lights.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Repair damaged floor in portable classrooms.
- Install lighted exit signs/emergency lighting where needed.
- Provide covers for all unprotected lights.
- Provide a portable fire extinguisher in Portable Classroom 306B.
- Install a permanent power source where electrical extension cords are being used.
- Verify that all power strips plug directly into a permanent power source.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Remove paper/curtains from all second means of egress windows.
- Repair foundation in Rooms 112, 114, and 117.
- Provide a second means of egress in Room 201.
- Provide a chemical inventory for all chemicals on hand in Room 206.
- Provide MSDS for all chemicals on hand in Room 206.
- Properly remove old unused chemicals from Room 206.
- Replace broken windows by the gymnasium lobby doors.
- Install lighted exit signs/emergency lighting where needed.
- Provide covers for all exposed wires.

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Provine High School

Mrs. Thomas, Principal

Attended by: Mr. Terry, Custodian

Findings:**Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main utility shut offs not identified by signage.~~
- Unsecured exterior A/C panels.
- Broken windows by the gymnasium lobby entrance doors.

Interior

- ~~No campus map identifying locations of main utility shut offs posted in the main office.~~
- ~~Asbestos Management Plan not on file in the main office.~~
- Trouble code on the fire alarm system.
- ~~Inoperable ceiling lights in some classrooms.~~
- ~~Evacuation maps not posted in all classrooms.~~
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~
- ~~Unsecured hall gates campus wide.~~

100 Hall

- No second means of egress in classrooms.
- ~~Inoperable toilet in the men's faculty restroom.~~
- ~~Inoperable emergency lighting.~~
- ~~Electrical extension cords used as a permanent power source in Rooms 106 and 107.~~
- ~~Exposed wires where an old clock was hung.~~

Attendance Wing

- ~~Damaged plumbing access cover in the boys' restroom near the attendance wing.~~
- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- ~~Power strips plugged into power strips in Rooms 125 and 133.~~
- Paper/curtains covering windows in several classrooms.
- Electrical extension cord used as a permanent power source in Room 131.
- ~~No emergency lighting in the south stairwell.~~

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Attendance Wing (Upper Floor)

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Paper/curtains covering windows in several classrooms.
- ~~No chemical inventory in the chemistry lab.~~
- ~~No Material Safety Data Sheets (MSDS) in the chemistry lab.~~
- Old chemicals in the chemistry lab storage area that needed to be removed.
- ~~Cluttered chemistry lab.~~
- ~~Expired portable fire extinguisher in the chemistry lab storage area.~~
- ~~Inoperable vent hood fan in the chemistry lab.~~
- ~~Inoperable urinals in the boys' restroom.~~

200 Hall (Upper Floor)

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- ~~Power strips plugged into power strips in Rooms 202 and 211.~~
- ~~Old chemicals in Room 203 storage area.~~
- ~~Partition wall held up by 2x4's in Room 203.~~
- ~~There was unsecured electrical conduit in Room 211.~~
- ~~Emergency lighting inoperable.~~
- ~~Electrical extension cords used as a permanent power source in Rooms 206 and 212.~~
- ~~Inoperable emergency lighting in west stairwell.~~
- ~~Unprotected lights in the west stairwell.~~

Auditorium

- Trouble code on the alarm panel by the auditorium entrance.
- ~~No portable fire extinguishers in the seating area.~~
- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~Damaged seats.~~
- ~~Unprotected lights in the stage area.~~
- ~~Chains and padlocks on the west stage exit doors.~~

West Main Hall

- ~~No portable fire extinguisher in the library.~~
- ~~Evacuation maps not posted in the library and career center.~~

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- ~~Inoperable emergency lighting.~~

Lunch Room Hall

- ~~Loose electrical conduit/receptacle box in Room 118.~~
- Missing door closer in Room 118.
- ~~Expired portable fire extinguisher in Room 120.~~
- Windows did not meet Life Safety Code for use as a second means of egress in Rooms 119A, 119B, and 120.
- ~~Power strip plugged into a power strip in Room 119.~~
- ~~Electrical extension cord used as a permanent power source in Room 119A.~~
- ~~Inoperable panic hardware on the exit door across from the dining area.~~

Gymnasium

- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~Damaged/inoperable emergency lighting.~~
- ~~Unprotected lights in the restrooms.~~
- ~~Gymnasium exit doors not equipped with panic hardware.~~
- ~~Slide locks on exit doors.~~

New Wing (Grade 9)

- ~~Expired portable fire extinguisher in the principal's office.~~
- Trouble code on the alarm system.
- Obstructed second means of egress windows in Rooms 134, 139, and 232.
- ~~Classroom windows not labeled for use as a second means of egress.~~
- ~~Expired portable fire extinguisher in Room 141.~~
- Power strips plugged into power strips in Rooms 141 and 232.
- ~~Unprotected lights in the boys' restroom outside Room 141.~~
- Electrical extension cords used as a permanent power source in Rooms 134 and 233.
- ~~Damaged back splash in the upper level boys' restroom.~~
- Multiple unprotected electrical outlets on workstations in Room 237.

Boiler Room

- ~~Open blank in an electrical panel.~~
- ~~Water/sewage backed up and sitting under the kitchen foundation.~~

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- ~~Light fixture hanging by wire outside the boiler room doors.~~
- Expired boiler certificates.

Kitchen/Dining Area

- ~~No emergency lighting in the dining area.~~
- ~~Inoperable exit sign in the southwest corner of the dining area.~~
- ~~Evacuation maps not posted in the dining area.~~
- ~~Seating capacity not posted in the dining area.~~
- ~~No portable fire extinguishers in the dining area.~~
- ~~Kitchen staff had not received fire safety training.~~
- Expired portable fire extinguisher by the back loading dock.
- ~~Unprotected lights in the dry goods area.~~
- ~~Unprotected light in the kitchen staff locker area.~~
- ~~Inoperable lights in the vent hood.~~
- Expired food permit.
- ~~Floor drains covered up to keep odor caused by sitting water under the foundation from entering the building.~~

Field House

- ~~Expired portable fire extinguisher in the weight room.~~
- Trouble code on the fire alarm system.

Corrective Actions:

- Secure exterior A/C panels.
- Replace broken window near gymnasium lobby entrance door.
- Have all alarm systems inspected and repaired to clear trouble codes.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Remove paper/curtains from all second means of egress windows.
- Install a permanent power source where electrical extension cords are being used.
- Remove old chemicals from the chemistry lab.
- Repair or replace damaged door closers.
- Verify that all power strips plug directly into a permanent power source.
- Provide covers for all unprotected electrical outlets.
- Post updated boiler certificates near equipment.

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- Have all portable fire extinguishers inspected, tested, and tagged.
- Post updated food permit in kitchen/dining area.

Wingfield High School**Dr. Willie Killins, Principal****Attended by: Mr. Wallace, Head Custodian****Findings:****Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main entrance not clearly identified.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Exterior A/C panels not secure.~~
- Expired boiler certificates.
- Water standing in the tunnel area under the school.
- ~~Tunnel door not secured at time of audit.~~
- ~~Damaged awning outside the 100 hall south exit door.~~
- ~~Electrical service wires to the portable classrooms in contact with metal awning.~~
- Sinkhole outside Room 212.
- ~~Dirt washing away from the sinkhole outside Room 212 caused by tree needing to be removed and sinkhole filled.~~
- ~~Water drainage and odor problems under the schools at the dead end hall.~~
- ~~No egress for students from the patio area.~~
- ~~Damaged/rotten wood on walkways and handrails going to portable classroom.~~
- Damaged fence around the tennis court was damaged.
- ~~Vegetation growing in the field house gutters.~~

Interior

- ~~No campus map identifying locations of main utility shut-offs posted in the main office.~~
- ~~Asbestos Management Plan not on file in the main office.~~
- ~~Fire alarm systems in trouble mode.~~
- ~~Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles.~~
- ~~Damaged hall lockers.~~
- ~~Area under the school at the dead end hall is wet and gives off a strong odor.~~
- Roof leaks throughout the buildings.

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Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Inoperable emergency lighting in the dining area.
- Exposed wires above the water fountain in the dining area.
- No portable fire extinguishers in the dining area.
- Surge protectors plugged into surge protectors in the cooking area.
- Kitchen staff had not received fire safety training.

Halls

- Lockers not secure.
- No emergency lighting in the 100 hall.
- Unprotected lights in the 100 hall.
- Water enters the building under the east main hall exit door (doors will not open).
- Hole in the wall at the water fountain near the office.
- No emergency lighting in the stairwells.
- Exit light was hanging by wires above south exit door in the 200 hall.
- No emergency lighting in the 200 hall.
- No portable fire extinguisher in the 200 hall.
- Damaged door closers on the north and east exit doors of the 200 hall.
- Security gate not secured in the shop hall.
- Unprotected lights in the shop hall.
- Missing door closers in the shop hall.
- Broken glass in the north shop hall exit door.
- Damaged south hall exit doors and doorframes.

Classrooms

- Second means of egress window not labeled.
- Inoperable ceiling lights in several classrooms.
- Broken window in Room 101.
- More than 20% of classroom walls covered with paper in Rooms 206 and 211.
- No second means of egress in Rooms 97, 98, 99, and 214.
- Surge protectors plugged into surge protectors in Rooms 206, 208, and 209.
- Library server room was cluttered and had poor ventilation.

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- Missing ceiling tiles in Rooms 97 and 204.
- ~~Unprotected electrical outlets in Rooms 199, 201, and 208.~~
- Roof leaks in Rooms 97, 110, 112, and choir room.
- ~~Discharged portable fire extinguisher in Room 200.~~
- Missing wall heater cover in Room 200.
- Water stands in the northeast corner of Room 110 after a rain.
- Chained doors in the band room.
- Missing ceiling tile in the band room.
- Missing portable fire extinguisher in the band room.
- ~~Hole in the north wall at ground level where water enters the band room.~~
- ~~No second means of egress in Room 118 (choir room).~~
- No chemical inventories for chemicals in classrooms.
- No Material Safety Data Sheets (MSDS) for chemicals in classrooms.

Portable Classrooms

- ~~No smoke detectors in the portables classrooms.~~
- ~~Unprotected exterior lights.~~
- ~~Portable classroom exit doors could not be secured.~~
- ~~Broken door glass on Portable Classroom 11.~~
- ~~Unprotected lights in Portables Classrooms 1, 2, 3, 6, 8, 16, and 18.~~
- ~~Weak floors in portables classrooms.~~
- ~~Exposed wires in the ceiling of Portable Classroom 3.~~
- ~~Damaged walls in Portable Classroom 3.~~
- ~~A/C not working in Portable Classroom 3.~~
- ~~Roof leaks in Portable Classrooms 6 and 8.~~

Auditorium

- ~~Seating capacity not posted in the seating area.~~
- ~~Evacuation maps not posted in the seating area.~~
- ~~Inoperable emergency lighting in the seating area.~~
- ~~Chains and locks on the northeast exit door.~~
- ~~No portable fire extinguishers in the seating area.~~
- ~~Discharged portable fire extinguisher in the stage area.~~
- ~~Damaged seats.~~

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Gymnasium

- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~Inoperable emergency lighting.~~
- ~~Open blanks in the electrical panel.~~
- ~~Damaged conduit on the south wall.~~
- ~~Exposed wires on the east and north walls.~~
- Playing surface floor sweats due to water standing under the building
- ~~Unprotected lights in the locker rooms.~~
- ~~Roof leak in the girls' locker room.~~
- ~~Exposed wires in the locker rooms.~~
- Unprotected lights in the old coaches' office.
- ~~No A/C in the gymnasium.~~
- ~~Bleacher area dirty.~~

Restrooms

- ~~Inoperable urinals in the boys' 100 hall restroom.~~
- ~~Missing ceiling tile in the 100 girls' restroom.~~
- ~~Missing sinks in the 200 hall boys' restroom.~~
- ~~Fire alarm wires exposed in the 200 hall boys' restroom.~~
- ~~Unprotected lights in the 100 boys' restroom near the office.~~
- ~~Exposed wires in the ceiling of the 100 boys' restroom near the office.~~

Grade 9 Building

- Fire alarm in trouble mode.
- ~~Classroom second means of egress not labeled.~~
- ~~Unprotected electrical outlets in Rooms 311, 312, and 409.~~
- No chemical inventory for chemicals in Room 409.
- No Material Safety Data Sheets (MSDS) for chemicals in Room 409.
- ~~Cut-off not labeled in Room 108.~~
- ~~A/C not working.~~
- ~~Surge protectors plugged into surge protectors in Room 101.~~

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Halls

- ~~Damaged door closers on the north exit doors.~~
- ~~Unprotected lights in the north hall.~~
- Missing water fountain on the south hall.
- ~~Damaged door closer in the south stairwell.~~
- ~~No emergency lighting.~~

Corrective Actions:

- Post updated boiler certificates near equipment.
- Determine why water is standing in the tunnel under the building.
- Address and repair the sinkhole area outside Room 214.
- Repair damaged fence on the tennis courts.
- Repair roof leaks.
- Move dirt away from the outside of the east exit door in the main hall that causes water to enter the building after a rain.
- Provide a second means of egress in Rooms 97, 98, 99, and 214.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Replace all missing ceiling tiles.
- Replace missing heater cover in Room 200.
- Determine why water stands in Room 110 after a rain.
- Remove chain and lock from band room exit doors.
- Provide a portable fire extinguisher in the band room.
- Provide a chemical inventory for all chemicals in lab classrooms.
- Provide Material Safety Data Sheets (MSDS) for all chemicals in lab classrooms.
- Resolve problem causing gymnasium floor to sweat.
- Provide covers for all unprotected lights.
- Have fire alarm system inspected in the Grade 9 buildings.
- Replace missing water fountain on the south hall.

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OTHER FINDINGS:**Capital City Alternative School****Dr. Falanda Addison-Ross, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Exterior**

- Inoperable/unprotected lights at the main entrance.

Main Office

- Power strip plugged into a power strip.

Gymnasium

- Inoperable emergency lighting.

Main Hall

- Power strips plugged into power strips in the library.
- Obstructed second means of egress door in the library.
- Unprotected lights in the men's restroom by the library.
- Unprotected lights in the women's restroom by the library.

Kitchen/Dining Area

- Inoperable exit signs.
- Inoperable emergency lighting.
- No seating capacity posted in the dining area.
- No evacuation maps posted in the dining area.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on the water fountain.
- Inoperable light on the vent-hood.
- Unprotected lights in the pantry.
- Unprotected lights in the kitchen restrooms.
- Open blank in the electrical panel by the back door in the kitchen.
- Expired boiler certificates.
- Open blank in the boiler room electrical panel.

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Field House

- No lighted exit signs.
- No emergency lighting.
- Broken mirror in the visitors' dressing room.
- Exposed wires in electrical box in the visitors' dressing room.
- Damaged/missing ceiling tiles in the visitors' dressing room.
- Inoperable lights in the visitors' dressing room.
- No portable fire extinguisher in the visitors' dressing room.
- Damaged 220 volt receptacle plate.
- Damaged door closer in the home dressing room.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on the water fountain.

Portable Classrooms

- Damaged exterior light fixture on Portable Classroom 244.
- Inoperable lights in Portable Classrooms 230 and 270.
- Inoperable lighted exit sign in Portable Classroom 230.
- Open blanks in the electrical panel in Portable Classroom 230.
- Unused Portable Classroom 307.
- Unused Portable Classroom 304.
- Unsecured exterior electrical A/C panels.

Middle School Hall (200)

- Unsecured electrical panel cover in Room 202.
- Classroom windows did not meet Life Safety Code for use as a second means of egress in Rooms 201, 206, 207, 208, and 209.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Unprotected lights in Rooms 204 and 206.
- Inoperable lights in Room 205.
- Inoperable lights in the girls' restroom on the crossover (short) hall.
- Unprotected lights in the boys' restroom on the crossover (short) hall.

High School Hall (100)

- Classroom windows did not meet Life Safety Code for use as a second means of egress in Rooms 101, 102, 103, 107, 108, and 109.
- Unprotected lights in Room 100.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

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- No Ground Fault Circuit Interrupter (GFCI) type receptacles near sinks in Room 105.

Corrective Actions:

- Repair or replace all inoperable lights.
- Provide covers for all unprotected lights.
- Verify that all power strips plug directly into a permanent power source.
- Repair or replace all inoperable emergency lighting.
- Remove obstructions from all egress doors.
- Repair or replace all inoperable lighted exit signs.
- Post seating capacity in the dining area.
- Post evacuation maps in the dining area.
- Install GFCI type receptacles where needed.
- Provide covers for all open blanks in electrical panels.
- Post updated boiler certificates near equipment.
- Install lighted exit signs in the field house.
- Install emergency lighting in the field house.
- Replace broken mirror in the field house.
- Provide covers for all exposed wires.
- Replace all damaged/missing ceiling tiles.
- Provide a portable fire extinguisher in the visitors' dressing room.
- Replace all damaged receptacle plates.
- Repair or replace all damaged/missing door closers.
- Replace damaged exterior light fixture on Portable Classroom 244.
- Secure exterior electrical A/C panels near portable classrooms.
- Secure electrical panel cover in Room 202.
- Modify one (1) window in each classroom where needed for use as a second means of egress.
- Verify that all second means of egress windows are labeled and kept unobstructed.

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Career Development Center
Dr. Brenda Jackson, Principal
Attended by: Mr. Fred Davis

Findings:

Interior

- Unprotected lights in the foyer.
- No emergency lighting in the stairwells.

Ground Level Main Building

- Exposed wires in Room 105.
- Broken glass outside the childcare lab.
- Inoperable lighted exit sign by the elevator.
- Expired pressure vessel certificates in the boiler room.
- Unprotected lights in the culinary arts kitchen storage area.
- Exposed wires in the culinary arts storage area.
- Unprotected lights in the culinary arts dry goods area and classroom.
- Damaged floor tile in the culinary arts dry goods area.

Upper Level Main Building

- Staff restroom was out of service by Room 212.
- Unlabeled second means of egress windows.
- Power strips plugged into power strips in Rooms 210 and 217.
- No evacuation map posted in Room 209.
- Unsecured electrical receptacle on the north wall in Room 218.

A Building (Shops)

- Unprotected lights in the main hall.
- No lighted exit sign at the north end of the main hall.
- Unprotected lights in the girls' restroom.
- Damaged ceiling tile in the night upholstery shop locker area.
- Unprotected/inoperable lights by the lockers in the night upholstery shop.
- Unprotected lights in the electrical trades shop boys' restroom.
- Boys' restroom was out of order in the electrical trades shop.
- Unprotected lights in the welding area.

Attachment E

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- Open blank in the electrical panel in the TV studio lab.
- Unprotected lights on the stage in the TV studio lab.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountain outside the automotive shop.
- Unprotected electrical outlet on the water fountain outside the automotive shop.
- Unprotected lights by the automotive shop lockers.
- Broken glass on the south door of the automotive shop.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountain in the HVAC shop.

Corrective Actions:

- Provide covers for all unprotected lights.
- Install emergency lighting in the stairwells.
- Provide covers for all exposed wires.
- Replace broken glass outside the childcare lab.
- Repair or replace all inoperable lighted exit signs.
- Post updated pressure vessel certificates near equipment.
- Replace damaged floor tile in the culinary arts dry goods area.
- Restore staff restroom to service outside Room 212.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Verify that all power strips plug directly into a permanent power source.
- Post evacuation maps in all classrooms in same general location.
- Secure electrical receptacle in Room 218.
- Install a lighted exit sign at the north end of the main hall in the A building.
- Replace all damaged/missing ceiling tiles.
- Restore boys' restroom to service in the electrical trades shop.
- Provide covers for all open blanks in electrical panels.
- Install GFCI type receptacles where needed.
- Provide covers for all unprotected electrical outlets.
- Replace broken glass on the south door of the automotive shop.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|---|-------------------------|
| All schools did not have a Safety Plan or Crisis Response Plan available for inspection by MDE Auditor | District Emergency Management Plan is approved each year by the Jackson Public School District School Board. All school Crisis Plans are updated annually. All District School Safety Plans and individual School Crisis Plans are placed in a binder and given to the Principal at each school with written instructions to be placed in an accessible location and provided on demand or request. Training is provided to school level person to formalize themselves with the plans. | Executive Director of Campus Enforcement | Monitoring by Campus Enforcement SROs and Zone Supervisors which include an audit instrument and compliance document signed by building administrator | October 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|-------------------------|
| All doors do not lock; therefore, schools are unable to conduct lockdown drills. | Upgrade and replace locks on classroom doors. | Executive Director of Facilities | Monitoring by Audit Team | October 2018 |
| Emergency Packs are not in all classrooms as required by the Mississippi School Safety Manual. | Place safety packs in all classrooms in the District. | Executive Director of Campus Enforcement | Monitoring by Campus Enforcement SROs, Zone Supervisors, and Building Administrator | |
| Emergency drills have not been performed as required by the Mississippi School Safety Manual and Miss. Code Ann. § 37-11-5. | All emergency drills performed. Documentation provided to the Office of Campus Enforcement. Spreadsheet and trigger provided to indicate noncompliance. All drill reports will be maintained in a binder at all school sites. | Executive Director of Campus Enforcement | Monitoring by Campus Enforcement SROs, Zone Supervisors, and Building Administrator | October 2018 |
| Staff members unfamiliar with the Crisis Response Plan. | Building level training provided during Professional Development and District-wide Emergency Management Training Course offered by the Office of Campus Enforcement. Schedule for training course posted on District website. | Executive Director of Campus Enforcement | Monitoring by Campus Enforcement SRO's, Zone Supervisors, and Building Administrator | October 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|--|----------------------------|
| Staff members unfamiliar with the Crisis Response Plan. | <ul style="list-style-type: none"> Curriculum for training was developed using the School Safety Manual and the School District School Occupational Safety and Crisis Response Plan produced by MDE. To ensure continued compliance a fact sheet containing instructions provided to all building administrative personnel. Regular updates of status on compliance provided to Superintendent for School Board briefings. | Executive Director of Campus Enforcement | Audit instrument signed by Emergency Management Supervisor | September 2017 and ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

Standard 32: The school district complies with state statute and State Board of Education policy for educating juveniles in youth detention centers.

32.1: Educational requirements

32.2: Financial reimbursement requirements

REGULATIONS: Miss. Code Ann. § 42-21-321, 7 Miss. Admin. Code Pt. 3, Ch. 30, R. 30.6, and Guidebook for Educating Juveniles in Detention Centers

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|--|
| <p>The Henley-Young Juvenile Justice Center's Education Program, sponsored by the Jackson Public School District, failed to comply with Process Standard 32.</p> <ul style="list-style-type: none"> The MDE reviewed six (6) of 57 applicable student files, which included youths detained ten (10) or more calendar days during the period under review (September 1- November 25, 2016). | <ul style="list-style-type: none"> The Henley –Young Juvenile Justice Center has been working with the staff from MDE and the US Department of Justice to correct all findings. The principal has been attending quarterly meetings held by MDE to help address findings. The principal and office manager attended training hosted by MDE on proper procedures for records, requesting records from school districts, and how to appropriately file the form. | Principal | Internal monthly Audit check of files by the Principal | September 2017 (training), December 2018 |
| <p>The Henley-Young Juvenile Justice Center Education Program failed to notify youth's home school district of the detainment within one (1) school business day.</p> <ul style="list-style-type: none"> Six (6) student files did not document whether the JDC Education Program notified the youth's placement in the center within one (1) school business day of entry. | <ul style="list-style-type: none"> A form has been developed to document requests from all school districts. This form will be placed in the individual student files. The principal's signature will be required on the form to ensure the procedure was completed. | Principal | Internal monthly Audit check of files by the Principal | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---|-------------------------|
| The Henley-Young Juvenile Justice Center Education Program failed to develop and maintain academic records for detained youth which contained all required documents. | <ul style="list-style-type: none"> A form has been developed to document requests from all school districts. This form will be placed in the individual student files. The principal's signature will be required on the form to ensure the procedure was completed. | Principal | Internal monthly Audit check of files by the Principal | December 2018 |
| Six (6) student files did not include one (1) or more of the required elements such as the youth's identifying information, including family information, contacts, academic assessments, or all available educational information to meet compliance. | <ul style="list-style-type: none"> A timestamp will be on each form that is accessed via online data systems. | Principal | Internal monthly Audit check of files by the Principal | December 2018 |
| The Henley-Young Juvenile Justice Center Education Program failed to develop and implement Individualized Academic Plans (IAPs) for detained youths. | <ul style="list-style-type: none"> Henley Young staff will be utilizing the Star Reading and Star Math to ensure students will receive the diagnostic assessments upon entry. | Principal | Star reports will be printed and placed in the student's file. | August 2018 |
| <ul style="list-style-type: none"> One (1) student file did not contain an IAP. Six (6) student files did not document that the JDC Education Program provided academic services based on the detained youth's entry assessments and past educational history and did not address academic, literacy, life skills, and transition | <ul style="list-style-type: none"> The Henley Young staff has been working collaboratively to ensure each component of the IAP (Individual Academic Plan) is fully developed by the 10th day of detainment. | | The completed and signed IAPs will be placed in the individual files. | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|-----------------------|---|---|
| <ul style="list-style-type: none"> • Five (5) student files did not document that the JDC Education Program provided individualized instruction and practice to address weaknesses identified through the academic diagnostic assessment. • Six (6) student files did not contain comprehensive IAPs. IAPs were not developed and implemented by the tenth (10th) calendar day of detainment. • Six (6) student files reviewed did not document that the JDC Education Program provided individualized services and supports to detained youths. | <ul style="list-style-type: none"> • Weaknesses are identified by the diagnostic evaluation and are used to develop individualized instruction. The Individual Academic Plan team will identify the objectives for each student. • Once the student is enrolled in the detention center, the Individual Academic Plan will begin with diagnostic evaluations. By the 10th day record request, teacher notification, and all components will be complete and reviewed by the academic team. • Progress monitoring will be documented on the Individual Academic Plan forms, each 4 1/2 weeks. | Principal | <p>Internal monthly Audit check of files by the Principal</p> <p>The IAP will be reviewed and updated each 4 1/2 weeks.</p> | <p>August 2018</p> <p>December 2018</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|-----------------------|--|-------------------------|
| The Henley-Young Juvenile Justice Center Education Program failed to provide educational services to youths unable or unwilling to actively participate in educational services. | <ul style="list-style-type: none"> A form is utilized to document services provided to students who are unable or unwilling to attend class. The JDC, school staff and student will sign. | Principal | An internal bi-weekly audit check of attendance and forms will be reviewed by the Principal | December 2018 |
| The JDC Education Program did not develop or implement procedures to ensure the provision of academic instruction to detained youths unable or willing to actively participate in educational programming. | <ul style="list-style-type: none"> Trainings will be provided by the principal to all academic staff and JDC staff on the process of providing services to students who unable or unwilling to attend classes. | Principal | An internal bi-weekly audit check of attendance and forms will be reviewed by the Principal | December 2018 |
| <p>The Henley-Young Juvenile Justice Center Education Program failed to provide transition services to detained youths.</p> <ul style="list-style-type: none"> Six (6) student files did not include a comprehensive transition component. Two (2) student files did not document the JDC Education Program utilized a team approach for transition planning. Two (2) student files did not document the JDC Education Program engaged parents/guardians and the youth in transition planning. | <p>The Individualized Academic Plan (IAP) has been revised to reflect the necessary components needed for transition.</p> <ul style="list-style-type: none"> A school district's transition assessment tool will be available for all students upon entry. This information will be used on the Individualized Academic Plan. The Henley Young staff have been working collaboratively to ensure each component of the IAP is fully developed by the 10th day of detainment. | Principal | An internal bi-weekly progress monitoring will be conducted by the transition coordinator on the IAP form. The form will be reviewed by the principal. | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|-----------------------|--|-------------------------|
| <ul style="list-style-type: none"> • One (1) student file did not include academic reentry goals and/or career goals as part of transition planning. • Six (6) student files did not document that the JDC Education Program utilized transition planning to guide service delivery during detainment. | <ul style="list-style-type: none"> • Academic goals and career goals will be listed, based on diagnostic evaluations. • The JPS/Henley Young Juvenile Justice Center's procedures have been updated to include the new procedure and form. | Principal | <p>The completed and signed IAPs will be placed in the individual files.</p> <p>Internal monthly Audit check of files by the Principal</p> <p>The IAP will be reviewed and updated each 4 1/2 weeks.</p> | December 2018 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 11/28/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---|-------------------------|
| <p>The Henley-Young Juvenile Justice Center Education Program failed to meet the criteria for providing appropriate educational services to students with Individualized Education Programs (IEPs).</p> <ul style="list-style-type: none"> • Four (4) student files did not document that the JDC Education Program reviewed incoming IEPs to ensure the IEPs were current, and could be implemented as written. • Two (2) student files did not document that an operable IEP was in place for students with identified disabilities. • Four (4) student files did not document that the JDC Education Program provided accommodations and modifications and/or related services as required by the IEP. • Two (2) student files did not document that the JDC Education Program provided counseling/ behavior modification services as required by the IEP. One (1) student file was not applicable. • Three (3) student files did not document that the JDC Education Program provided transition services as required by the IEP. | <ul style="list-style-type: none"> • The Exceptional Education teacher has been utilizing the FAPE monitoring tool to review each IEP to ensure compliance. The monitoring tool was provided by the JPS EES office. | Principal | The IEP will be reviewed by the monitoring tool. Progress monitoring will be documented bi-monthly. | December 2018 |
| | <ul style="list-style-type: none"> • If deficiencies are found, an IEP meeting is held to mitigate the concern, in collaboration with the home school districts. Documentation will be the review/revision signature page. • Related services have been provided according to the student's IEP. A Related Services Log Sheet is placed in the student's folder, which will have a signature from the principal on a bi-weekly basis. | Principal | An internal bi-weekly audit will be conducted by the principal and EES district staff to ensure compliance. | December 2018 |

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 7. Corrective Action Plan for Kemper 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, 2018*, 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).

The Kemper County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Kemper County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Kemper County School District District Number: 3500 Date CAP Approved by Local School Board: 10/11/18

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: Kemper County School District **District Number:** 3500 **Date CAP Approved by Local School Board:** 10/11/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|---|
| <p>Directions: Please indicate the deficiencies in your district that need to be corrected.</p> <p>Standard 4 - The Kemper County School District did not submit an audit for fiscal years 2014 - 2017 no later than nine months after the end of the district's fiscal year.</p> | <p>Directions: Please indicate the strategies or detailed plan of action the district plans to take to correct the deficiencies.</p> <p>The Kemper County School District approved Brown, Ewing & Company to conduct the financial audit for fiscal year ending June 30, 2018.</p> <p>The Kemper County School District will schedule auditors to conduct field work in the district and monitor progress.</p> <p>The Kemper County School District will require auditors to compile a preliminary audit report for review by the district prior to submitting it to the required state offices.</p> <p>The Kemper County School District will submit the fiscal year audit report by January 31, 2019.</p> | <p>School Board</p> <p>Superintendent School Business Manager</p> <p>Superintendent School Business Manager</p> <p>Superintendent School Business Manager</p> | <p>School Board Minutes</p> <p>Schedule of Visit</p> <p>Documentation of Preliminary Audit Report</p> <p>Completed Audit Report</p> | <p>June 14, 2018</p> <p>October 15, 2018 - December 31, 2018</p> <p>December 31, 2018</p> <p>January 31, 2019</p> |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 8. Corrective Action Plan for Leland 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, 2018*, 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).

The Leland School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Leland School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 1 – Local School Board and Superintendent
- Process Standard 1.1 – Superintendent Executive Duties and Responsibilities
- Process Standard 1.3 – School Board Duties and Responsibilities

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 10/11/18

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 |
|---|---|---|---|-------------------------|
| Minutes from the July 17, 2014, school board meeting reflect that the superintendent had to request permission from the school board to pay retirees for unused leave time even though district policy states that the payment for unused leave time was to be paid. The school board, according to minutes of board meetings, had taken action to non-renew staff rather than allow the superintendent to recommend and to handle non-renewals administratively. The school board has authority to not uphold recommendation | <p>The Leland School District School Board should assign all executive and administrative duties to the superintendent and allow the superintendent to implement approved policies as the chief school district administrator.</p> <p>MDE has assigned Dr. George Gilreath as a point of contact to attend school board meetings to determine if appropriate actions are being observed between the board and the school board.</p> | <p>School Board</p> <p>Superintendent</p> <p>MSBA</p> <p>MDE Point of Contact</p> | <p>Minutes</p> <p>MSBA Documentation</p> <p>Observations</p> <p>Board Interviews</p> <p>Superintendent Interviews</p> | Immediate and Ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 10/11/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|---|-------------------------|
| of non-renewal by taking action and then stating reasons for their actions. The currently used non-renewal process violates the employee's right to due process. Minutes reflected examples of the school board directing the building principal and superintendent to meet with the parents about the parents' concerns and then report back to the school board. | <p>Meetings Observed</p> <ul style="list-style-type: none"> • September 14, 2015 • October 19, 2015 • November 16, 2015 • December 14, 2015 • One in Oct. or Nov. 2016 <p>MDE Audit Team interviewed the board for compliance and corrective action in Spring 2018.</p> <p>Ongoing Participation in MSBA Trainings</p> | | Leland School District - Board of Merit Award 2018 MSBA | Immediate and Ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 10/11/18

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

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

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

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|--|----------------------------------|
| <p>School board minutes reflect micromanaging examples including, but not limited to:</p> <ul style="list-style-type: none"> • Board directed the superintendent to meet with parents and then report to the board. • Board members shared that they find persons to recommend to the board for employment. • Board gave permission to take bids. | <p>The Leland School District School Board should request assistance from the MSBA to assist in clarifying the role of the board and that of individual members. Compliance must be employed to comply with the role of policy makers. Further training should encompass methods for board members to effectively perform their duties in the manner prescribed by law.</p> | <p>School Board Superintendent MSBA</p> | <p>Certificates of completions Minutes Registrations Attendance Records MSBA</p> | <p>Immediate and Ongoing</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 10/11/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--------------------------------|-----------------------|---|-------------------------|
| <ul style="list-style-type: none"> • Minutes reflect that there have been 27 board meetings during the school year, five of which were in February of 2015. This indicates that the Board is overly involved in the daily operations of the district. • Minutes from the 2-18-2015 and 2-26-2015 school board meetings reflect that the board took action to non-renew staff instead of acting on the recommendations of the superintendent. • Board uses executive sessions to address multiple issues as opposed to a single issue. • Board policy for the district (Policy BBAA) required that officers be elected at the first meeting in January. Election | | | Leland School District 2018 Board of Merit - MSBA | Immediate and Ongoing |

Please use additional sheets as needed.

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G. 9. Corrective Action Plan for Louisville Municipal 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, 2018*, 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).

The Louisville Municipal School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Louisville Municipal School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 - Licensed Professional Staff

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Louisville Municipal School District District Number: 8020 Date CAP Approved by Local School Board: 11/15/18

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|--|
| LMSD has 2 teachers at Fair Elementary who are NOT highly qualified. Both teach Kindergarten. | Both teachers continue to participate in workshops and study sessions to pass the Praxis. I spoke with MDE in October, and learned that one of these teachers is eligible for a 1-year license, and the other is eligible for a 3-year license. Both will be applying for the license they are eligible for June 1, 2019. During this time, they are required to continue taking the Praxis to become highly qualified. Both have seen that they are doing a great job as Fair Elementary went from an F to a C. I hope this will serve as motivation for them to become highly qualified. However, if or when the time comes that they do not have a license, their position will be filled with someone who is highly qualified. | Superintendent Principal at Fair Elementary | Evidence that they continue taking the Praxis to become highly qualified. Documentation that they have been attending study sessions and workshops that will hopefully build on their content knowledge of the Praxis. | Take the Praxis during the 2019 Spring semester while attending study sessions; Apply for the license both are eligible for in June 2019; Continue taking the Praxis during the 2019 Fall and 2020 Spring semesters. |

Please use additional sheets as needed.

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OFFICE OF ACCREDITATION

G. 10. Corrective Action Plan for McComb 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, 2018*, 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).

The McComb School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 McComb School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 – Licensed Professional Staff

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: McComb School District **District Number:** 5720 **Date CAP Approved by Local School Board:** 11/13/18

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|--|-----------------------|-------------------------|
| All district professional positions requiring licensed staff are filled by that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). | Refer to Miss. Code Ann. 37-9-7 which states the following: | | | |
| | It shall be unlawful for any superintendent, principal, or teacher to be employed, or contracted with, to teach or serve in any of the public schools of this state who does not hold a proper license as required by the State Board of Education. | | | |
| | 1. The District shall develop and implement approved local school board policy for the employment of certified teaching staff that complies with state law and SBE policy. | Director of Human Resources Director of Curriculum Director of Finance | MSD Vacancy List | June 2019 |
| | 2. All district professional positions requiring licensed staff shall be filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). | Director of Human Resources | MSIS Personnel Report | June 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: McComb School District **District Number:** 5720 **Date CAP Approved by Local School Board:** 11/13/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---|---|--|
| | 3. The District will enter into a contractual agreement with an effective, proven company/organization that will provide adult educational services for the 2018-2019 school year for the purpose of improving prospective teacher certification performances on Praxis II and Praxis Core. | Director of Human Resources Director of Curriculum Director of Federal Programs | MSD Vacancy List MSIS Personnel Report | June 2019 |
| | 4. The District will continue to implement components of our Recruitment and Retention Plan: a) Semi-Annual District Job Fair b) Collaboration with Universities/University Career/Teacher Fairs c) Emergency Certification and Special Non Renewable Applications d) Request for Critical Needs Status e) Development and implementation of individualized teacher development plans | Director of Human Resources Director of Curriculum Director of Federal Programs | MSD Vacancy List MSIS Personnel Report | June 2019 Semi-Annual Job Fair December 2018 March 2019 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: McComb School District **District Number:** 5720 **Date CAP Approved by Local School Board:** 11/13/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|---|-------------------------|
| | 5. Human Resources Department will work with the Community Engagement Department and Technology Department to establish an interactive web page on the MSD website to provide potential and/or aspiring teacher candidates with information and steps for becoming a highly qualified effective teacher. The Human Resources Department is continuing to transition to a more intuitive software platform to "Frontline" software to ensure we are advertising in real-time all open positions statewide. | Director of Human Resources Director of Community Relations Director of Technology | MSD Vacancy List MSIS Personnel List | June 2019 |
| | 6. The McComb School District will continue with the formalization of the on boarding process by implementing a customized individualized on boarding plan. | Director of Human Resources Principals Director of Curriculum Director of Federal Program | MSD Vacancy List MSIS Personnel List | June 2019 |

Please use additional sheets as needed.

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G. 11. Corrective Action Plan for Natchez-Adams 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, 2018*, 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).

The Natchez-Adams School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Natchez-Adams School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 - Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% FTE Working Outside of Area of Endorsement

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Natchez-Adams School District **District Number:** 0130 **Date CAP Approved by Local School Board:** 11/15/18

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|---|-------------------------|
| The district is not in compliance with Standard 2.0 based on the 2017-2018 Personnel Edit Report. The district has (11) teachers that are teaching without license on file and four (4) teachers that are teaching with expired license | <p>Actively recruit licensed teachers through district-sponsored career fairs and regional career fairs.</p> <ul style="list-style-type: none"> * Job Fairs have been scheduled * Collaboration with Universities * Special Non Renewable Applications issued to MDE * Competitive pay for critical need areas * Hiring of Mentor/Retired Teachers <p>Conference with teacher regarding action steps she has taken to obtain a 5 year MS Educator License</p> <p>Conference with teachers regarding upcoming teacher certification expiration dates and offer suggestions to update professional license.</p> | Administrators, Human Resource Dept Public Relations Department | Recruitment Outcome Job Fair Attendance Special licenses awarded by MDE | August 2017-Ongoing |
| | | Administrators, Human Resource Dept Public Relations Department | Teacher Conference (sign-in) | August 2017-Ongoing |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Natchez-Adams School District **District Number:** 0130 **Date CAP Approved by Local School Board:** 11/15/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|---|---|-------------------------|
| | Provide Praxis tutorial workshops support to non-certified teachers to reach highly qualified status in the identified core content area or assigned teaching area. | Administrators, Human Resource Dept Public Relations Department | Staff Pass Rate on Praxis Number of Highly Qualified Staff | August 2017-Ongoing |
| | Collaborate with IHL's, S-Resa and other educational agencies to provide in-district or out of district opportunities to earn continuing education units | Principals Curriculum Dept. | Participation in District Training | August 2017-Ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Natchez-Adams School District District Number: 0130 Date CAP Approved by Local School Board: 11/15/18

Standard 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

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

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|--|-------------------------|
| The district is not in compliance with Standard 2.2 based on the 2017-2018 Personnel Edit Report. The district has two (2) teachers that are teaching academic core subject(s) without the proper endorsement. | Monthly technical support meetings are held with MSIS Personnel Specialist to discuss any issues that may occur and/or to update group on performance of task. | Superintendent Human Resource Dept. | Monthly Technical Support Agenda, Sign-In Sheets MSIS Reports | August 2017-Ongoing |
| | MSIS Data Verification Procedures are in place to assure that staff is working in their area of certification. | Superintendent HR Dept | MSIS Reports | August 2017-Ongoing |
| | Cross reference master schedule with personnel data report. | MSIS Personnel Specialist Principals | | |
| | Strategically place teachers in academic core areas according to endorsements. | MSIS Personnel Specialist Principals | Correlation between Personnel Data Report and Master Schedule | August 2017-Ongoing |
| | Conference with teachers regarding adding endorsements to their license. | | | |
| | Recruit licensed teachers for appropriate core academic areas. | | | |

Please use additional sheets as needed.

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OFFICE OF ACCREDITATION

G. 12. Corrective Action Plan for North Panola 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, 2018*, 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).

The North Panola School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Panola School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: North Panola School District District Number: 5411 Date CAP Approved by Local School Board: 12/3/18

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 Panola School District **District Number:** 5411 **Date CAP Approved by Local School Board:** 12/3/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|-----------------------|--|-------------------------|
| The North Panola School District is non-compliant with Standard 4. The review revealed that the District has found noncompliant with Standard 4 based on the audit report for the fiscal year ending June 30, 2017, in addition to fiscal years ending 2016, 2015, and 2014. The school district did not submit their fiscal year audit report by the March 31 deadline. | 1. The auditing firm conducting the single audit for the district is scheduled to visit the district during the week of January 28, 2019. | Business Manager | Completion of the audit | January 2019 |
| | 2. The auditing firm will conclude its report and submit it to the Office of the State Auditor prior to the March 31, 2019 date. | | Submission of the audit to the Office of the State Auditor | March 2019 |

Please use additional sheets as needed.

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G. 13. (Pulled)

Item G. 13 (Pulled)

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Item G. 13 (Pulled)

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G. 14. Corrective Action Plan for Quitman 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, 2018*, 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).

The Quitman School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Quitman School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 – Licensed Professional Staff

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Quitman School District **District Number:** 1212 **Date CAP Approved by Local School Board:** 1/14/19

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|---------------------------|
| PERSONNELRPT (Standard 2) The district is non-compliant with Standard 2.0 based on the 2017-2018 Personnel Accreditation Edit report. The district has a teacher with certificate not on file. | <p>The teacher has passed all portions of the Praxis except Math. The teacher will continue to take the tests until he passes it.</p> <p>Principal will ensure the teacher attends any praxis workshops available during the current school year.</p> <p>Principal will work with the Office of Teacher Certification to monitor the teacher securing his license after he passes the test.</p> <p>The district will provide the teacher with material to prepare for the Praxis.</p> <p>Principal will work with teacher to set up tutorial sessions with math teachers on staff.</p> <p>If teacher is still unsuccessful at the end of the current school year the district will look for a certified Spanish Teacher.</p> | High School Principal Spanish Teacher Federal Programs Director | Prior to April 15th the teacher will receive certification or admission to the alternate route program. | August 2018 to April 2019 |

Please use additional sheets as needed.

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G. 15. Corrective Action Plan for Quitman 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, 2018*, 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).

The Quitman County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Quitman County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Quitman County School District District Number: 6000 Date CAP Approved by Local School Board: 11/08/2018

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: Quitman County School District **District Number:** 6000 **Date CAP Approved by Local School Board:** 11/08/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|------------------------------------|---|-------------------------|
| Standard 4: The Quitman County School District did not submit an Audit for Fiscal Years 2013/2014, 2014/2015, 2015/2016, and 2016/2017 prior to the March 31st Deadline | The District will request audits in a timely manner to ensure they are submitted to the Office of Internal Audit prior to or by the March 31st Deadline. The Audit for 2016/2017 has been completed and submitted to the Office of Internal Audit and the District has already scheduled 2018/2019 Audit to be completed during the week of December 17, 2018. | Superintendent Business Manager | Audits completed no later than December of each Fiscal Year. 2018/2019 Audit submitted prior to March 31st Deadline. | December, 2017 |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 16. Corrective Action Plan for Wayne 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, 2018*, 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).

The Wayne County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Wayne County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 4 – Annual Financial Audit

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Wayne County School District District Number: 7700 Date CAP Approved by Local School Board: 9/4/2018

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: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---------------------|-------------------------|
| <p>4a. Wayne County School District (7700-000) 09/04/2015 – Current</p> <p>District Records MS Code Section§7-7-211(e), each school district in the state is required to have an annual audit each fiscal year. MDE is responsible for ensuring all sub-recipients expending \$500,000 or more in federal funds during the sub-recipient's fiscal year have obtained an A-133audit. Records indicate the Wayne County School District has not submitted an audit for fiscal year 2014, therefore, they are in violation of the following Accreditation Process Standard.</p> <p>Standard 4- The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the OSA, no later than nine (9) months after the end of the districts fiscal year.</p> | <p>Wayne County School District's FY 14 was submitted to and on file with MDE.</p> | <p>Patrick Busby, CFO,</p> <p>Bobby Jones, Superintendent</p> <p>Federal Programs</p> | <p>Annual Audit</p> | <p>Completed</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---------------------|-------------------------|
| <p>4b. Wayne County School District (7700-000) 12/16/2016 – Current</p> <p>District Records The district is not compliant with Standard 4 based upon audit report for the fiscal year ending June 30, 2015. 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 (9) months after the end of the district's fiscal year. (2C.F.R. Part 200)</p> <p>Violation- The school district did not submit their fiscal year audit report by the March 31, 2016 deadline.</p> | <p>Wayne County School District is aware their FY 15 audit was submitted after March 31, 2016. We will work diligently henceforth to ensure our annual audits are completed and submitted to MDE no later than nine (9) months after the end of the district's fiscal year.</p> | <p>Patrick Busby, CFO</p> <p>And</p> <p>Bobby Jones, Superintendent</p> | <p>Annual Audit</p> | <p>Submitted</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|---|---|---|-------------------------|
| <p>4c. Wayne County School District (7700-000) 09/25/2017 – Current</p> <p>District Records The district is noncompliance with Standard 4 based on findings from an audit for the fiscal year ending June 30, 2016. The local school board must obtain an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine (9) months after the end of the district's fiscal year. {MS Code 7-7-211(e)} (SB Policy 1200) (Uniform Guidance)</p> <p>Violation- The district did submit their fiscal year audit report by the March 31, 2017 deadline. Remains on record until cleared by the Office of School Financial Services and Office of Internal Accountability. Written documentation must be received in the Office of Accreditation.</p> | <p>Wayne County School District is aware their FY 16 audit was submitted after March 31, 2017. We will work diligently henceforth to ensure our annual audits are completed and submitted to MDE no later than nine (9) months after the end of the district's fiscal year.</p> | <p>Patrick Busby, CFO</p> <p>And</p> <p>Bobby Jones, Superintendent</p> | <p>Annual Audit completed prior to March 31st of each year.</p> | <p>In Progress</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---|-------------------------|
| <p>Wayne County School District (7700 – 000) 04/05/2018 – Current</p> <p>District Records The District is noncompliant with Standard 4 based on the audit report for the fiscal year ending June 30, 2017. 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 (9) months after the end of the district’s fiscal year. {MS Code 7-7-211(e)} (SB Policy 1200) Uniform Guidance</p> <p>Violation- The school district did not submit their fiscal year audit report by the March 31, 2017 deadline.</p> | <p>Wayne County School District is aware their FY 17 audit was submitted after March 31, 2018. It is our intent to have our FY 17 audit completed and submitted no later than December 15, 2018. We will work diligently henceforth to ensure our annual audits are completed and submitted to MDE no later than nine (9) months after the end of the district’s fiscal year.</p> | <p>Patrick Busby, CFO</p> <p>And</p> <p>Bobby Jones, Superintendent</p> | <p>Annual Audit will be completed prior to March 31st deadline.</p> | <p>In Progress</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|--|---|---|
| <p>4.1a Wayne County School District (7700 – 000) 12/16/2016</p> <p>District Records The district is not compliant with Standard 4.1 based upon audit report for the fiscal year ending June 30, 2015. The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of State Auditor, indicates a fixed asset system of accountability that provides verification of fixed asset system of accountability that provides verification of fixed assets and fixed assets records. {MS Code 37-17-6(18)}</p> <p>Violation – The school district failed to capitalize all construction cost including architect, engineering and consultant fees.</p> | <p>Because of Wayne County School District's failure to capitalize all construction costs incurred to build the Clara Elementary School, football field house, concession stand, bleachers and tennis courts, at the completion of those projects construction, we worked tirelessly to retrieve documents and records to support those costs. We have retrieved as much information as possible to properly state the costs of those projects and hope to have this finding removed in the FY 17 audit.</p> <p>In addition, the District implemented new fixed asset policies and procedure to capture and capitalize all cost for future construction projects.</p> | <p>Patrick Busby, CFO</p> <p>Bobby Jones, Superintendent</p> | <p>Identify and capitalize all construction cost as projects are completed.</p> | <p>In Progress with Auditors, McKenzie, CPA, PLLC</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|--|---|
| <p>4.1b Wayne County School District (7700-000) 09/25/2017</p> <p>District Records The district is not compliant with Standard 4.1 based upon audit report for the fiscal year ending June 30, 2016. The most recent annual financial audit report of the school district as conducted under the guidelines of the Office of State Auditor, indicates a fixed asset system of accountability that provides verification of fixed asset system of accountability that provides verification of fixed assets and fixed assets records. {MS Code 37-17-6(18)}</p> <p>Violation – The school district failed to capitalize all construction cost including architect, engineering and consultant fees.</p> | <p>Because of Wayne County School District's failure to capitalize all construction costs incurred to build the Clara Elementary School, football field house, concession stand, bleachers and tennis courts at the completion of those projects construction, we worked tirelessly to retrieve documents and records to support those costs. We have retrieved as much information as possible to properly state the costs of those projects and hope to have this finding removed in the FY 17 audit.</p> <p>In addition, the District implemented new fixed asset policies and procedure to capture and capitalize all cost for future construction projects.</p> | <p>Patrick Busby, CFO</p> <p>And</p> <p>Bobby Jones, Superintendent</p> | <p>Continue to identify all capital assets and capitalize all construction cost.</p> | <p>In Progress with Auditors, McKenzie, CPA, PLLC</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|---|---|---------------------|-------------------------|
| <p>4.2 Wayne County School District (7700 – 000) 09/25/2017</p> <p>District Records The district is noncompliant with Standard 4.2 based on findings from an audit for the fiscal year ending June 30, 2016. 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 general accounting principles) for all funds of the school district. {MS Code37-61-19}</p> <p>Violation - The District Maintenance Fund has a deficit ending fund balance totaling \$4,470,736.00.</p> | <p>The Wayne County School District's deficit fund balance will most likely be recurring because we borrow money from the 16th Section Fund. These funds are used to pay the WCHS Field House, Bleachers, Bus Barn, School Upgrades and Bus Purchases for the school district. The balance totaling \$4,470,736.00 is reported against the fund balance, which places the district in a negative balance.</p> | <p>Patrick Busby, CFO</p> <p>And</p> <p>Bobby Jones, Superintendent</p> | | <p>In Progress</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wayne County School District **District Number:** 7700 **Date CAP Approved by Local School Board:** 9/4/2018

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|---|---------------------|-------------------------|
| <p>Wayne County School District (7700 – 000) 09/25/2017</p> <p>District Records</p> <p>The district is noncompliant with Standard 4.4 based on findings from an audit for the fiscal year ending June 30, 2016. The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicated an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district. {MS Code 37-9-18(2), and 37-61-29}.</p> <p>Violation- The District lacks internal control procedures to ensure that proper documentation was maintained. It resulted in a qualification of opinion on the General Fund, School Food Service Fund, Sixteenth Section Principal Fund and aggregate remaining fund information.</p> | <p>During FY 17 and FY 18, the Wayne County School District implemented new fixed asset policy and procedures to properly capitalize all costs to prove existence, completeness and valuation of future capital assets which would prevent the district from receiving another “qualified” on our financial statements</p> | <p>Patrick Busby, CFO</p> <p>And</p> <p>Bobby Jones, Superintendent</p> | | <p>In Progress</p> |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 17. Corrective Action Plan for Wilkinson 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, 2018*, 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 Miss. Code Ann. § 37-17-6(11) as amended.

The Wilkinson County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Wilkinson County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No more than 5% of FTE Working Outside of Area of Endorsement

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1/9/19

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|--|--|-------------------------|
| The district has teachers with no certificate on file. | <ul style="list-style-type: none"> • Plan ahead by projecting hiring needs/developing a staffing plan for the next school year; • Post general job announcements for anticipated and known vacancies early in the school year; • Define the model teacher and capabilities needed and revisit recruitment/retention materials early in the school year; • Develop and implement a comprehensive recruitment plan for the next year; • Analyze the outcomes and effectiveness of recruitment sources and strategies; and • Develop a recruitment and retention committee. | Superintendent, Human Resources, Building Level Administrators, Federal Program Director, and Professional Development Coordinator | Benchmark Assessments will be conducted monthly (or as needed) until all vacancies are filled with highly qualified and certified personnel. | 2018-2019 School Year |

Please use additional sheets as needed.

Page 1 of 2

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1/9/19

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | <ul style="list-style-type: none"> • Maintain job announcements, advertising, and recruitment files. • Attend teacher education recruitment and job fairs. • Annually in April, the superintendent will provide the board with an analysis ensuring that the district has salaries to the level of surrounding districts with which the district competes for teaching staff. • Annually in August, the superintendent will provide the board with a review of the strategies used in the previous recruiting season to increase recruiting success and an assessment of the effectiveness of these strategies in identifying, contacting, and securing applicants for open district positions. • Annually in January, the superintendent will provide the board with a brief update report on the implementation of new recruiting strategies. | Superintendent | | August 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1/9/19

Standard 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

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 |
|--|---|--|--|-------------------------|
| The district has a teacher that is teaching an academic core subject without the proper endorsement. | <ul style="list-style-type: none"> • Wilkinson County District/school's website • MSBA Job Posting System • Online Posting with Mississippi Department of Education Teacher Center • Presentations at job fairs across the state of Mississippi and potentially Louisiana • Online job postings via social media and other networking sites • Local and surrounding newspaper • District/school open house • Partnerships with local and regional two-year and four-year colleges that may include coordination with career services and campus job fairs | Superintendent, Human Resources, Executive Secretary, Federal Programs Director, Professional Development Coordinator, and Recruitment and Retention Committee | Benchmark Assessments will be conducted monthly (or as needed) until all vacancies are filled with highly qualified and certified personnel. | 2018-2019 School Year |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1/9/19

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|-----------------------|---------------------|-------------------------|
| | <ul style="list-style-type: none"> • Staff visits to alma maters to recruit recent graduates • Staff referrals • Establishing a relationship with Teach for America • Develop and encourage individuals whom are interested in developing a career in education. Paraprofessionals, substitute teachers and employees with college degrees (grow-your-own) are offered provisional one year Mississippi Educator license based on the guidelines of MDE when permissible. Financial assistance is also offered through Federal Programs to meet the Praxis Core testing requirements. | | | |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Wilkinson County School District **District Number:** 7900 **Date CAP Approved by Local School Board:** 1/9/19

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|-----------------------|---------------------|-------------------------|
| | In terms of retention, Wilkinson County Schools has also developed a New Teacher's Academy. The purpose of the Orientation Program is to provide new teachers to the district or teachers with 3 years or less experience, an opportunity to have ongoing support, mentoring, and individual-specific needs provided with the goal of enhancing student achievement and remaining in the educational arena. | | | |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 18. Corrective Action Plan for Yazoo City 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, 2018*, 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 Miss. Code Ann. § 37-17-6(11) as amended.

The Yazoo City School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Yazoo City School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No more than 5% of FTE Working Outside of Area of Endorsement

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Yazoo City Municipal School District **District Number:** 8220 **Date CAP Approved by Local School Board:** 12/13/18

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|--|--|---|---|---|
| <p>The district has teachers with certificates not on file with MDE.</p> <p>The district has certified teachers that are teaching out of area.</p> | <p>There are classes in the district that are covered by long term substitutes. Due to the shortfall of teachers available to cover all classes in the district, the district employs the following actions to ensure all classes are taught by a highly effective teacher while the district continue to recruit and develop existing and new personnel to receive proper endorsements.</p> <ol style="list-style-type: none"> 1. Make request for a one-year add-on for existing highly effective teachers. 2. Reimbursement of teachers to take Praxis test in areas of shortage. 3. Request 3-year provisional license for individual with degrees. 4. Continue the highly effective academy for all teachers on 3-year provisional license. 5. Implement the Talent for Turnaround Leadership Academy (T4TLA) mentoring program. 6. Employ certified retired teachers on part-time basis. | <ol style="list-style-type: none"> 1. Superintendent 2. Deputy Superintendent / Federal Programs Director 3. Personnel Director 4. Technology Director 5. Federal Programs Director 6. Business Manager | <p>Monthly check of staff qualifications.</p> <p>2. Weekly monitor of participation in highly effective academy.</p> <p>3. Monthly review of T4TLA mentoring program.</p> | <p>July 2018 and ongoing</p> <p>Monthly checks are conducted.</p> |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Yazoo City Municipal School District **District Number:** 8220 **Date CAP Approved by Local School Board:** 12/13/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|-----------------------|---------------------|-------------------------|
| | 7. Subscribe to Edgenuity online/virtual educational program. 8. Attend teacher recruitment fairs. 9. Conduct local teacher recruitment fairs. 10. Advertise in local and Jackson newspaper. 11. Advertise on school district's website. | | | |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo City Municipal School District **District Number:** 8220 **Date CAP Approved by Local School Board:** 1/17/2019

Standard 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

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 |
|--|---|---------------------------------------|--|--|
| STANDARD 2.2. With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors. | Due to a statewide teacher shortage and a limited number of students graduating in the Education field, the district had to utilize FTEs teaching out of area. | | | |
| | Response: All District professional positions requiring licensed staff will be filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). | Building Level Administrators | Copy of valid Mississippi License | Ongoing through June 30, 2019 |
| | All teachers of academic core subjects will be required to be Highly Qualified. The Yazoo City School District has applied and will continue to explore EC and Special Non Renewable license applications to allow teachers endorsement in teaching areas. | Personnel Staff Superintendent | Ensure all requirements are met for Special-EC application | Before the license expire candidates need to meet requirements for Special Non-Renewal license or Standard Teacher License-June 30, 2019 |

Please use additional sheets as needed.

Corrective Action Plan

District Name: Yazoo City Municipal School District **District Number:** 8220 **Date CAP Approved by Local School Board:** 1/17/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|--|---|
| | Yazoo City Municipal School District MSIS Data Verification Procedures are in place to assure that staff is working in their area of certification. | District MSIS Coordinator, Building level Administrators, Central Office Support Staff | MSIS Edit Report | Monthly submissions for 2018-2019 school year |
| | The district will submit vacancies to the Mississippi Teacher Center for assistance with recruiting Highly Qualified Teachers (twice a month) | Personnel Office | Monitor and Print vacancies from the Mississippi Teacher Center's Website. | Twice a month through June 30, 2019 |
| | The district will actively advertise in the local/state/ and surrounding area newspapers to establish media attention to the need for highly qualified teachers in the district. | Public Relations Coordinators/ Business manager | Copy of advertisement | Every other month beginning with March 2019 |
| | The YCMSD will offer Praxis Core and Praxis II workshops for teachers with one-year EC Licenses to assist them with obtaining their standard license. | Director of Curriculum and Instruction, Human Resource Director | Sign-In Sheets | Monthly beginning February 2019 |
| | YCMSD will collaborate with Universities and Colleges and attend recruitment and Job Fairs | Principals and Central Office Support Staff | Sign-In Sheet, Copy of Announcement/ Invitation | Scheduled by various institutions of higher learning. |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo City Municipal School District **District Number:** 8220 **Date CAP Approved by Local School Board:** 1/17/2019

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--------------------------------|---------------------|-------------------------|
| | In an effort to reduce the number of teachers teaching out of areas, YCMSD will hire Retired Teachers to fill vacancies. | Principals, Superintendents | MSIS Edit Report | June 30, 2019 |

Please use additional sheets as needed.

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OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
February 21, 2019

OFFICE OF ACCREDITATION

G. 19. Corrective Action Plan for Yazoo 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, 2018*, 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).

The Yazoo County School District was assigned a PROBATION status by the Commission on School Accreditation on September 18, 2018. The district did not submit the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. 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 Yazoo County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 1 – Local School Board and Superintendent
- Process Standard 1.1 – Superintendent Executive Duties and Responsibilities

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Yazoo County School District District Number: 8200 Date CAP Approved by Local School Board: 12/04/18

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 YCSD is noncompliant with Standards 1, 1.1, and 1.3 based on findings from an unannounced audit that was conducted November 10-20, 2015. Findings from the audit determined that two board members are interfering at school sites by visiting schools to observe teachers, listening to teaching from the doorways and interjecting their opinions at school sites. Board minutes revealed that there is confusion on the part of the school board in regards to "recessed" and "adjourned" meetings. Board members are polled via text | (1) YCSD "School Board Walkthrough" or "Targeted Learning Walks": School districts are enacting ever more rigorous standards, instructional materials and assessments and school board members are asking more questions, as they should. One of the strategies or action plan to address this deficiency is that of the superintendent conducting school board walk-throughs at each school site. This activity is arranged in advance so that school board members might visit classrooms, observe teaching and talk to teachers and other staff. While school board members often times are asked to look at instructional material, they | (1) Superintendent | (1) Board Member School Visitation Reports; School Board Member(s) Mileage Reports | (1) October 22, 2018 –ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo County School District **District Number:** 8200 **Date CAP Approved by Local School Board:** 12/04/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|---|--|--|--|--|
| messaging to gain approval for district actions. This remains on file until cleared by the Office of Accreditation. | seldom get to see that instructional material implemented. (2) YCSD Teacher and Student Advisory Committees: These committees have proven to be pivotal in increasing the transparency for the school district in terms of serving as a mechanism and catalyst for the superintendent to get a true feeling of the “heartbeat” of the school district which in turn helps the school board, when conducting walk-throughs or learning targeted walk-throughs be more open and successful – which is pivotal in increasing student achievement. Typically, some of the information obtained in a student advisory committee meeting and/or a teacher advisory committee meeting are reflective of topics/issues/concerns that various stakeholders inform board members with in the community. The committees meet once a month. Findings and/or input from these meetings is included in the evaluation criteria for this strategy. | (2) Superintendent; School Site Administrators; Teacher Advisory Committee Members; Student Advisory Committee Members | (2)Teacher Listing of Advisory Committee Members; Student Listing of Advisory Committee Members; Agendas from the Teacher and Student Advisory Committee Meetings; Sign-In Sheets for the Teacher Advisory Committee Meetings; Student Sign-In Sheets for the Student Advisory Committee Meetings; Documentation from the Input Gained for Consideration from the Teacher and Student Advisory Committee | (2) September 10, 2018-May, 2019 o 09/10/2018 o 10/09/2018 o 11/13/2018 o 12/11/2018 o 02/12/2018 o 03/06/2018 o 04/09/2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo County School District **District Number:** 8200 **Date CAP Approved by Local School Board:** 12/04/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|---|---|--|
| | <p>(3) Professional Training and Support Sessions from Executive Director for Mississippi School Boards Association: On multiple occasions, Dr. Mike Waldrup has come to the Yazoo County School District and provided training and support sessions with the YCSD school board regarding their role in the YCSD. Specific topics have included the following:</p> <ul style="list-style-type: none"> o February 22, 2018: The Role of the Board o September 20, 20018: Goal Setting and Planning Training and Support o October 2, 2018: Goal Setting and Planning | <p>(3) Superintendent; MSBA – Dr. Mike Waldrup; Tracy Spencer – Executive Assistant to the Superintendent</p> | <p>(3) February 22, 2018 Special Meeting Agenda Special Board Meeting Minutes Handouts Pertinent to the Training and Support Session September 20, 2018 and October 2, 2018 Special Board Meeting Minutes Handouts Pertinent to the Training and Support Session</p> | <p>(3) February 22, 2018 – Ongoing</p> |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo County School District District Number: 8200 Date CAP Approved by Local School Board: 12/04/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|--|-------------------------|
| | (4) Attendance of YCSD Board Members to Conferences Provided as Training and Support to Continue to Increase Knowledge of Role as a School Board Member: Members of the YCSD School Board have attended numerous conferences receiving valuable information in terms of the critical role they play in setting policy – policy that improves student achievement | (4) Superintendent; YCSD School Board Members; Tracy Spencer – Executive Assistant to the Superintendent | (4) Board Members Training Record/Log for School Year 2016-2017; Certificates of Completion Denoting Completed Hours of Training for school year 2016-2017; Board Members Training Record/Log for School Year 2017-2018; Certificates of Completion Denoting Completed Hours of Training for school year 2017-2018; Documentation for Accolade of “Boards of Merit” Presented by the Mississippi School Boards Association; Mileage Sheet to Document Attendance to MSBA Policy Conference | (4) Fall 2016-Ongoing |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo County School District **District Number:** 8200 **Date CAP Approved by Local School Board:** 12/04/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|--|-------------------------|
| | (5) Recognition for YCSB Members who Have Earned Individual Awards such as: "Premier Circle" (30-41 whole hours) and "Master Circle" (24-29 whole hours) To Further Develop Their Knowledge Base Concerning Setting Policy Within the YCSD: The YCSD school board has two members, Gregory Moseley; board president, who has earned 31 whole hours and received the "Premier Circle" Award, and Larry Walls; board member, who has earned the individual award of "Master Circle" for achieving 29.25 whole hours of additional training. | (5) YCSD School Board Members; Executive Assistant to the Superintendent | (5) The Update Newsletter October 2018 Edition from Mississippi School Boards Association (www.msbaonline.org) | (5) October 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo County School District **District Number:** 8200 **Date CAP Approved by Local School Board:** 12/04/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|---|--|--|--------------------------|
| | (6) New Superintendent Hired July 2018 – Dr. Ken Barron: A new superintendent search was formulated through the MSBA and the deadline to apply was April 4, 2018. There were numerous stakeholder meetings to determine the best candidate for the position throughout the months of April and May. On July 1, 2018, Dr. Ken Barron accepted the position of Superintendent of the Yazoo County School District. Please note this became the inception for a completely different type/style of leadership within the school district as noted by the aforementioned previous strategies and actions. | (6) MSBA Superintendent Search Committee; YCSD School Board Members; Central Office employees; Non-instructional staff; Parent and Community Members; Teachers, School Administrators, and other instructional staff | (6) School Board Meeting Agenda May 4, 2018; School Board Meeting May 4, 2018, Agenda; YCSD Search Board Survey Report May 2018; Stakeholder Survey Report May, 2018; Central Office Staff Meeting Survey Results April, 2018; Non-Instructional Staff Survey results April, 2018; Parent and Community Survey Results, April 2018; Teachers, School Administrators, and Other Instructional Staff Survey Results April, 2018; Brochure advertising position | (6) March 2018-July 2018 |

Please use additional sheets as needed.

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Corrective Action Plan

District Name: Yazoo County School District **District Number:** 8200 **Date CAP Approved by Local School Board:** 12/04/18

| Findings | Strategies/Plan for Correction | Person(s) Responsible | Evaluation Criteria | Implementation Timeline |
|----------|--|--|----------------------------------|-------------------------|
| | (7) Continued Updating and Revision to the YCSD Board Policies -- There is an on-going effort to update and revise school board policy to ensure that all policies are current and compliant. These updates and revisions allow the YCSD School Board to be able to maintain a focus on the improvement of student achievement and outcomes. | (7) Superintendent; YCSD Leadership Team | (7) School Board Meeting Agendas | (7) July 2018-Ongoing |

Please use additional sheets as needed.

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