

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 28, 2019

OFFICE OF ACCREDITATION

- D. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1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the *Mississippi Public School Accountability Standards, 2018*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies.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:

North Bolivar Consolidated School District*
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
Summary of State Board of Education Agenda Items
Consent Agenda
March 28, 2019

OFFICE OF ACCREDITATION

D.1. Corrective Action Plan for the North Bolivar Consolidated School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2018*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the District's deficiencies.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 Bolivar Consolidated 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 Bolivar Consolidated 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 4 – Annual Financial Audit
- Process Standard 18 – Library/Media Center and Services

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11/19/18

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 not in compliance with Standard 2.0 based on the 2016-2017 Personnel Accreditation Edit Report. The district has teachers with certificates not on file.</p>	<p>The district is seeking certified teachers to employ in this area.</p> <p>Seeking One Year Non-renewal license for teacher from MDE where applicable</p> <p>Expanding on current efforts to recruit, induct, and retain highly qualified teachers</p> <p>Partner with Teach for America Program to recruit teachers Utilize local universities' career fairs to recruit teachers</p> <p>Improve induction and mentor programs for first and second year teachers.</p> <p>Provide job-embedded professional learning and professional coaching.</p>	<p>Superintendent/ Designee Curriculum Coordinator Principals Special Education Director</p>	<p>Highly qualified teachers in all positions</p>	<p>June 21, 2018 – ongoing</p>

Corrective Action Plan

District Name: N. Bolivar Consolidated School District District Number: 0617 Date CAP Approved by Local School Board: 11-19-18

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

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11-19-18

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district is not in compliance with standard 4.0 based on the district failing to submit an audit report for the fiscal year June 30, 2014. The local school board shall obtain an annual financial audit of the school district, as conducted under the guidelines of the State Auditor, no later than nine months later the March 31, 2015 deadline.</p>	<p>The school board has obtained an annual audit of the school district as conducted under the guidelines of the state auditor for the fiscal year ending June 30, 2014 (see attachment 5).</p>	<p>School Board Superintendent Business Manager</p>	<p>A complete audit for 2014</p>	
<p>The district is not in compliance with Standard 4.0 based on the District failing to submit an audit report for the fiscal year June 30, 2015. The local school board shall obtain an annual financial audit of the school district, as conducted under the guidelines of the State Auditor, no later than nine months later the March 31, 2016 deadline.</p>	<p>The school board had obtained an annual financial audit of the school district as conducted under the guidelines of the Office of State Auditor for the fiscal year ending June 30, 2015 (see attachment 6)</p>	<p>School Board Superintendent Business Manager</p>	<p>A complete audit for 2015</p>	

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11-19-18

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is not in compliance with Standard 4 based on the audit report for fiscal year ending June 30, 2016. The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of State Auditor, no later than nine months after the end of the district's fiscal year.</p>	<p>The School Board had obtained an annual financial audit of the District as conducted under the guidelines of the Office of State Auditor for the fiscal year ending June 30, 2016 (see attachment 7)</p>	<p>School Board Superintendent Business Manager</p>	<p>A complete audit for 2016</p>	<p>Ongoing – January, 2019</p>
<p>The District is noncompliant with Standard 4 based on the audit report for 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 State Auditor, no later than nine months after the end of the district's fiscal year.</p>	<p>The District has contracted with Fortenberry and Ballard, PC to conduct the financial audit as conducted under the guidelines of the State Auditor for the fiscal year ending June 30, 2017.</p>	<p>Superintendent</p>	<p>A complete audit for 2017</p>	
<p>The District did not submit their fiscal audit report by the March 31, 2017 deadline.</p>				

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11-19-18

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standard 4.6 based on the audit report for the fiscal year ending June 30, 2014. The most recent annual financial report of the school district, as conducted under the guidelines of the Office of State Auditor, verifies the accuracy and timely compilation and reporting of all financial data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education. The District is cited for failing to file its year-end financial statements (FETS) with the state Department of Education by October 16, 2014.</p>	<p>The District has filed its year-end financial statement (FETS) with the state Department of Education for the year ending June 30, 2014. Procedures have been put in place to submit the Financial Exchange Transfer System data by October 15 of each year.</p>	<p>Superintendent Business Manager</p>	<p>Submitted data</p>	<p>Ongoing - October 15 of each year</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11-19-18

Standard 18: Each school has a library media center. Refer to the current edition of the *Mississippi School Library Media Guide*.

- 18.1: Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.**
- 18.2: The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.**

REGULATIONS: Miss. Code Ann. §§ 37-17-6(3)(a) through (e) and *Mississippi School Library Media Guide*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District is noncompliant with Standards 18, 18.1, and 18.2. Based on the findings from an unannounced audit that was conducted September 15-23, 2015.</p> <p>At several school libraries, the automated management system was inoperative. Renewal of the licensure software had not been made, and the bar code scanner was not in use.</p>	<p>All school libraries have automated management systems that are operative. Routine updates and/or maintenance to the system will be conducted to ensure the systems remain operable.</p> <p>Renewal of the licensure software has been renewed (see attachment 8)</p>	<p>Principals Librarian Technology Department</p>	<p>Operable automated management system</p>	<p>Ongoing</p>
<p>The libraries do not maintain a list of credible and age-appropriate websites that support the curriculum.</p>	<p>The librarian and assistants are meeting with faculty and staff to get recommendations of credible and age-appropriate websites that will support the curriculum. These websites will be reviewed and added to library as resources for teachers and students.</p>	<p>Librarian Library Assistants Staff</p>	<p>List of credible, age-appropriate websites</p>	<p>November, 2018 – ongoing</p>

Corrective Action Plan

District Name: N. Bolivar Consolidated School District District Number: 0617 Date CAP Approved by Local School Board: 11-19-18

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
None of the schools have a library website available on the home school page.	A link to each school's home page has been established for access to library resources in and outside the schools (see attachment 9).	Technology Department	Follett Destiny Icon / link on website	November, 2018 – ongoing
The District does not have a board policy on the selection of materials, the procedures for challenges to materials, or donated materials.	A policy on the selection of materials, the procedures for challenges to materials, and donated materials have been submitted to the superintendent for board approval (see attachment 10).	Principal Librarian	Approved board policy	November, 2018 - ongoing
The school librarians do not submit an annual budget request or annual report documenting expenditures from each funding source. Only one of the librarians interviewed knew the amount of the library's allocated budget.	<p>Each library is given a budget each year based on per pupil allocation for books and periodicals (see attachment 14-16).</p> <p>Each school library will submit a proposed budget request indicating expenditures from each funding source annually.</p>	<p>Librarian Library Assistants Principal Central Office Staff</p>	<p>Library Budget Proposed School budgets</p>	February, 2019 - ongoing

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11-19-18

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The professional collections do not have the appropriate number of books and periodicals. Professional materials are outdated and do not meet current instructional needs of teachers to support evolving pedagogy.</p>	<p>The professional collections at each school library will be reviewed annual for updates and weeding according to the district and school library polices and procedures.</p> <p>Professional materials will be purchased to increase the number of professional resources in each library to effectively meet the instructional needs of teachers.</p>	<p>Librarian Library Assistants Principal</p>	<p>Annual Professional collection Review Summary</p> <p>Purchase Requisitions, purchase orders, and/or purchase invoices</p>	<p>March, 2019 - ongoing</p>
<p>A formal needs assessment had not been conducted that involves input from teachers, an interest inventory, and instructional program needs. The district does not conduct a media center program assessment as a basis for developing short and long range strategic plans for improvement, although informal discussions with administration had occurred at one school.</p>	<p>A formal needs and a media center program assessment will be conducted annually to gain input from stakeholders. The results will be used to create short and long term plans for the improvement of the library programs in the schools.</p>	<p>Librarian Library Assistants Principal Central Office Staff Technical Support - Consultants, MDE, etc</p>	<p>Needs / media center program assessments results</p> <p>Library Improvement Plans</p>	<p>March, 2019 - ongoing</p>

Corrective Action Plan

District Name: N. Bolivar Consolidated School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 11-19-18

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The libraries do not have an advocacy committee or a public relations plan to publicize the library's resources and services.</p>	<p>Each school will establish and maintain an advocacy committee and/or public relations plan to publicize the library's resources and services.</p>	<p>Librarian Library Assistants Principal</p>	<p>Committee agendas, sign-in sheets, minutes Public Relations Plan</p>	<p>March, 2019 - ongoing</p>
<p>The School Board Policy (Attachment #10) is incomplete. There is no mention of how librarians should handle challenged materials. This will need to be added to the approved board policy before it is accepted.</p>	<p>The library policy, approved by the school board will be amended to include information on the handling of challenged materials by the librarians.</p>	<p>Librarian Library Assistants Central Office Staff</p>	<p>Library Policy</p>	<p>March, 2019-ongoing</p>
<p>There is no policy regarding circulation of library resources or the inventory of resources. These do not have to be board approved, but they do need to be listed in the school library policy and procedures manual at each school.</p>	<p>Northside High School presently have a circulation policy posted on the district webpage in the school's Library Policies and Procedures Manual. These policies and procedures will be reviewed and updated if needed for each school library. The elementary schools will establish policies and procedures for the circulation of library materials. A Library Policies and Procedures Manual will be constructed and posted on the district webpage for teachers, students, parents, and other stakeholders access.</p>	<p>Librarian Library Assistants Principal Library Advisory Committee Central Office Staff</p>	<p>Library Policies and Procedures Manual</p>	<p>March, 2019 - ongoing</p>

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
March 28, 2019

OFFICE OF ACCREDITATION

D.2. Corrective Action Plan for the Okolona 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 Okolona 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 Okolona School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standard 17.4 – Special Education Program

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Okolona School District **District Number:** 0921 **Date CAP Approved by Local School Board:** N/A

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
<p>Delivery of Services DS-1 One (1) of fourteen (14) student records reviewed indicated the public agency failed to ensure the IEP Committees included a group of people knowledgeable about the students, including a general education teacher, parent, special education teacher, agency representative, related service personnel as appropriate, or the student when appropriate. (Student 17)</p>	<p>DS – 1 The District’s IEP Committee shall reconvene to revise the IEP for Student 17 to ensure all required personnel that include a group of people knowledgeable about the student are present.</p>	<p>Superintendent Special Education Director</p>	<p>Submit 2018-2019 IEP</p>	<p>April 30, 2019</p>
<p>DS-8 One (1) of fourteen (14) student records reviewed indicated the IEPs did not include descriptions of how student progress toward meeting the annual goals will be measured. (Student 8)</p>	<p>DS-8 The IEP Committee for Student 8 shall reconvene to document how student progress will be measured.</p>	<p>Superintendent Special Education Director</p>	<p>Submit 2018-2019 IEP</p>	<p>April 30, 2019</p>
<p>DS-12 Two (2) of fourteen (14) student records reviewed indicated the IEPs did not list the frequency or the duration of services. (Students 8 and 21)</p>	<p>DS-12 The IEP Committees of Students 8 and 21 shall reconvene to address the frequency and duration of special education services.</p>	<p>Superintendent Special Education Director</p>	<p>Submit 2018-2019 IEP</p>	<p>April 30, 2019</p>

Corrective Action Plan

District Name: Okolona School District **District Number:** 0921 **Date CAP Approved by Local School Board:** N/A

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-13 One (1) of fourteen (14) records reviewed indicated the IEP did not appropriately document frequency and duration of accommodations provided to enable the students to make progress in the general education curriculum. (Student 11)	DS – 13 The IEP Committee for Student 11 shall reconvene to document the frequency and duration of services necessary for the student to make progress in the general education curriculum.	Superintendent Special Education Director	Submit 2018-19 IEP	April 30, 2019
DS-15 One (1) of fourteen (14) student records reviewed indicated the IEPs did not specify related services that align with the needs of the students or support annual goals. (Student 10)	DS – 15 The IEP Committee for Student 10 shall reconvene to determine the need for compensatory services or to include documentation of the decision-making process for not specifying related services.	Superintendent Special Education Director	Submit 2018-19 IEP and documentation of determination of compensatory services.	April 30, 2019
DS-17 One (1) of fourteen (14) student records reviewed indicated the district did not include supports for personnel. (Student 8)	DS – 17 The District’s IEP Committee shall reconvene to revise the IEP for Student 8 to include the Supports for Personnel.	Superintendent Special Education Director	Submit 2018-19 IEP	April 30, 2019
DS-20-6 Three (3) of six (6) student records reviewed did not include goals related to the students’ transition service needs. (Students 10, 11 and 12)	DS- 20-6 The IEP Committees of Students 10, 11 and 12 shall reconvene to revise the IEPs to ensure all required components of the Transition Plan are adequately addressed utilizing Indicator 13 Checklist. The District shall provide training on Individual Transition Plans to relevant personnel.	Superintendent Special Education Director	Submit revised 2018-19 IEP, Indicator 13 Checklist, Training materials, sign-in sheet and agenda for Transition Plan training	April 30, 2019

Corrective Action Plan

District Name: Okolona School District **District Number:** 0921 **Date CAP Approved by Local School Board:** N/A

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-20-7 Two (2) of six (6) student records reviewed did not include evidence that the students were invited to attend the meetings. (Students 11 and 12)	<p>DS-20-7 The District shall ensure that all students with disabilities ages 14 and older are provided with an individual Prior Written Notice that will document students' invitation to the meeting about their Individual Transition Plan.</p> <p>The District shall provide training on Individual Transition Plans to relevant personnel.</p>	Superintendent Special Education Director	Meeting Invitation & Written Notice documentation; submit revised completed IEPs, training materials, sign-in sheet and agenda for Transition Plan training	April 30, 2019
DS-22 Six (6) of twenty-one (21) student records reviewed indicated the district did not include a description of each placement option considered when determining the students' Least Restrictive Environment. (Students 8 and 20)	DS – 22 The IEP Committee for Students 8 and 20 shall reconvene to ensure that the entire continuum of placements was considered when determining the LRE.	Superintendent Special Education Director	Submit 2018-19 IEPs	April 30, 2019
DS-23 Two (2) of twenty-one (21) student records reviewed did not describe the extent to which the students do not participate with their non-disabled peers. (Students 17 and 18)	DS – 23 The IEP Committee for Students 17 and 18 shall reconvene to document the extent to which the students do not participate with their nondisabled peers.	Superintendent Special Education Director	Submit 2018-19 IEPs	April 30, 2019

Corrective Action Plan

District Name: Okolona School District **District Number:** 0921 **Date CAP Approved by Local School Board:** N/A

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Free Appropriate Public Education (FAPE) FAPE -1 Three (3) of twenty-one (21) student records reviewed indicated ESY documentation did not include the eligibility determination nor the criterion used for the determination. (Students 10, 18, and 20)</p>	<p>FAPE – 1 The District shall submit the 2018-2019 IEP to the MDE-OSE including ESY documentation (criteria and documentation) for Students 10, 18, and 20.</p> <p>The District shall provide training to all special education teachers, related service providers, and appropriate personnel to ensure ESY services needed for a FAPE.</p>	<p>Superintendent Special Education Director</p>	<p>Submit 2018-19 IEPs</p> <p>Training materials, sign-in sheets and agenda for ESY training.</p>	<p>April 30, 2019</p>
<p>Child Find – Initial (CFI) CFI-3 One (1) of two (2) student records reviewed indicated the district failed to obtain parental permission prior to conducting a comprehensive assessment resulting in failure to appropriately implement Child Find procedures. (Student 18)</p>	<p>The District shall provide training on Child Find and Eligibility Determination to all required personnel including, but not limited to, psychometrists, speech-language pathologists and psychologists (if applicable), TST Chairpersons and Multi-Disciplinary Evaluation Team (MET) members.</p>	<p>Superintendent Special Education Director</p>	<p>Copy of training materials on Child Find and Eligibility Determination; Agenda; Sign-in sheets</p>	<p>April 30, 2019</p>
<p>CFI-4 One (1) of two (2) student records reviewed indicated the district failed to ensure the MET included all appropriate members including parents and an individual qualified to interpret and explain assessment information for determining eligibility. (Student 18)</p>				

Corrective Action Plan

District Name: Okolona School District **District Number:** 0921 **Date CAP Approved by Local School Board:** N/A

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
CFI-6 One (1) student record reviewed indicated the district did not provide the parents all required documents including copies of the evaluation reports and Prior Written Notices (WPN) seven (7) calendar days prior to the eligibility meeting. (Student 18)	The District shall provide training on Child Find and Eligibility Determination to all required personnel including, but not limited to, psychometrists, speech-language pathologists and psychologists (if applicable), TST Chairpersons and Multi-Disciplinary Evaluation Team (MET) members.	Superintendent Special Education Director	Copy of training materials on Child Find and Eligibility Determination; Agenda; Sign-in sheets	April 30, 2019
Child Find Reevaluation (CFR) CFR-2 One (1) of five (5) student records reviewed indicated the district did not provide written notice of the IEP/MET's decision for reevaluation. (Student 15)	The District shall provide training on Child Find and Eligibility Determination to all required personnel including, but not limited to, psychometrists, speech-language pathologists and psychologists (if applicable), TST Chairpersons and Multi-Disciplinary Evaluation Team (MET) members.	Superintendent Special Education Director	Copy of training materials on Child Find and Eligibility Determination; Agenda; Sign-in sheets	April 30, 2019

Corrective Action Plan

District Name: Okolona School District **District Number:** 0921 **Date CAP Approved by Local School Board:** N/A

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>General procurement standards and Contract Provisions A review of contractual documentation from SY 2015-16 revealed the following: 1. A contractual agreement was being used for Juanita Head 2. A proposal was being used for Core Learning, LLC; and 3. No contract was available for North MS Educational Services</p> <p>A further review of contractual documentation revealed: 1. None of the contracts contained the standard terms and conditions; and 2. Valid licenses were not available for the personnel performing the services</p>	<p>The District shall provide a template for contractual agreements which contains standard terms and conditions.</p> <p>The District shall provide procedures for ensuring contractual personnel have valid licenses.</p>	<p>Superintendent Director of Special Education Business Manager</p>	<p>Submit: Contract Template</p> <p>Procedures for validating licenses of contractual personnel</p>	<p>April 30, 2019</p>

Corrective Action Plan

District Name: Okolona School District District Number: 0921 Date CAP Approved by Local School Board: N/A

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Use of Amounts, Factors Affecting Allowability of Costs, Reasonable Costs, and Allocable costs</p> <p>The OSE team reviewed invoices documentation and found:</p> <ol style="list-style-type: none"> 1. Invoices for direct services did not contain where the services were provided or who received the services; and 2. Invoices for professional development did not have agendas and sign-in sheets; and 3. Invoices for field trips were not supported by a lesson plan 	<p>The District shall establish Fiscal Procedures to ensure proper management and documentation of fiscal matters including, but not limited to, proper documentation of services provided such as agendas, sign-in sheets and justification of educational benefit for field trips. The District staff shall be trained on Fiscal Procedures; reasonable and allowable costs.</p> <p>The District shall submit an invoice template to be used for consistent billing.</p>	<p>Superintendent Director of Special Education Business Manager</p>	<p>Submit a copy of Fiscal Procedures Agendas, Sign-in Sheets, Training Materials specific to Fiscal Procedures, including reasonable and allowable costs.</p>	<p>April 30, 2019</p>