

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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 accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible 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 of 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	
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, 2018	Executive Director of Research, Evaluation, and Assessment (REA)	Completed	
	Administrative staff members and other staff assigned to report MSIS data attended the 2017 METIS Conference and will register for the 2018 conference currently scheduled to take place June 27-29, 2018.	Executive Director of REA	MDE Signature Sheets Agendas Conference Materials	
	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	

Please use additional sheets as needed.

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	<p>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.</p> <p>Pupil Accounting Specialists, Office Managers and Office Assistants have been trained on the MSIS Personnel Reference Manual by the Director of Assessment and Data Management. Additional training will be provided for Principals in March 2018.</p> <p>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.</p>	<p>Executive Director of REA</p> <p>Executive Director of REA</p> <p>Executive Director of REA</p>	<p>Sign-in Sheets Agendas Conference Materials</p> <p>Sign-in Sheets Agendas</p> <p>Sign-in Sheets Agendas Conference Materials Training materials</p>	

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	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	
	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	
	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.	Interim Superintendent/ Superintendent Board of Trustees	Board Material Board Agenda Board Minutes	
	Nineteen Pupil Accounting Specialist positions were recommended and approved by the school board to monitor and verify the accuracy of data transmitted to MDE via MSIS for all middle and high schools.	Interim Superintendent/ Superintendent Board of Trustees	Board Material Board Agenda Board Minutes	

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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	
	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	
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	

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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	
	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	
	All necessary revisions to policies will be recommended to the School Board for approval. All policy revisions will be provided to current employees.	Interim Superintendent/ Superintendent Board of Trustees	Board Policy Agenda Board Minutes	
	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.	Executive Director of REA	Crosswalk of employed Data Manual	

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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.	<p>Each supplemental contract will be kept on file in the Human Resources Department.</p> <p>Executive Director of Human Resources will review and revise procedures associated with supplemental contracts.</p> <p>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.</p> <p>Executive Director of Human Resources will review all employment policies and procedures and make recommendations for necessary revisions.</p> <p>All necessary revisions to policies will be recommended to the School Board for approval. All policy revisions will be provided to current employees.</p>	<p>Executive Director of Human Resources</p> <p>Executive Director of Human Resources</p> <p>Executive Director of REA</p> <p>Executive Director of Human Resources</p> <p>Interim Superintendent/ Superintendent Board of Trustees</p>	<p>Review of Supplemental Contracts</p> <p>Board Policy Board Minutes</p> <p>Crosswalk of supplement board material General Schedule Listing report</p> <p>Board Policies</p> <p>Board Policy Agenda Board Minutes</p>	

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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	
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 employment, material and Schedule Listing report	
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 employment, material and Schedule Listing report	
	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	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	Principal and department supervisors will verify the employment status of all employees currently in MSIS using the verification checklist.	Area Assistant Superintendents	Verification Checklist	

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**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as the management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation 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, 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) Rights Act of 1964**

**1.1: The school board assigns all executive and administrative duties to the superintendent, who is proper 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	
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 Interim 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 Interim Superintendent/Superintendent implements plans, procedures, programs, and systems to achieve clearly defined, desired results. The Interim Superintendent/Superintendent shall employ appropriately licensed individuals to implement the programs.  1. The Interim Superintendent/Superintendent has established effective mechanisms for communication to and from staff, the school board and the community through the following strategies:	Interim Superintendent/ Superintendent	Monitor and staff, training any related on policies sign-in sheets	

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community relations.	<p>a. The Interim Superintendent/Superintendent uses a variety of methods to communicate with personnel, including letters, memos, automated calls, emails, video messages, staff meetings, training sessions, etc.</p> <p>b. Personnel communicate with the Interim Superintendent/Superintendent by calling, emails, and scheduled appointments. Staff follow the chain of command.</p> <p>c. The Interim Superintendent/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 Interim Superintendent/Superintendent through phone calls, appointments, and emails.</p> <p>e. Board members and Interim Superintendent/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>	Interim Superintendent/ Superintendent	Monitor and staff, training any related on policies sign-in sheets	

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<ul style="list-style-type: none"> <li>• The Interim 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)</li> <li>• The Interim Superintendent failed to ensure that all graduating seniors of School Year 2016-2017 met graduation requirements. (See also Standard 14)</li> <li>• The Interim Superintendent failed to ensure the integrity of the Mississippi Statewide Assessment System. (See also Standard 16 and Appendix F)</li> <li>• The Interim Superintendent failed to ensure compliance with the Individuals with Disabilities Act. (See also Standard 17.4)</li> </ul>	<p>2. The Interim Superintendent/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>	Interim Superintendent/ Superintendent	<p>Internal audit reports; Training materials and sheets</p> <p>Student Handbook Board Agendas Minutes</p> <p>Discipline Data Reports</p> <p>Agendas and sheets</p>	

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<p>The Interim Superintendent failed to ensure compliance with Elementary and Secondary Education Act. (See also Standard 17.6)</p> <ul style="list-style-type: none"> <li>• As the educational leader of the District, the Interim Superintendent failed to implement an instructional management plan that clearly defines the academic goals necessary for improving student achievement. (See also Standard 20)</li> <li>• The Interim Superintendent failed to ensure that transportation services arrive and depart on time. (See also Standard 29)</li> <li>• The Interim 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)</li> <li>• The Interim 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)</li> </ul>	<p>3. Interim Superintendent/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"> <li>a. Aligned staff with District priorities and resources.</li> <li>b. Reviewed all job descriptions.</li> <li>c. Made significant changes staffing and reassignments, including State and Federal Programs and Exceptional Education.</li> <li>d. Reestablished and staffed the Office of Professional Development. See Standard 15.</li> <li>e. Effective July 1, 2017, the Interim Superintendent reorganized the district into four areas and feeder patterns. An Assistant Superintendent currently is responsible for each area. The Interim Superintendent/Superintendent will submit a written updated strategic plan and make necessary presentations to the current Board describing the strategies the Interim Superintendent/Superintendent will employ to align staff with District priorities and resources to meet the immediate instructional goals of the District. The Interim Superintendent/Superintendent will consider different Administrative Organizational Structures and present an updated District Administrative Plan to the current Board for approval by the current Board.</li> </ul>	Interim Superintendent/Superintendent	Approval by Board	

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	<p>4.The Interim Superintendent/Superintendent implements an Instructional Management Plan (IMP) that clearly defines the academic goals necessary for improving student achievement. Strategies include:</p> <p>a. The current instructional management plan was approved by the previous Board on August 8, 2017. The Plan currently is being implemented by the Interim Superintendent.</p> <p>b. The School Board approved procedures for the JPS Accreditation Policy IDB which outlines "Procedures for Addressing Non Compliance with Accountability/Process Standards."</p> <p>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.</p> <p>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.</p>	<p>Interim Superintendent/ Superintendent</p> <p>Interim Superintendent/ Superintendent</p> <p>School Board</p> <p>School Board</p>	<p>Outcome data (student assessment) Internal audit reports, board agendas and</p> <p>Board Agendas Minutes</p> <p>Board Agendas Minutes</p> <p>Board Agendas Minutes</p>	

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	e. The Interim Superintendent/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 Interim Superintendent/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.	Interim Superintendent/ Superintendent	Updated Instructional and Updated Organizational Approved by current Board	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>5. The Interim Superintendent/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>	Interim Superintendent/ Superintendent	Board Agendas Minutes, internal audit procedures	
	<p>6. The Interim Superintendent/Superintendent establishes positive relationships among the Board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity. Strategies include:</p>	Interim Superintendent/ Superintendent	Board Agenda Minutes	

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	<p>a. As of November 28, 2017, a new six-member board of trustees was appointed. Members are participating in the MSBA board training and will complete within the mandatory timelines.</p> <p>b. The Interim Superintendent/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. Kellogg is considering funding the grant. 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>	Interim Superintendent/ Superintendent		

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<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 Interim Superintendent/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 in October, February and June of each year and as needed.</p>	<p>Interim Superintendent/ Superintendent</p>	<p>Schedule of Schedule of board agenda; Agenda and</p>	

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<ul style="list-style-type: none"> <li>• The Interim 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)</li> <li>• The Interim Superintendent failed to implement appropriate standards of governance. (See also Standards 1.2 and 1.3)</li> </ul>	<p>8. The Interim Superintendent/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>	Interim Superintendent/ Superintendent	Board Agendas Minutes	

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**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as the management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation 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, 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) Rights Act of 1964**

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

**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 Criteri	
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. Interim Superintendent/ Superintendent	1. board minutes	

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<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. 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 will begin that cycle again in January 2018. 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 Interim Superintendent/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</p> <p>2. Interim Superintendent/ Superintendent</p>	<p>1. Cross-walk checklist</p> <p>2. Emails will that revised approved board policies have communicated staff. Parents students will notified through District's web Board Approved Policies and Policies Under Review. Internal audit reports</p>	

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<ul style="list-style-type: none"> <li>• Graduation Requirements (IGB/JBQ) (See also Standard 14)</li> <li>• Promotion/Progression/Retention of Students (JBJ/IGD) (See also Standard 21)</li> <li>• Instructional Materials and Fees (IFB)</li> <li>• Textbooks (IFCA)</li> <li>• Food Service (ED and JDB)</li> <li>• Dress Code (JCSA)</li> <li>• Suspension and Expulsion (JCH)</li> </ul> <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 Interim 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 Interim 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. Interim 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. Interim Superintendent/ Superintendent		

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Ensuring that all data reported to the MDE are true and accurate (See also Accreditation Policy 2.1),</li> <li>• Ensuring implementation of appropriate standards of governance (See also Standards 1.1 and 1.3),</li> <li>• Ensuring all graduating seniors of School Year 2016-2017 met graduation requirements (See also Standard 14),</li> <li>• Ensuring the integrity of the Mississippi Statewide Assessment System (See also Standard 16 and Appendix F),</li> <li>• Ensuring compliance with the Individuals with Disabilities Act (See also Standard 17.4),</li> <li>• Ensuring compliance with the Elementary and Secondary Education Act (See also Standard 17.6),</li> <li>• Implementing an instructional management plan that clearly defines the academic goals necessary for improving student achievement (See also Standard 20),</li> </ul>	<p>Board approved revised IGB/JBQ Graduation Requirements Policy on November 28, 2017, 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"> <li>• Textbooks (IFCA) reviewed on December 6, 2016 by Board</li> <li>• 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.</li> <li>• Dress Code (JCSA) approved on April 4, 2017</li> </ul> <p>Suspension and Expulsion (JCH) is reviewed annually and scheduled again in the annual review cycle.</p>	2. Interim Superintendent/ Superintendent		

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Ensuring transportation services arrive and depart on time. (See Standard 29.)</li> <li>• Ensuring school facilities are maintained according to standards required for clean, safe, and orderly schools (See also Standards 30 and 31), and</li> <li>• 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).</li> </ul>	<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. Interim Superintendent/ Superintendent		

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local

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**Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as the management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation 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, 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) 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 Criteri	
<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 indicators, monitoring and a schedule when the board monitor each Minutes and will reflect monitoring.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>• --Clarify the legal roles of the Board and Superintendent;</li> <li>• --Clearly understand the governance concept of "oversight of management" which will include a review of the Board's measurable goals.</li> <li>• --Reiterate the importance of following the chain of command;</li> <li>• --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.</li> </ul>	School Board	1. MSBA sign-in Roster; Completed plan with goals, measurable indicators, monitoring and a schedule when the board monitor each Board Minutes agendas will goal monitoring.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>c. Board members have been trained on their duties and responsibilities including:</p> <ul style="list-style-type: none"> <li>-- 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.</li> <li>--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.</li> <li>-- The Board speaks to day-to-day situations through its policy statements.</li> <li>--Board members will act as a group rather than individually and not commit the Board to actions individually.</li> <li>--Board members will only act on actions that are appropriately presented to the Board and that have gone through the chain of command.</li> </ul> <p>d. Also see Standard 1.2.</p>	2. School Board	<p>2. Board agenda minutes will the items were presented to board.</p> <p>Training Board Meetings Interaction with Interim Superintendent/ Superintendent staff</p> <p>board minutes</p>	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>• Ensuring all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district</li> <li>• Ensuring implementation of appropriate standards of governance (See also Standards 1, 1.1 and 1.2),</li> <li>• Ensuring all graduating seniors of School Year 2016- 2017 met graduation requirements (See also Standard 14),</li> </ul>	<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 Minutes	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Ensuring the integrity of the Mississippi Statewide Assessment System (See also Standard 16 and Appendix F),</li> <li>• Ensuring compliance with the IDEA (See also Standard 17.4),</li> <li>• Ensuring compliance with Elementary and Secondary Education Act (See also Standard 17.6),</li> <li>• Ensuring implementation of an instructional management plan that clearly defines the academic goals necessary for improving student achievement (See also Standard 20),</li> <li>• Ensuring transportation services arrive and depart on time (See also Standard 29),</li> <li>• Ensuring school facilities are maintained according to standards required for clean, safe, and orderly schools (See also Standards 30 and 31), and</li> <li>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).</li> </ul>	<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 Standards30 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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local**

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**Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly license 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 C**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Based on MSIS Personnel/Accreditation Data Report for School Year 2016-2017, the District reported 5,202 employees; 1,972 were certified teachers.</p> <p>Based on the 2016-2017 data reported in MSIS in January 2017, The Office of Teaching and Leading determined the following (in addition to the 190 reported vacancies):</p> <ul style="list-style-type: none"> <li>• The District had 299.06 Full Time Equivalencies (FTEs) inappropriately licensed:               <ul style="list-style-type: none"> <li>o 10.39 with an emergency license;</li> <li>o 16.99 with an expert citizen license;</li> <li>o 123.56 teaching out-of-field;</li> <li>o 71.12 teaching with no license; and</li> <li>o 77.00 teachers with a special, one (1) year non-renewable license.</li> </ul> </li> </ul> <p>Based on the 2016-2017 MSIS report, the District employed 185 long-term substitutes.</p>	<p>The District has implemented local school board policies (GAAA and GAAE) for the employment of certified teaching staff that complies with state law(37-9-7) and SBE policy.</p> <p>In order to fill all district professional positions requiring licensed staff that are properly endorsed as required by state and federal requirements, the District will implement the following strategies.</p> <p>Provide training to all Administrators on hiring and reassignment procedures for certified staff; additional training on criteria for approval of each license by staff from MDE Office of Educator Licensure.</p>	<p>Interim Superintendent/ Superintendent</p> <p>Executive Director of Human Resources</p> <p>Executive Director of Human Resources</p>	<p>School Board Agenda and minutes</p> <p>Internal verification checklist</p> <p>Agenda (with handouts) and sign in sheets</p>	

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>Provide a monthly staffing report to Area Superintendents that lists professional positions by school that are filled with properly licensed staff, vacancies and limited service staff.</p> <p>Schedule JPS recruitment fair(s) for months of December(12/9), February (2/10), and March (3/31). Vacancies will be advertised on JPS ITV channels 18 and 19 and the district's social media platforms</p> <p>The District submitted 214 applications to the MDE for teacher licenses. Ninety-nine were approved as follows</p> <ul style="list-style-type: none"> <li>• 26 Career and Technical – 23 Approved</li> <li>• 47 Expert License – 1 Approved</li> <li>• 10 Veteran License – 7 Approved</li> <li>• 43 Year 1 Special Non-Renewable – 8 Approved</li> <li>• 86 Year 2 Special Non-Renewable – 60 Approved)</li> </ul>	<p>Executive Director of Human Resources</p> <p>Executive Director of Human Resources</p>	<p>Staffing reports Checklist</p> <p>Advertisements and media postings Sign in sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>Issue teacher contracts in early to mid March; Offering Core Subject Bonuses – Core Subject Bonuses (\$2500) Agreements Submitted and approved – 30; expended \$50,000 in 2016-17; request additional funds for 2018-19 to be approved by the School Board</p> <p>The District is utilizing staff from the Office of Human Resources to recruit at local and state career and job fairs to solicit certified teachers or professionals who are interested in working as teachers in the District as well as recent college and soon to be graduates. Certified staff members as well as recent retirees have also recruited at these events in an effort to provide additional insight and their expertise to prospective applicants.</p> <p>A Request for Proposals (RFP opened 12/21/17) was issued to solicit expert assistance in providing sourcing, customized recruitment, pre-screening, training, mentoring and guidance for instructional staff.</p>	<p>Executive Director of Human Resources School Board</p> <p>Executive Director of Human Resources</p> <p>Executive Director of Human Resources</p>	<p>Teacher contracts Supplements Board Agenda and Minutes</p> <p>Sign in sheets Follow up letters to potential candidates</p> <p>Board approved contract</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>The scope of this engagement will allow the recommended professional to serve as recruiters, and have the ability to pre-screen applicants identified for teacher positions in the district. Additionally, the lead partner will be have the ability to provide instruction and guidance to applicants and existing non licensed staff to pass the state required licensure process.</p> <p>The selected vendor for the RFP Lead Partner for Teacher Support will be recommended to the School Board for approval.</p> <p>Upon Board approval, the lead partner will:</p> <ul style="list-style-type: none"> <li>• Identify qualified applicants who have interest in teaching in Jackson Public Schools;</li> <li>• Guide and assist applicants and non licensed staff in pacing their process to successfully pass all required courses and other processes for licensure in the state of Mississippi</li> <li>• Respond positively and swiftly to applicant questions</li> </ul>	<p>Interim Superintendent/ Superintendent School Board</p> <p>Executive Director of Human Resources</p>	<p>Board Agenda and Minutes</p> <p>Weekly checklist</p>	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<ul style="list-style-type: none"> <li>• Encourage and guide the development of applicants as they progress through the certification process;</li> <li>• Communicating with the district and applicants on an ongoing basis;</li> </ul> <p>Current teacher vacancies are updated weekly on the district's website, social media platforms, as well as are posted to various search engines through our Applitrack system (Indeed.com, SimplyHired.com, and K12 job spot.com).</p> <p>The current online application process has been enhanced to include a Fit Analysis Assessment for teacher applicants that will detail their background, experience and provide specific examples of how they respond to educational situations (i.e., student behavior, experience with lesson plans, etc.).</p>	<p>Executive Director of Human Resources</p> <p>Executive Director of Professional Development</p>	Weekly Checklist	

Please use additional sheets as needed.



## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>The Professional Development module (through Frontline) will identify areas of opportunity for training of these applicants on areas that may need additional support. This system begins the process of outlining a professional development plan for new applicants as soon as they are hired as well as ongoing professional development needs.</p> <p>Once a teacher applicant has completed the application process and the Fit Analysis the system will identify areas that may need additional support and produces a plan based on the responses to recommend specific professional development courses to enhance their skills. These courses are offered online through the system as well as classes offered through the PD department.</p>	<p>Executive Director of Professional Development</p> <p>Executive Director of Human Resources Executive Director of Professional Development</p>	<p>Professional Development plans and certificates of completion</p> <p>Course enrollment and completion data Fit Analysis reports</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>The District implemented a systematic process of identifying and assigning mentor teachers that address: 1-qualification of mentors; 2-to whom they are assigned (i.e. novice, limited service and/or teachers on improvement plans, etc.); 3-number of teachers per mentor</p> <p>The District offered a \$2,500 incentive in 2017-2018 for licensed teachers in critical areas: Science, math, English and social studies. The District revised its pay for retired teachers (Math retirees receive their per diem rate; other retirees are paid the standard \$225 per day). Issued \$50,000 in incentives for the 2017-18 school year</p> <p>Review Policy GBF (Professional Development) for potential additional incentives.</p> <p>All necessary revisions to policies will be recommended to the School Board for approval.</p> <p>Request additional funds to continue offering incentives for the 2018-19 school year.</p>	<p>Executive Director of Professional Development</p> <p>Executive Director of Human Resources</p> <p>Executive Director of Professional Development</p> <p>Interim Superintendent/ Superintendent Board of Trustees</p> <p>Interim Superintendent/ Superintendent Board of Trustees</p>	<p>Job descriptions, evaluation of mentor and assigned teacher, and monitoring visits (instrument)</p> <p>Board Agenda and minutes Budgets</p> <p>Board Policies</p> <p>Board Agenda and minutes</p> <p>Board Agenda and minutes</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	The Executive Director of HR will review policy GAAB for Recruitment and Retention and make recommendations for revisions to incentives that address 1--eligibility; 2--requirement; 3--amount of incentives; 4--source of funds.	Executive Director of Human Resources Interim Superintendent/ Superintendent	Board Policies	
	Revise policy (GAAB) for Recruitment and Retention pay incentives which will address 1--eligibility; 2--requirement; 3--amount of incentives; 4--source of funds.	Interim Superintendent/ Superintendent Board of Trustees	Board Agenda and minutes	
	Full implementation of the Frontline application system to allow for electronic on-boarding.	Executive Director of ITS	Training agenda Sign in sheets	
	Post links to current job openings monthly on the district's social media platforms, ITV and district website	Executive Director of Communications	Checklist of job postings	
	Schedule distant/phone interviews for applicants who may be unable to come to the local school site.	Executive Director of Human Resources	Interview schedules	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	Schedule group interviews with principals to assist interested applicants and allow multiple administrators to interact with applicants in a more time-sensitive manner.	Executive Director of Human Resources	Job Fair sign in sheets	
	The District implemented a checklist for Human Resources staff to verify that applicants recommended for hire have the appropriate license and endorsement for the subject prior to hire.	Executive Director of Human Resources	Completed audit checklists	
	Utilize the monitoring instrument and staffing list monthly to ensure that once licensed teachers are recommended for hire and placed at the school locations, the teachers are teaching the courses in which they are appropriately certified and hired to teach.	Executive Director of Human Resources	Completed checklists and crosswalk with course schedules	
	Coordinate the notification to licensed staff when teacher licenses are expiring within 6 months (December), 3 months (March) and 30 days of expiration.	Executive Director of Human Resources	Notification letters	
	Develop and implement follow-up technical assistance activities to help teachers renew their licenses on time.	Executive Director of Human Resources	Technical Assistance activity agendas and sign in sheets	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	Enter license information into financial system (Marathon) to support MSIS.	Executive Director of Human Resources	Marathon Reports Audit Checklist	
	Update the current job description and recommend funds to hire a full time teacher recruiter for the 2018-19 school year.	Interim Superintendent/ Superintendent	Board agenda and minutes	
	Request the School Board approve funding for a full-time teacher recruiter.	Interim Superintendent/ Superintendent	Board agenda and minutes	
	Propose revisions to the district's local supplement for teachers in years 1-5 to encourage recruitment as well as retention of novice teachers.	Interim Superintendent/ Superintendent School Board	Board agenda and minutes	
	Request the School Board approve an increase to the local supplement for teachers in years 1-5 to encourage recruitment as well as retention of novice teachers.	Interim Superintendent/ Superintendent School Board	Board agenda and minutes	
	Issue contracts to existing teachers and administrators in early March; issue contracts to new teachers as soon as hiring process is complete.	Executive Director of Human Resources	Contracts issued Board Agenda and Minutes	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	Evaluate current staffing at each school to determine the actual number of teachers needed to meet minimum accreditation standards.	Interim Superintendent/ Superintendent	Building Level Staffing Reports	
	Develop and implement a marketing campaign to promote the district to assist in the recruitment and retention of staff; consider issuing an RFP for a professional marketing company to develop a branding and promotional campaign for the district to encourage aspiring and certified teachers to apply to work at JPS.	Executive Director of Communications	RFP, Media campaign, flyers, and advertisements Board agenda and minutes	
	Fully implement policy GBEF (Release from Contract) for those contracted employees who abandon their contract mid-year	Interim Superintendent/ Superintendent	Board Agenda and Minutes	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local**

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**Standard 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative intendants may be included in the 5% FTE working outside their area of endorsement, provided that they do not act 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 Criteri	
<p>Based on the MSIS Personnel/Accreditation Data Report for School Year 2016-2017, and data analysis conducted by the Office of Teaching and Leading in January, 2017, 299.06 Full Time Equivalencies (FTEs) of the 1,972 certified teachers employed by the District were not appropriately licensed and/or endorsed.</p> <ul style="list-style-type: none"> <li>• Emergency Licenses = 10.39 FTE</li> <li>• Expert Citizen License = 16.99 FTE</li> <li>• Teaching Out of Field = 123.56 FTE</li> <li>• Teaching with No License = 71.12 FTE</li> <li>• Special, one (1) year, non-renewable license = 77.00 FTE</li> </ul>	<p>In order to comply with Process Standard 2.2, all District professional positions requiring licensed staff shall be filled by staff who are properly licensed and endorsed as required by policy, state law, and federal requirements of the Elementary and Secondary Education Act (revised as ESSA).</p> <p>The District will report vacancies to the Mississippi Department of Education, Office of Teaching and Leading for assistance with recruiting teachers.</p> <p>Provide monthly reports to Principals and Area Superintendents that list the current staff of each school to assist in identifying teachers who are teaching out of field.</p> <p>See Recruitment and Retention strategies in Standard 2.0.</p>	<p>Executive Director of Human Resources</p> <p>Executive Director of Research and Accountability</p>	<p>Reporting documentation</p> <p>Internal verification checklist</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**Standard 31: The district complies with State Board Policies and State and Federal laws to provide Safe Schools. 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, Mississippi School Safety Manual, and the MDE Occupational Safety and Crisis Response Planning Manual**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
All schools did not have a Safety Plan or Crisis Response Plan available for inspection by MDE Auditor	<ul style="list-style-type: none"> <li>• District Emergency Management Plan was approved by the Jackson Public School District School Board.</li> <li>• All school Crisis Plans were updated.</li> <li>• All District Emergency Management Plans and School Crisis Plans were placed in a binder and given to the Principal.</li> <li>• Each school was provided written instructions on placing binder in an accessible location to be provided on demand or request.</li> <li>• A written receipt was obtained from each principal and filed to ensure compliance.</li> <li>• Training was provided to all Principals to familiarize them with the plans.</li> <li>• Training was conducted by building level administrators during scheduled professional development training periods.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by building Administrator	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
All doors do not lock; therefore, schools are unable to conduct lockdown drills.	Upgraded and replaced locks on classroom doors by trained facilities staff members.	Executive Director of Facilities	Audit instrument signed by Campus Enforcement Supervisors	
Emergency Packs are not in all classrooms as required by the Mississippi School Safety Manual.	<ul style="list-style-type: none"> <li>Emergency Packs were placed in all classrooms in the District.</li> <li>Training provided at beginning of the school year to all building level administrators.</li> <li>This training was conducted by Chief Gerald Jones and cadre of Campus Enforcement supervisors.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by Campus Enforcement Zone Supervisors, and Emergency Management Supervisor	
Emergency drills have not been performed as required by the Mississippi School Safety Manual and Miss. Code Ann. § 37-11-5.	<ul style="list-style-type: none"> <li>All emergency drills performed. Documentation provided to the Office of Campus Enforcement.</li> <li>Spreadsheet and trigger provided monthly to indicate noncompliance.</li> <li>All drill reports are maintained in a binder at all school sites.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by Emergency Management Supervisor	
Staff members unfamiliar with the Crisis Response Plan.	<ul style="list-style-type: none"> <li>Building level training provided on Crisis Response Plan at the beginning of school year during Professional Development.</li> <li>District-wide Emergency Management Training Course offered by the Office of Campus Enforcement on the first Wednesday of each month and schedule is posted on District website.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by Emergency Management Supervisor	

Please use additional sheets as needed.

**Corrective Action Plan**

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

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

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local**

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

**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 Federa**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>	Principals	<p>List of advisory council members</p> <p>Meeting schedules</p> <p>Agendas and sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>...two (2) schools failed to have an annual agreement for the 2016-2017 school year...</p> <p>...one (1) school failed to have information for guardians or the community reflecting school counseling program or school counselor's activities...</p> <p>...one (1) school had no calendars reflecting school counseling program or school counselor's activities.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Principals	<p>Schedules</p> <p>Newsletters bulletins</p> <p>Annual agreements</p> <p>Monthly schedules</p> <p>Annual calendar</p> <p>Annual agreements</p> <p>Calendars of support personnel</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
...one (1) school failed to have a counselor on staff...	<ul style="list-style-type: none"> <li>• Maintain a schedule reflecting counseling services – both scheduled for and provided to students.</li> </ul>	Principals and Qualified Student Support Personnel	Newsletters bulletins  School website	
	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.			
	<ul style="list-style-type: none"> <li>• Each school ensures that all students have access to support services provided by a qualified student support personnel member at each school.</li> <li>• 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.</li> </ul>	Principals   District Lead Counselor	Educator Licenses  Personnel Report  Accreditation Report  Written plan action  Documentation personnel recruitment	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
...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	Mississippi Counselor Growth Rubric	
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Principals		
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Principals		

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>Other organizational assessments and tools required by the District include the following:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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).</li> </ul> <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"> <li>• Direct services such as the school counseling core curriculum, individual student planning, and responsive services; and</li> </ul>			

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Recommend revisions for Board Policy IH / JE for upcoming board meeting on February 20, 2018.</li> </ul> <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	

Please use additional sheets as needed.



## Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local

02/22/2018

**Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under 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 Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and f
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting pr school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all e
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guideline Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of Auditor, verifies the local school board has received, reviewed and discussed, as reflected in offic scheduled monthly meeting, the financial reports required by state law and/or the State Board of Ed
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guideline Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including through the Financial Exchange Transfer System (FETS), required for submission to the MS Depart 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 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, § 37-61-29, § 37-61-33(3)(iii), 7 Miss. Admin. Code Pt. 3, Ch. 10, R. 10.1, 7 Miss. Admin. Code Pt. 3, Ch. 32, R. 32.1 3, Ch. 71, R. 71.3, and 2 C.F.R. § 200

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

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>The most recent report from the Office of the State Auditor found:</p> <ul style="list-style-type: none"> <li>• The capital asset schedule used to calculate depreciation is manual and inadequate</li> <li>• The District has not fully integrated its capital asset software from a manual process.</li> <li>• The District incorrectly classified non-depreciable and depreciable capital assets purchased, which caused depreciation expense to be understated. This condition was caused by an incomplete preparation of the large manual spreadsheet application that is utilized to create the depreciation schedule for capital assets.</li> <li>• The cause of the condition appears to be the result of accounting system controls being overridden by management's use of a manual process to account for and records its capital asset. The effect of the condition results in a control deficiency of the district financial reporting as it relates to capital assets.</li> </ul>	<ul style="list-style-type: none"> <li>• In order for the District to be compliant with Miss Code 37-17-6(18), the District is fully implementing and utilizing capital asset software that is capable of classifying and depreciating capital asset properly in order to ensure the accurate status of the District's assets and depreciation expense.</li> <li>• The district received this finding at fiscal year ended June 30, 2016 and immediately began the final implementation of the capital asset module in its financial system.</li> <li>• The district's independent auditor has provided information that through their preliminary test work it appears that the fixed assets are now being properly reported through the electronic system and assets now appear to be properly depreciated.</li> </ul>	Chief Financial Officer	The audit for June 30, 2017 reflect that the finding has corrected	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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 7 Miss. Admin. Code Pt. 3, Ch. 68, R. 68.1**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p>	<p>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.</p>			
	<p>1. Director of Enrollment Services &amp; Records (ESR) will work with schools make sure principals fully implement Policy JBE on residence verification.</p>	Executive Director of Research, Evaluation & Assessment (REA)	Internal Audit Sign-ins Training Documents	
	<p>2. Director of ESR will provide school registrants with the approved "Requirements for Registration" document identifying the acceptable documents for verifying residence.</p>	Principal Director of ESR	Requirement Registration Document	
	<p>3. Director of ESR will: (1)update "Residency Verification Form;" (2) ensure access to form on district website; (3) Provide training on document;</p>	Executive Director of REA	Residency Verification Agenda, Sign-ins Mock Document	

Please use additional sheets as needed.

## Corrective Action Plan

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

Please use additional sheets as needed.

**Corrective Action Plan**

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
	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 approval document	
	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	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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 Criteri	
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	
	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	
	3.ESR Staff will review compliance binder to verify that there is an immunization form for each student enrolled.	Director of ESR	Compliance Review Forms	
	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	
	5. Records Clerks & ISTs schools will verify that the immunization document is filed in the students' cumulative folder	Principal Director of ESR	Internal Audit	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>as well as apply the immunization date on the cumulative folder, permanent record and the student information system (SIS).</p> <p>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.</p> <p>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 uploaded 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.</p>	<p>Principal Director of ESR</p> <p>Principal Director of ESR</p>	<p>District Office Review Forms Compliance Compliance Sheet</p> <p>Internal Audits Compliance</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>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.</p> <p>9. Monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 6.2.</p>	<p>Principal Director of ESR</p> <p>Executive Director for Research Evaluation and Assessment (REA)</p>	Training Materials	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**Standard 8: Permanent records and cumulative folders for individual students contain all required data and are disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality 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 Standards, 2016, and the Mississippi Cumulative Folders and Permanent Records Manual of Directions**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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.	The district will ensure the proper maintenance of student records according to the following actions: 1. Bi-Annual Audit of ALL student records - cumulative folder & permanent record using district's electronic checklist, District Standard Procedures Guide & Manual of Directions (MDE)	Director of Enrollment Services & Records (ESR)	Electronic Checklist Internal Audit	
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	2. Update district's Standard Procedures Guide for Record Maintenance to ensure that district procedures are followed by schools.  3. Restructure the supervision of Secondary Records Clerks to be placed under the direction of Research Evaluation and Assessment (REA) to directly impact the scope of work	Director of ESR  Interim Superintendent/ Superintendent Executive Director of Research, Evaluation & Assessment (REA)	Revised Procedures Document  Revised Job Description	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	4. Implement Record Evaluation Pacing to evaluate ALL student records for alignment to district and state guidelines.	Director of ESR	Pacing Schedule Record Completion Reports	
	5. Implement "District Runner Process" to ensure the transfer of student records upon request - In-district/Out of District	Director of ESR		
	6. Four (4) point inspection for ALL high school senior records to ensure:	Director of ESR	Audit Findings Report	
	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;			
	7. Verification of Student Data on Cumulative Folder and Permanent Record - Records will be evaluated to ensure that all appropriate data is applied to both record types.	Director of ESR	Audit Review Corrective Action Citation as applicable	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>9. 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>		<p>Entry/Exit Report</p> <p>Check-Out/Check-in Forms; Pick-up Delivery Schedules; Agendas/Sign-ins</p>	
	<p>10. Annual Records Training to ensure that schools are following district procedures for properly maintaining students' cumulative folders and permanent records</p>	Director of ESR	<p>Agendas/Sign-ins</p> <p>Training Documents</p> <p>Parts A &amp; B worksheets</p>	
	<p>11. Technical Support Trainings to reinforce fundamental record maintenance practices</p>	Director of ESR	<p>Agendas/Sign-Ins</p> <p>Training Documents</p>	
	<p>12. Monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 8.</p>	Executive Director of Research Evaluation and Assessment (REA)	<p>Training Materials</p>	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local 02/22/2018

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

**REGULATIONS: Miss. Code Ann. § 37-13-91, § 37-37-7(2)(b), (c), and (d), § 37-37-13, and 7 Miss. Admin. Code 30.2**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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> <ol style="list-style-type: none"> <li>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.</li> <li>2. Director of ESR will share and demonstrate the use of district approved Attendance Phases in training to confirm the reporting of 5, 10, &amp; 12 day unexcused absences.</li> <li>3. Director of ESR will share and demonstrate the processes that schools should follow to prevent the accumulation of 5, 10, &amp; 12 day absences - phone calls, letter notifications.</li> </ol>	<p>Principal</p> <p>Executive Director of REA</p> <p>Executive Director of REA</p> <p>Executive Director of REA</p>	<p>Internal Auditing Referral Forms</p> <p>Agendas/Sign-Ins Training Documents</p> <p>Agendas/Sign-Ins Training Documents</p> <p>Agendas/Sign-Ins Training Documents</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	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	
	5. Attendance Clerk & ISTs will scan and email to the State Attendance Officer.	Principal	Internal Auditing Referral Forms	
	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	
	7. Attendance Clerk & ISTs will verify that the correct contact information is accurate on referral documents (phone number and/or address).	Principal	Referral Documents	
	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	
	9. Director of ESR will conduct Annual Attendance Training.	Executive Director of REA	Agendas/Sign-Ins Training Documents	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	10. Director of ESR will conduct monthly Technical Support Trainings to reinforce standard attendance practices.	Executive Director of REA	Agendas/Sign-Ins	
	11. Attendance Clerk & ISTs will maintain an active file of ALL attendance referrals that have been submitted to the state.	Principal	Referral Documents	
	12. Attendance Clerk & ISTs will maintain an active file of ALL suspension referrals that have been submitted to the state.	Principal	Referral Documents	
	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	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

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

**REGULATIONS: Miss. Code Ann. § 37-13-80 and 7 Miss. Admin. Code Pt. 3, Ch. 30, R. 30.5**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
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.	<p>The school district has implemented the following strategies for corrective action to ensure compliance with the Dropout Prevention Plan.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The school board reviewed and approved the Dropout Prevention Plan (DPP) on November 28, 2017.</li> <li>3. The plan was posted on the District's website on November 29, 2017.</li> <li>4. 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</li> </ol>	<p>Interim Superintendent/ Superintendent</p> <p>JPS School Board</p> <p>Web Master</p> <p>Assistant Superintendents</p>	<p>Agenda and Sheets</p> <p>Board Agenda Minutes</p> <p>District's website</p> <p>Agenda and Sheets</p>	

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	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 Sheets	
	5. The components of the DPP include programs and interventions, data monitoring of attendance and discipline, as well as the Early Warning System.	Assistant Superintendents	Audit Checklist	
	6. 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 Sheets/Attestation Form	
	7. A monitoring instrument will be developed to document compliance.	Assistant Superintendents	Audit Checklist	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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.	The District will monitor the absences of all students. Each school has an attendance personnel that monitors student absenteeism. Schools communicate via letter to parents of students that have 3 unexcused absences. When students have 5, 10, and 12 unexcused absences, the appropriate referrals will be made to the State School Attendance Officer, as well as a communication to parents/legal guardians.	Principals	Audit Checklist	
	All schools will have an Early Warning System Team that monitor Tier 2 and 3 students' attendance, discipline, grades, district & state assessments, and STAR Screener results to evaluate the effectiveness of interventions.	Principals	Agenda, Minutes, Sign-in sheets	
	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.	Principals	Audit Checklist	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<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 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>Principals</p> <p>Principal</p>	<p>Audit Checklist</p> <p>Agenda, Sign-in Sheets, Signature Page</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p> <p>The following four (4) high schools are non-compliant. Callaway Forest Hill Lanier Wingfield</p>	<p>The District implemented a Data Dashboard that includes an Early Warning System module to monitor attendance, behavior, and course performance per term. Based on the data populated in the Early Warning System, 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.</p>	Executive Director Accountability and Research	Audit Checklist	
	<p>All schools will have an Early Warning System Team that monitor Tier 2 and 3 students' attendance, discipline, grades, district &amp; state assessments, and STAR Screener results to evaluate the effectiveness of interventions.</p>	Principals	Agenda, Minutes, Sign-in sheets	
	<p>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</p>	Principals	Audit Checklist	

Please use additional sheets as needed.

**Corrective Action Plan**

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
	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.	Principal	Monthly Credit Recovery Completion	
	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)	Interim Superintendent/ Superintendent	Staffing List	
	Graduation Coaches were trained by district Lead Interventionists on tracking high school students using graduation options in lieu of state exams, monitoring attendance and behavior data to identify at-risk students.	Principal	Grade Level Trackers	

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	Graduation Coaches assist high school counselors in identifying and monitoring attendance, behavior, and course performance of students that are at-risk of dropping out; Collaborate with high school counselors 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 counselors 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	
	Graduation Coaches will serve as facilitators for the NRLO Online Diploma Option Program.	Principal	NRLO Quarterly Report	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local

02/22/2018

**Standard 13: The academic year provides a minimum of 180 teaching days in which both teachers and pupils a scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the Un emergency or major disaster to exist in this state, the local school board may request approval from the State Board 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 Carnegie unit of credit offered and 70 hours for each one-half (½) unit offered, except for remedial i enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative 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 atten of the normal school day.**
- 13.4: The school district schedules preparation for graduation ceremonies in such manner that graduati classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Hig are exempted.)**
- 13.5: The summer school/extended year program [not Extended School Year (ESY) provided through spe meets all applicable requirements of the regular school program.**
  - 13.5.1: Students from other schools enrolled in summer programs provide written approval from schools.**
  - 13.5.2: Students enrolled in an extended year program complete all remaining course/subject req 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 summer school session, which does not apply to extended year programs and approved 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)**

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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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.	Interim Superintendent/ Superintendent School Board	District Calendar Board Agenda Board Minutes	
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.	Interim Superintendent/ Superintendentt	Master Schedule Graduation Board Agenda Board Minutes	
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 2017-2018 school year will not take place prior to May 23, 2018.	Interim Superintendent/ Superintendent School Board	Published graduation dates and programs	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p> <p>10 elementary schools failed to provide 330 minutes of instruction per day in a full-time Pre-Kindergarten program</p>	<p>The 2017-2018 graduation dates are not published in the 2017-2018 student handbook. Dates for graduation match across all district publications to include the programs distributed at the commencement ceremonies.</p>	Executive Director of Public and Media Relations	District Calendar Graduation District Website	
	<p>The Executive Director of Public and Media Relations will control publications regarding graduation ceremonies. Principals were notified that all communication regarding graduation must contain the standard language provided by the Public Relations office.</p>	Interim Superintendent/ Superintendent	Graduation Communication Audit Form	
	<p>Schedules for Pre-K teachers provide a minimum of 330 instructional minutes.</p>	Principals	MSIS General Schedule Listing Report School Schedules Classroom Observations	

Please use additional sheets as needed.



## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local

02/22/2018

**Standard 14: The school district requires each student, in order to receive a high school diploma, to have met the 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 Ca Appendices A-1 through G. (See Appendix A) Students receiving a standard diploma may selec 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 la 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 minimum of 24 Carnegie units as specified in Appendix A-2, unless in accordance with parent/guardian requests to opt the student out of Appendix A-2 requirements. This stu 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 Career Pathway Option are required to earn the minimum graduation requirements specif**
  - 14.1.4: Beginning in school year 2011-2012, all eighth grade students are required to have an 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**
- 14.3: Each student who has completed the secondary curriculum for special education may be issued a spe of completion, which states: "This student has successfully completed an Individualized Education P**
- 14.4: Each student with disabilities receiving a Mississippi Occupational Diploma has successfully 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 Carnegi in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual.**

**REGULATIONS: Miss. Code Ann. § 37-16-7, § 37-16-11(1), § 37-16-11(2), and § 37-16-17, 7 Miss. Admin. Code P 7 Miss. Admin. Code Pt.3, Ch.34, R. 34.1, 7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4, and A-4, A-5 and G of the *Mississippi Public School Accountability Standards, 2016***

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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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> <ul style="list-style-type: none"> <li>The Board reviews, revises and adopts policy and procedures for IGB: Graduation Requirements.</li> </ul> <p>The graduation review team conducts five (5) remote and onsite reviews each school year. This year's reviews are scheduled for</p> <ul style="list-style-type: none"> <li>September 18 – 21, 2017</li> <li>December 12 – 15, 2017</li> <li>February 2018 (weekly)</li> <li>March 6 – 9, 2018</li> <li>Late April/early May 2018 (TBD)</li> </ul> <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; Cumulative Folders; Individualized Education Plans; and</p>	<p>Interim Superintendent/ Superintendent</p> <p>Board of Trustees</p> <p>Executive Director of Advanced Learning Programs; Graduation Review Team (GRT)</p>	<p>Board agenda Board minutes</p> <p>Board agenda Board minutes</p> <p>Graduation review team monitoring instrument</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>electronic student transcripts (SAM and MSIS) (Note: Graduation programs will be reviewed in May 2018 prior to printing for graduation exercises. MSIS reports will be reviewed and verified by the team in June 2018.).</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 Interim Superintendent/Superintendent have / will be 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>Interim Superintendent/ Superintendent and Executive Director of Advanced Learning Programs</p>	<p>Board agenda</p> <p>Board minutes</p> <p>Letters Emails ITV videos Newsletters Website</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<ul style="list-style-type: none"> <li>The Board annually reviews and adopts the Handbook with the Code of Conduct.</li> </ul> <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>(Note: A committee will review and finalize the revisions (addendum) to the Handbook section no later than January 12, 2018 with adoption by the Board on or before March 20, 2018.)</p>	Executive Director of Advanced Learning Programs	<p>Board agenda</p> <p>Board minutes</p> <p>Meeting agenda and sign-in sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>• The District allowed students who did not earn the minimum number of Carnegie units required for graduation to graduate.</li> <li>• 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.</li> </ul>	<p>The District requires all high schools to review the records of all seniors for school year 2017-2018 to ensure the students are enrolled in the appropriate classes and are provided all opportunities for first-time testing and retesting. The will be five (5) remote and onsite reviews during school year 2017-2018:</p> <ul style="list-style-type: none"> <li>• September 18 – 21, 2017</li> <li>• December 12 – 15, 2017</li> <li>• February 2018 (weekly)</li> <li>• March 6 – 9, 2018</li> <li>• Late April/early May 2018 (TBD)</li> </ul> <ul style="list-style-type: none"> <li>• Review and verify course and Carnegie unit requirements for each senior.</li> <li>• Review, cross reference, and verify assessment requirements for each senior.</li> </ul>	<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 Reports</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>Schools substituted courses not listed in the Approved Courses for Secondary Schools of Mississippi in lieu of the required courses for graduation.</li> <li>One (1) school failed to substitute the appropriate courses in the International Baccalaureate (IB) program.</li> </ul>	<ul style="list-style-type: none"> <li>Staff reviews course selection sheets and cross references them with the Approved Courses for Secondary Schools of Mississippi (see Standard 26) each semester.</li> <li>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.</li> </ul> <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>	<p>Executive Director of Advanced Learning Programs</p> <p>Principals and School-level Counselors</p> <p>Principals</p>	<p>Course selection sheets</p> <p>Course selection sheets</p> <p>Student planning tool for graduation</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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	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.)	Principals	Previous SAM iCAP Indicator Reports  ISP Reports	
	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.  <ul style="list-style-type: none"> <li>• Graduation Ready Meetings (regional professional development sessions conducted by the MDE)</li> <li>• Monthly Principals Meeting (January 2018)</li> </ul>	Executive Director of Advanced Learning Programs	Agendas  Presentation handouts  Sign-in sheets	
	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.  <ul style="list-style-type: none"> <li>• Review student schedules for accuracy.</li> </ul>	Principals	Student schedules Early release form(s)	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>Review policies, procedures, and the student handbook 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.</li> </ul> <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"> <li>Review policy and procedures for IGB:</li> </ul> <p>Graduation Requirements</p> <ul style="list-style-type: none"> <li>Ensure counselors are implementing responsibilities as outlined in the District's Dropout Prevention Plan, as well as the Early Warning System</li> </ul>	<p>Executive Director of Advanced Learning Programs</p> <p>Graduation Review Team Members</p> <p>District Lead Counselor</p>	<p>Board Agendas</p> <p>Board Minutes</p> <p>Monitoring instruments with notes and comments</p> <p>Dropout Prevention Plan and Early Warning System monitoring instruments</p>	

Please use additional sheets as needed.



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

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<ul style="list-style-type: none"> <li>• Utilize Graduation Review Report (in-district)</li> <li>• Review Graduates and Other Completers Report (MSIS)</li> <li>• Review Students Graduation Option Report (MSIS)</li> <li>• Review Graduate / Completer Counts by District Report (MSIS)</li> <li>• Review Permanent Records</li> <li>• Review Cumulative Folders</li> <li>• Review Student Transcripts (SAM and MSIS)</li> <li>• Review Retention List (MSIS)</li> <li>• Review graduation ceremony programs (in-district)</li> </ul> <p>Note: Graduation programs will be verified in May 2018 prior to printing for graduation exercises.)</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	

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and revise policies and procedures to ensure implementation of the Mississippi Public School Accountability Standards 2016 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 2016 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.</li> <li>• Provide training to staff who are responsible for implementing the MOD Guidelines for students with disabilities.</li> <li>• 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.</li> </ul>	<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 handouts</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<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.

02/22/2018

**REGULATIONS: Miss. Code Ann. § 37-17-8 7 and Miss. Admin. Code Pt. 3, Ch. 44, R. 44.1**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Isable Elementary School</p> <ul style="list-style-type: none"> <li>• The school failed to provide the 2016-2017 Professional Development Calendar</li> <li>• The school failed to provide a schedule of regularly scheduled professional development meetings</li> <li>• The school failed to provide agendas of regularly scheduled professional development meetings</li> <li>• The school failed to provide sign-in sheets for regularly scheduled professional development meetings</li> <li>• The school failed to provide a list of teacher committee assignments to various leadership teams</li> <li>• The school failed to provide a school schedule that reflects leadership team meeting times</li> <li>• The school failed to provide sign-in sheets that include administration signatures in professional development meetings</li> <li>• The school failed to provide a copy of the evaluation of the 2015-2016 Professional Development Plan</li> </ul>	<p>INVESTIGATIVE AUDIT CORRECTIVE ACTION</p> <p>Pursuant to Miss. Code Ann. § 37-17-8 and 7 Miss. Admin. Code Pt. 3, Ch. 44. R. 44.1, the school district implements a professional development program aligned with the Learning Forward Standards of Professional Learning.</p> <p>Administration shall provide the following documentation for the 2017-2018 school year to verify professional development program implementation:</p> <ul style="list-style-type: none"> <li>• District Professional Development Plan</li> <li>• Professional Development Calendar</li> <li>• Schedule of regularly scheduled professional development meetings</li> <li>• Agendas of regularly scheduled professional development meetings</li> <li>• Sign-in sheets for regular scheduled professional development meetings</li> </ul>	<p>Executive Director of the Office of Professional Development</p> <p>Executive Director of the Office of Professional Development and Principals</p>	<p>Professional Model (PLM) Learning Forward Standards</p> <p>Internal Compliance Monitoring Evaluation Instrument</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>The school failed to provide data that supports the goals for 2016-2017 Professional Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>List of teacher committee assignments to various leadership teams</li> <li>School schedule that reflects leadership meeting times</li> <li>Sign-in sheets that include administration signatures in professional development meetings</li> <li>A copy of the evaluation of the 2017-2018 Professional Development Plan</li> <li>Data that supports the goals for the 2017-2018 Professional Development Plan</li> </ul>	Executive Director of the Office of Professional Development, Principals	Internal Compliance Monitoring Evaluation Instrument	
	JPS aligned its Professional Development Compliance Monitoring Instrument with the Mississippi Department of Education's Compliance Monitoring Instrument.	Executive Director of the Office of Professional Development	Internal Compliance Monitoring Evaluation Instrument, School PD Binders, PD Office Standard Files,	
	The Office of Professional Development staff conducts ongoing monitoring visits to JPS schools to review PD binders in an effort to ensure compliance with Standard 15	Executive Director of the Office of Professional Development, Principals, and Assistant Superintendents	PD documentation forms from schools verifying that aligned with Model based Learning Forward Standards and Frontline PDMS documentation	

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Lanier High School</p> <ul style="list-style-type: none"> <li>• The school failed to provide the District Professional Development Plan</li> <li>• The school failed to provide a schedule of regularly scheduled professional development meetings</li> <li>• The school failed to provide agendas of regularly scheduled professional development meetings</li> <li>• The school failed to provide sign-in sheets for regularly scheduled professional development meetings</li> <li>• The school failed to provide a list of teacher committee assignments to various leadership teams</li> <li>• The school failed to provide a school schedule that reflects leadership team meeting times</li> <li>• The school failed to provide sign-in sheets that include administration signatures in professional development meetings</li> <li>• The school failed to provide a copy of the evaluation of the 2015-2016 Professional Development Plan</li> <li>• The school failed to provide data that supports the goals for 2016-2017 Professional Development Plan</li> </ul>	<p>INVESTIGATIVE AUDIT CORRECTIVE ACTION</p> <p>Pursuant to Miss. Code Ann. § 37-17-8 and 7 Miss. Admin. Code Pt. 3, Ch. 44. R.44.1, the school district implements a professional development program aligned with the Learning Forward Standards of Professional Learning.</p> <p>Administration shall provide the following documentation for the 2017-2018 school year to verify professional development program implementation:</p> <ul style="list-style-type: none"> <li>• District Professional Development Plan</li> <li>• Schedule of regularly scheduled professional development meetings</li> <li>• Agendas of regularly scheduled professional development meetings</li> <li>• Sign-in sheets for regular scheduled professional development meetings</li> <li>• List of teacher committee assignments to various leadership teams</li> <li>• School schedule that reflects leadership meeting times</li> <li>• Sign-in sheets that include administration signatures in professional development meetings</li> </ul>	<p>Executive Director of Professional Development</p> <p>Executive Director of Professional Development, Principals</p>	<p>Professional Model (PLM) Learning Forward Standards</p> <p>Internal Compliance Monitoring Evaluation Instrument</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<ul style="list-style-type: none"> <li>• A copy of the evaluation of the 2017-2018 Professional Development Plan</li> <li>• Data that supports the goals for the 2017-2018 Professional Development Plan</li> </ul> <p>JPS aligned its Professional Development Compliance Monitoring Instrument with the Mississippi Department of Education's Compliance Monitoring Instrument.</p> <p>The Office of Professional Development staff conducts ongoing monitoring visits to JPS schools to review PD binders in an effort to ensure compliance with Standard 15</p>	<p>Executive Director of PD and Principals</p> <p>Executive Director of the Office of Professional Development</p> <p>Executive Director of the Office of Professional Development, Principals, and Assistant Superintendents</p>	<p>Internal Compliance Monitoring Evaluation Instrument</p> <p>Internal Compliance Monitoring Evaluation Instrument</p> <p>School PD Binders PD Office Standard Files, PD documentation forms from schools verifying that aligned with Model based Learning Forward Standards and Frontline (PDMS) documentation</p>	

Please use additional sheets as needed.



Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Van Winkle Elementary School</p> <ul style="list-style-type: none"> <li>The school failed to provide a list of teacher committee assignments to various leadership teams</li> <li>The school failed to provide a school schedule that reflects leadership team meeting times</li> <li>The school failed to provide sign-in sheets that include administration signatures in professional development meetings</li> <li>The school failed to provide a copy of the evaluation of the 2015-2016 Professional Development Plan</li> </ul>	<p>INVESTIGATIVE AUDIT CORRECTIVE ACTION</p> <p>Pursuant to Miss. Code Ann. § 37-17-8 and 7 Miss. Admin. Code Pt. 3, Ch. 44. R. 44.1, the school district implements a professional development program aligned with the Learning Forward Standards of Professional Learning.</p> <p>Administration shall provide the following documentation for the 2017-2018 school year to verify professional development program implementation:</p> <ul style="list-style-type: none"> <li>List of teacher committee assignments to various leadership teams</li> <li>A school schedule that reflects leadership team meeting times</li> <li>Sign-in sheets that include administration signatures in professional development meetings</li> <li>A copy of the evaluation of the 2017-2018 Professional Development Plan</li> </ul> <p>JPS aligned its Professional Development Compliance Monitoring Instrument with the Mississippi Department of Education's Compliance Monitoring Instrument.</p> <p>The Office of Professional Development staff conducts ongoing monitoring visits to JPS schools to review PD binders in an effort to ensure compliance with Standard 15</p>	<p>Executive Director of Professional Development</p> <p>Executive Director of Professional Development, Principals</p> <p>Executive Director of Professional Development</p> <p>Executive Director of Professional Development, Principals and Assistant Superintendents</p>	<p>Professional Learning Model (PLM) Learning Forward Standards</p> <p>Internal Compliance Monitoring Evaluation Instrument</p> <p>School PD Binders PD Office Standard Files</p> <p>PD documentation forms from schools verifying that aligned with JPS Model based Learning Forward Standards and Frontline (PDMS) documentation</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
Poindexter Elementary School • The school failed to provide a list of teacher committee assignments to various leadership teams • The school failed to provide a school schedule that reflects leadership team meeting times • The school failed to provide sign-in sheets that include administration signatures in professional development meetings	POINDEXTER ELEMENTARY SCHOOL IS NOW CLOSED			

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>The District was non-compliant with Standard 15. Findings showed 3 elementary schools (Isable Elementary School, Poindexter Elementary School and Van Winkle Elementary School) and 1 high school (Lanier High School) out of compliance.</p> <p>NOTE: Poindexter Elementary is now closed.</p>	<ul style="list-style-type: none"> <li>The JPS Professional Development Plan was approved by the JPS Board of Trustees on September 19, 2017. The plan identifies the data points used to support the PD Plan goals.</li> </ul> <p>The plan identifies the data points (preliminary MAAP data from MDE and results of a district-wide online Professional Development Needs Assessment survey) used to support the Professional Development Plan goals..</p> <p>Classroom observations assessed using the Professional Growth System Rubric and recommendations from the PD Advisory Committee's analysis of data points will also be used to evaluate and revise the Professional Development Plan</p> <ul style="list-style-type: none"> <li>To promote awareness of the need for alignment with Learning Standards and the District's PD plan, fillable templates of the following documents were created by the Office of Professional Development and shared with principals, supervisors, department heads and central office administration on September 1, 2017.</li> </ul>	<p>JPSD Board of Trustees</p> <p>Executive Director of Professional Development</p> <p>Executive Director of Professional Development and PD Advisory Committee</p> <p>Executive Director of Professional Development Principals, Supervisors, Assistant Superintendents</p>	<p>Board agenda minutes</p> <p>Data used to previous year's will be used evaluate and a revised plan upcoming year</p> <p>PD Binders User reports Frontline online PDMS</p> <p>PD Plans Sign-in Sheet Agenda</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>1. School/Department Professional Development Plan</p> <p>2. Professional Learning Plan</p> <ul style="list-style-type: none"> <li>The District PD Plan and the PD Binder were presented and reviewed with principals (Areas 1, 2 and 4 on September 28, 2017; Area 4 on October 5, 2017). Each school was also provided a PD Binder and advised of the content (documentation consistent with MDE compliance monitoring instrument) to include in the binders. Binders also included a copy of MDE's Monitoring Instrument for Standard 15.</li> </ul> <p>The binder sections are:</p> <ul style="list-style-type: none"> <li>District and School PD Plans - 2017-2018</li> <li>PD Model (one completed for each PD activity)</li> <li>Sign-in Sheets</li> <li>School Committees</li> <li>School PD Calendar</li> <li>Agendas and Minutes</li> <li>Evaluations</li> <li>Student Data (State, District &amp; School)</li> </ul>	<p>Executive Director of Professional Development Principals Assistant Superintendents</p> <p>Executive Director of the Office of Professional Development Principals, Dept. Heads/Supervisors and Assistant Superintendents</p>	<p>PD Binders Sign-in Sheet Agenda</p> <p>School PD Binders PD Office Files</p>	

Please use additional sheets as needed.

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
	<p>In an effort to create uniformity and clarity, the following forms were created and disseminated to all principals, department heads and central office administration for immediate use on September 11, 2017</p> <ul style="list-style-type: none"> <li>• PD Agenda</li> <li>• PD Sign-In Sheet</li> <li>• PD Evaluation Instrument</li> </ul> <p>The Evaluation of the JPS 2016-2017 Professional Development Plan report was completed on September 1, 2017.</p> <ul style="list-style-type: none"> <li>• An analysis of the data derived from the online PD Needs Assessment Surveys and 2016 -2017 preliminary MAAP data from MDE was used to construct an Evaluation of the JPS 2016-2017 Professional Development Plan report.</li> </ul> <p>Frontline Professional Development Management System (PDMS) was approved for purchase by the Jackson Public School District School board on August 25, 2017. This system is capable of managing Professional Development registrations, tracking</p>	<p>Executive Director of the Office of Professional Development</p>                      <p>JPSD Board of Trustees</p>                      <p>Executive Director of Professional Development</p>	<p>Data used to previous year's will be used evaluate and a revised plan upcoming year</p>                      <p>Board agenda minutes</p>                      <p>Frontline registration, attendance and certified and employee's learning plan transcripts</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>attendance and allowing the District and school administration to support continuing educator/staff learning by assigning online professional development courses to individuals and groups.</p> <p>The Professional Development Policy (GBF) was revised and approved by the Board of Trustees on October 3, 2017.</p> <p>An online PD Needs Assessment survey was disseminated to all employees (certified and non-certified) on August 5, 2017. The results of the survey (received to date) and 2016 -2017 preliminary MAAP data from MDE Appendix E in the plan) were used to frame the 2017-2018 District PD Plan that was approved by the Board of Trustees on September 19, 2017.</p> <p>Results of Title I Comprehensive Needs Assessment surveys completed by teachers and staff in the spring of 2017, containing reflective questions related to curriculum, instruction and professional development were also used to measure the effectiveness of the 2016-2017 district professional development plan.</p>	<p>JPSD Board of Trustees</p> <p>Executive Director of Professional Development</p>	<p>Board agenda minutes</p> <p>Feedback from subsequent surveys/ evaluations and classroom observations will be used the JPS District Professional Development needed. Survey summary and verbatim reports</p>	

Please use additional sheets as needed.

**Corrective Action Plan**

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
	The Office of Professional Development staff conducts on-going internal monitoring audits to ensure that schools designated as non-compliant are operating within the Standard 15 guidelines.	Executive Director of Office of Professional Development/Office of Professional Development Staff	Office of Professional Development Compliance  Monitoring Rotation Schedule	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local**

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**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, 7 Miss. Admin. Code Pt. 3 Ch. 36, R. 36.1, 7 Miss. Admin. Code P 74, R. 74.2, 7 Miss. Admin. Code Pt. 3 Ch. 78, R. 78.1, R. 78.7, and Appendix F of the Mississippi Public School 2016**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	

Please use additional sheets as needed.



## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Section IV(13): Tests not administered according to the standard procedures</li> <li>• Section IV(19): Electronic Devices</li> </ul> <b>ON-SITE FINDINGS:</b> 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"> <li>• The school failed to provide a School Test Security Plan.</li> <li>• The Principal purposefully tried to prevent the MDE from viewing all testing rooms.</li> <li>• Secure testing tickets were left unattended in an unlocked computer lab.</li> </ul>	<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 2017-2018 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> <p>→Verification of compliance with Process Standard 16 and Appendix F.</p>	District Test Coordinator	Verification compliance Process Standard and Appendix	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• An employee walked downstairs to the Principal's office unaccompanied by another individual with an ELA writing test booklet.</li> <li>• Secure testing materials were left unattended in the distribution room; and at times, were left with only one (1) individual.</li> <li>• The Test Administrator had an electronic device (iPad) inside the testing environment. The iPad repeatedly sounded during testing.</li> <li>• 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.</li> </ul> <p>In some cases, the school provided students with too much time.</p>	<p>→Baker Elementary School, Callaway High School, Forest Hill High School, and Provine High School 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</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 compliance Process Standard and Appendix	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>• During active testing, two (2) testing rooms had no Test Administrator or Proctor during statewide testing. No other adult was present.</li> <li>• For at least 24 minutes during the testing session, only one (1) adult was present in the same two (2) testing rooms referenced above.</li> <li>• For approximately two (2) minutes, no adult was present in the library where testing was occurring.</li> <li>• The school allowed students to talk to each other during statewide testing.</li> </ul>	<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>→Contact Walt Drane, Executive Director of Student Assessment and District and School Performance, at WDrane@mdek12.org or 601.359.3052 for technical assistance or when the District is prepared for a follow-up visit to verify compliance with Process Standard 16 and Appendix F.</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 compliance Process Standard and Appendix	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• The Hall Monitor had an electronic device (cellphone) inside the testing environment. The phone sounded during testing.</li> </ul> <p>Forest Hill High School The MDE found:</p> <ul style="list-style-type: none"> <li>• A Proctor provided answers to a student during statewide testing.</li> </ul>	<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 compliance Process Standard and Appendix	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• A student had a cellphone and was observed talking on the cellphone during statewide testing.</li> <li>• The school failed to provide students with the appropriate amount of time to take the test.</li> <li>• A Test Administrator and Proctor were talking amongst themselves during statewide testing.</li> <li>• The School Test Coordinator, Assistant School Test Coordinator, Multiple Test Administrators, and Proctors all had electronic devices during statewide testing.</li> <li>• Secure testing materials were left unattended in the distribution room, and at times, were left with only one (1) individual.</li> <li>• Students did not receive the appropriate accommodations during statewide testing.</li> </ul>	<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 compliance Process Standard and Appendix	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p><b>SELF-REPORTED FINDINGS:</b></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><b>DATA FORENSIC FINDINGS:</b> 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 compliance Process Standard and Appendix	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Callaway High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> <li>• Four (4) of 419 students tested were invalidated for extreme similarity</li> </ul> <p>Biology I:</p> <ul style="list-style-type: none"> <li>• Two (2) of 336 students tested were invalidated for extreme similarity</li> </ul> <p>English II:</p> <ul style="list-style-type: none"> <li>• Two (2) of 496 students tested were invalidated for extreme similarity</li> </ul> <p>U.S. History:</p> <ul style="list-style-type: none"> <li>• Two (2) of 226 student tested were invalidated for wrong to right answer changes</li> </ul> <p>Forest Hill High School</p> <p>U.S. History:</p> <ul style="list-style-type: none"> <li>• Eight (8) of 252 students tested were invalidated for extreme similarity</li> </ul>	<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 compliance Process Standard and Appendix	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Jim Hill High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> <li>• Two (2) of 502 students tested were invalidated for extreme similarity</li> </ul> <p>U.S. History:</p> <ul style="list-style-type: none"> <li>• Two (2) of 251 students tested were invalidated for extreme similarity</li> </ul> <p>Provine High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> <li>• Two (2) of 313 students tested were invalidated for extreme similarity</li> </ul>	<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 compliance Process Standard and Appendix	

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**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Lanier High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> <li>• Two (2) of 287 students tested were invalidated for extreme similarity</li> </ul> <p>U.S. History:</p> <ul style="list-style-type: none"> <li>• Two (2) of 162 students tested were invalidated for extreme similarity</li> </ul> <p>Murrah High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> <li>• Eight (8) of 375 students tested were invalidated for extreme similarity</li> </ul> <p>Biology I:</p> <ul style="list-style-type: none"> <li>• Two (2) of 379 students tested were invalidated for extreme similarity</li> <li>• One (1) of 379 students tested was invalidated for wrong to right answer changes</li> </ul> <p>U.S. History:</p> <ul style="list-style-type: none"> <li>• Four (4) of 276 students tested were invalidated for extreme similarity</li> </ul>	<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 compliance Process Standard and Appendix	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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, 7 Miss. Admin. Code Pt. 3, Ch. 42, R 42.1, Mississippi Kindergarten Guidelines**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>The school failed to produce immunization forms (Form 121) for all kindergarten records. (Baker, Galloway, Johnson, McLeod, Watkins)</li> </ul>	Principals will ensure that each kindergarten students 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 reconciled with kindergarten roster from Internal monitoring checklist.	
<ul style="list-style-type: none"> <li>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)</li> </ul>	The school will ensure that safety covers are on all sockets that aren't in use.	Principal	A copy of the teacher assistant's qualifications kept in a schools personnel file.	
<ul style="list-style-type: none"> <li>The school failed to document assistant teacher education qualification requirement. (Baker, Barr, Key, Marshall, North Jackson, Oak Forest, Poindexter, Sykes, Wilkins, Woodville)</li> </ul>	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		

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 sheets.	
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 lesson plan template to integrate all kindergarten subjects that align to a thematic unit. The lesson plan template will account for 330 instructional minutes. Teachers were trained on the components of a thematic unit in January 2018 by the MDE staff. Additionally, the District sent 12 teachers to the Early Childhood Conference in July 2017 to receive further training in early childhood. These teachers were selected by areas and trained all kindergarten teachers in their respective area/feeder pattern.	Principal	Agenda and sheets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>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)</li> <li>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)</li> </ul>	<p>Each elementary school will conduct hearing and vision screenings the firsts 30 days of enrollment.</p> <p>Each elementary school will evaluate children's social and emotional progress at the end of each term.</p>	<p>Principal</p> <p>Principal</p>	<p>Internal monitoring instrument</p> <p>Internal monitoring instrument</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• 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)</li> </ul>	Each kindergarten teacher will provide parents a copy of the 2017 - 2018 parent handbook, that includes the kindergarten philosophy and goals.	Principal	Teachers will parent signature sheet acknowledging receipt of the handbook.	
<ul style="list-style-type: none"> <li>• 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)</li> </ul>	The District has scheduled two (2) parent-teacher conferences for the 2017 - 2018 school year. October 9, 2017 and February 19, 2018.	Principal	The District's calendar and sheets at parent/teacher conferences	
<ul style="list-style-type: none"> <li>• The school failed to provide teachers with a method of entry into restroom for safety of children. (Bates, Galloway, Lee, McWillie, Marshall).</li> </ul>	The principal will outline a specific method of entry detailing how children will enter the restroom.	Principal	Each school have a written outlining the of entry into restroom	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• 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)</li> </ul>	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 boundary	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	The school aligned its school day to be equal across all grades.	Principal	The teacher's instructional schedule.	
<ul style="list-style-type: none"> <li>• The school failed to repair/remove broken equipment thus creating an unsafe environment for children. (Clausell, John Hopkins, Marshall, Pecan Park, Poindexter, Wilkins)</li> </ul>	The District will repair/remove broken equipment.	Executive Director of Facilities	Repair and of identified equipment	
<ul style="list-style-type: none"> <li>• The school failed to locate a bathroom within 125 feet of the classroom. (Galloway, Poindexter)</li> </ul>	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 located within feet from the classroom.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• The school failed to meet the teacher-pupil ratio of 1:22 maximum. (Galloway, Lee, Oak Forest, Pecan Park)</li> <li>• The school failed to allow for students to participate in a minimum of 30 minutes of daily physical activity. (Oak Forest, Van Winkle, Wilkins)</li> <li>• 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.</li> <li>• 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)</li> </ul>	<p>The District provides a kindergarten assistant to kindergarten teachers.</p> <p>Kindergarten student will have 30 minutes of physical activity daily.</p> <p>The District/school will ensure that children do not share outdoor play space with children in grades above Grade 3.</p> <p>Currently there are no students enrolled at Pecan Park Elementary School in a wheelchair. The District is researching the cost of making the existing playground handicap accessible.</p>	<p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Principal, Executive Director of Facilities</p>	<p>Providing a kindergarten and assistants.</p> <p>Completed schedules reflecting 30 minutes physical activity daily.</p> <p>The principal have a map indicating the and time that children above 3 have access designated areas the playground.</p> <p>Plan developed an associated to make the playground accessible.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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 exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]**

**REGULATIONS: Miss. Code Ann. § 37-7-301(ss) and (zz), 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.4, and the Guidelines**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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, Raines, Watkins	In order to comply with Miss. Code Ann. § 37-13-6, the school day provides 330 minutes of instructional time.	Principals	Audit Checklist 17.2	
The school failed to schedule 120 minutes per day of learning center play for children. Schools: Baker, John Hopkins, Johnson, Pecan Park, Poindexter, 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, Poindexter	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.			

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>The school failed to provide five (5) learning centers for simultaneous use by children, limited accessibility of materials and no books or creative art materials available. School: Watkins</p> <p>The school failed to provide accessibility to books and writing materials to children during learning centers. School: George</p> <p>The school failed to provide accessibility to fiction and non-fiction books and writing materials accessible in the pre-kindergarten classrooms. Schools: Green, John Hopkins, Lee, North Jackson, Pecan Park, Raines</p>	<p>In order to comply with the MS Pre-K Guidelines, Section IV, A2a, page10, at least five (5) learning centers containing books, manipulatives, and creative art materials are organized, arranged, and labeled so they are accessible to children.</p> <p>~ The Pre-K Specialist gave the teachers center labels and ordered non-fiction and fiction books, manipulatives, creative arts materials, and writing materials for the teachers to place in the learning centers.</p> <p>~ Teachers are reminded by the Pre-K Specialist at monthly meetings and through emails to make books, manipulatives, creative arts materials, and writing materials accessible to the students in the learning centers and to make sure there are at least five (5) simultaneous centers in use daily.</p> <p>~ Principals will observe the pre-k classrooms using the Audit Checklist provided to them in their white binders.</p>	Principals	Audit Checklist 17.2	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>The school failed to document assistant education. Schools: Barr, Brown, Marshall, North Jackson, Pecan Park, Poindexter, Walton, Watkins, Wilkins</p> <p>The school failed to meet pre-k teacher education qualification requirement. Schools: Brown, Dawson, Key, Pecan Park, Poindexter, Walton</p> <p>The school failed to document 15 hours of professional development provided to assistant teachers, teachers, and administrators. Schools: Baker, Brown, 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: September 2017 - March 2018</p>	Principals	<p>Excel Spreadsheet</p> <p>Document Request Form</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
The school failed to provide parents the 2016-2017 parent handbook. Schools: Baker, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, North Jackson, Pecan Park, Poindexter, 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 17.2	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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, Poindexter, 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 9, 2017, December 12-15, 2017, and February 19, 2018.	Principals	Audit Checklist 17.2	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 17.2	
The school failed to place safety covers in all unused sockets. Schools: Barr, Clausell, George, Green, John Hopkins, Johnson, Lake, McWillie, Pecan Park, Poindexter, Raines, Walton, Watkins, Wilkins	<p>In order to comply with the MS Pre-K Guidelines, Section II, A1a, 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 17.2	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 17.2	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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, A1b, 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 17.2	
The school failed to locate the boy's bathroom within 125 feet of the classroom. School: Poindexter	In order to comply with the MS Pre-K Guidelines, Section II, A1b, 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.			
The school failed to locate a bathroom within 125 feet of the classroom. School: Walton	~ The rest rooms are located inside the pre-k classroom or within 125 feet of the classroom.			

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
The school failed to provide a boundary between the designated outside play area, the driveway, and parking lot. Schools: Galloway, Green, John Hopkins, Johnson, Lake, Lee, North Jackson, Pecan Park, Watkins, Wilkins	In order to comply with MS Pre-K Guidelines, Section II, B2, page 7, a boundary between the play area and the driveway will be installed to prevent a child from accessing parking lot/driveway as well as prevent an automobile from entering play space. ~ Technical assistance from the MDE was requested to determine specifically what type of boundary is needed. ~ School observations will be conducted by the Pre-K Specialist and the Facilities Director to ensure boundaries are placed appropriately, broken equipment is removed from the play area, and there is access to the play area that does not require stairs.	Principals	Audit Checklist 17.2	
The school failed to repair/remove broken equipment thus creating an unsafe environment for children. Schools: John Hopkins, Marshall, Pecan Park, Wilkins	In order to comply with the MS Pre-K Guidelines, Section II, B2, page 7, broken play equipment from the play area will be removed.			
The school failed to identify and provide handicap accessibility to the play area. Access to play area requires the use of stairs. School: Pecan Park	Currently there are no students enrolled at Pecan Park Elementary School in a wheelchair. The District is researching the cost of making the existing playground handicap accessible.	Principal, Executive Director of Facilities	Plan developed an associated to make the playground accessible.	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 17.2	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local 02/22/2018

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

### 17.3: Career-Technical Education

**REGULATIONS: Miss. Code Ann § 37-31-1, et seq., 7 Miss. Admin. Code Pt. 3, Ch. 83, Ch. 84, Ch. 85, Ch. 86, Ch. 87, Ch. 88, Ch. 90, Ch. 91, Ch. 92, Ch. 93, Ch. 94, Ch. 95, Ch. 96, and Federal Code**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
<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 fr internal audits</p>	<p>April 2018</p>

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
<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</p> <p>District Executive Director for Fixed Assets</p>	<p>Documentation of equipment audit and documentation of lost or stolen equipment.</p>	

## Corrective Action Plan

**District Name:** Jackson Public Schools      **District Number:** 2520      **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
<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 orga meetings.</p> <p>Documentation membership paid.</p> <p>Documentation of participation on district, state, national competitions</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>	

**Corrective Action Plan**

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
<p>Teachers failed to utilize and implement student competency worksheets.</p> <p>Brinkley Middle Cardoza Middle Kirksey Middle Peeples 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 for each student</p> <p>Documentation of each gradin</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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
<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</p> <p>CTE administrator</p>	<p>Documentation of Personnel Edits</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</p> <p>CTE administrator</p>	<p>Documentation will be recorded on si in sheets and agendas.</p>	

Please use additional sheets as needed.

**Corrective Action Plan**

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteria</b>	
<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 fr internal audit process</p> <p>Training sig sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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; 7 Miss. Admin. Code Pt. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 Policy 74.19 JPS/EES Child Procedures Evaluations	
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, Sign-in sheets	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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,</p> <p>Sign-in sheets</p> <p>JPS/EES MET tracking system</p> <p>MET documentation form</p>	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>CFI-7</p> <ul style="list-style-type: none"> <li>•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).</li> </ul> <p>The MDE identified six (6) students whose MET:</p> <ul style="list-style-type: none"> <li>•Failed to ensure the assessment of all deficit areas;</li> <li>•Failed to access information from a variety of sources; or,</li> <li>•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.</li> </ul>	<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>	EES Director	<p>Training PowerPoint, sign-in sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 Policy 74.19 JPS/EES Child Procedures Re-evaluations	
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 Policy 74.19 JPS/EES Child Procedures Re-evaluations MET re-evaluation tracking form Student Eligibility form	
	•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	

Please use additional sheets as needed.

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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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>DS-1</p> <p>•Forty-one (41) of 393 student records indicated the District failed to include all required Committee members at the IEP meeting.</p>	<p>•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.</p> <p>JPS Policy IDEE</p>	EES Director	MDE State Policy 74.19 JPS/EES IEP development procedures	
<p>DS-2</p> <p>•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</p>	<p>•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.</p>	EES Director	IEP monitoring procedures IEP Audit Review Protocol IEP Verification Form Weekly IEP Tracking Form	
<p>DS-3</p> <p>•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.</p>	<p>•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.</p>	EES Director	Training PowerPoint, Sign-in sheets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 IEPs	
	•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, Sign-in sheets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>DS-5 •Eighty-eight (88) of 393 student IEPs failed to address the academic areas of need of the student(s).</p> <p>DS-6 •Eighty-nine (89) of 393 student IEPs failed to address the student(s) functional</p> <p>DS-7 •Forty-eight (48) of 393 student IEPs failed to state annual goals in measurable terms.</p> <p>DS-8 •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>	<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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>DS-9</p> <ul style="list-style-type: none"> <li>•Sixty-four (64) of 393 student IEPs failed to consider special factors.</li> </ul> <p>DS-10</p> <ul style="list-style-type: none"> <li>•Forty-five (45) of 393 student IEPs failed to specifically identify the provision of specially- designed instruction, describe the</li> </ul> <p>DS-11</p> <ul style="list-style-type: none"> <li>•Twenty-eight (28) of 393 student IEPs failed to list the location for specially-designed instruction.</li> </ul> <p>DS-12</p> <ul style="list-style-type: none"> <li>•One hundred thirty-nine (139) of 393 student IEPs failed to list the frequency or the duration of services</li> </ul> <p>DS-13</p> <ul style="list-style-type: none"> <li>•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.</li> </ul>	<ul style="list-style-type: none"> <li>•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</li> </ul>	EES Director	<p>IEP Audit Review Protocol</p> <p>IEP Verification Form</p> <p>Weekly IEP Tracking Form</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>DS-18</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>DS-19</p> <ul style="list-style-type: none"> <li>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.</li> </ul>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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, Sign-sheets	
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 Review Protocol Revised IEPs	
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 Review Protocol Indicator 13 checklist	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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 Criteri	
<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 Policy 74.19 JPS/EES LRE placement procedures/checklist	
<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, Sign-in sheets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
FAPE-1 •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 Policy 74.19 JPS ESY Checklist	
	•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, Sign-in sheets  Training PowerPoint, Sign-in sheets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>•Failed to review and revise the student (s) IEP;</li> <li>•Failed to implement the IEP; or</li> <li>•Failed to provide special education and related services.</li> </ul>				
<p>DIS-1</p> <ul style="list-style-type: none"> <li>•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.</li> </ul>	<ul style="list-style-type: none"> <li>•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.</li> <li>JPS Student Handbook and Code of Conduct</li> </ul>	EES Director	MDE State Policy 74.19 IEP Audit Checklist	
<p>DIS-4</p> <ul style="list-style-type: none"> <li>•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</li> </ul>	<ul style="list-style-type: none"> <li>•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</li> </ul>	EES Director	Training Power Point, Agenda, Sign-in sheets	

Please use additional sheets as needed.



Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>DIS-6</p> <p>•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.</p> <p>2 C.F.R. § 200.302(b), 200.309, 200.404 – 200.405,200.430(i)(1) (i)-(vii)</p> <p>•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.</p> <p>a. The District failed to provide time and effort documentation for FY 2014-2015 for the MDE OSE’s review despite multiple requests;</p>	<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:</p> <p>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);</p> <p>2.Charges for salaries and wages support 100% of the employees’ effort for which work is performed during the period covered by the certification;</p> <p>3.Certifications are prepared at least semi-annually (Documents are on file)</p> <p>JPS Board Policy DEEF &amp; DEEA</p>	<p>CFO EES Director</p> <p>CFO EES Director</p>	<p>List of 2610, Employees Fiscal Monitoring Tool</p> <p>Semi-annual certification</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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 Fiscal Monitoring Tool	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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> <ul style="list-style-type: none"> <li>•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.</li> <li>•The District failed to provide payroll account distribution information for FY2014-2015 and FY2013-2014.</li> </ul>	<ul style="list-style-type: none"> <li>•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.</li> <li>•The District provided the MDE with a Payroll Account Distribution for the 21 employees not provided for in SY2015-2016.</li> <li>•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.</li> </ul>	<p>CFO EES Director</p> <p>CFO EES Director</p> <p>CFO EES Director</p>	<p>Fiscal internal control procedures</p> <p>Payroll account distribution</p> <p>Payroll account distribution</p>	

Please use additional sheets as needed.

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Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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</p> <p>Seven (7) of 27 SY2015-2016 Service Plans failed to document the date the meeting was held;</p> <p>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> <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>	<p>EES Director</p> <p>EES Director</p>	<p>IEP Audit Checklist</p> <p>Training agenda, sign in sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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,</p> <p>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</p> <p>•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:</p> <p>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</p> <p>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>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>	CFO EES Director	Fiscal Monitoring Tool	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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** 02/22/2018

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

**17.5: Child Nutrition**

**17.5.1: School Wellness Policy**

**REGULATIONS: Miss. Code Ann. § 37-11-7, 7 Miss. Admin. Code Pt. 3, Ch. 17, R. 17.1, R. 17.2, R. 17.4, R. Code**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Key Elementary School The school failed to provide students with the opportunity to choose their food items. The MDE witnessed school staff instructing students which items to take.</p> <p>Power APAC Elementary School The school failed to provide students with the opportunity to choose their food items. The MDE witnessed school staff instructing students which items to take.</p> <p>Chastain Middle School The school failed to provide students with the opportunity to choose their food items. The MDE witnessed school staff instructing students which items to take.</p>	<p>-I met with the building principal concerning the findings and I was told by the principal that it involved pre-k and kindergarten. The teachers and staff were assisting the smaller students with choices because they were not talking. She has had a meeting with her staff and even if students do not verbalize their choices, they can point to their choices.</p> <p>-I talked with the building principal and we set up a time to have a staff development on offer versus serve. I reviewed offer versus serve and teachers' role in assisting students with making meal choice selections. I also did a training with the staff on OVS.</p> <p>-I had a conference with the building principal and the food service manager concerning the findings. The students involved were exceptional education students. The teachers and staff were assisting with meal choices because they could not verbalize what they wanted. The problem was that IEP did not state that these students could not verbalize their choices but the principal has assured me that this has been added to their IEP.</p>	Exec. Director	On-going evaluation	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Forest Hill High School The school failed to provide the required OVS signage for breakfast. One (1) of the two (2) serving lines did not have the required signage.</p> <p>Murrah High School The school failed to provide the required OVS signage near the beginning of the serving line.</p> <p>Provine High School The school failed to provide the required OVS signage near the beginning of the serving line.</p> <p>Brown Elementary School The school failed to ensure that proper milk temperatures were maintained. The MDE observed milk being left outside the cooler for an extended time.</p> <p>Green Elementary School The school failed to ensure that proper milk temperatures were maintained. The MDE observed milk being left outside the cooler for an extended time.</p>	<p>-A site visit was done to insure that OVS signage is in the correct locations. The schools were using the new OVS signage that was provided by the Office of Child Nutrition-MDE for 2017-18.</p> <p>-A site visit was done to insure that OVS signage is in the correct locations. The schools were using the new OVS signage that was provided by the Office of Child Nutrition-MDE for 2017-18.</p> <p>-A site visit was done to insure that OVS signage is in the correct locations. The schools were using the new OVS. signage that was provided by the Office of Child Nutrition-MDE for 2017-18.</p> <p>-A site visit was done during the lunch period and milk was being maintained at the proper temperature on the serving line. Temperature of milk was checked during the serving time to make sure that it was held at 40 degrees or lower.</p> <p>-A site visit was done during the lunch period and milk was being maintained at the proper temperature on the serving line. Temperature of milk was checked during the serving time to make sure that it was held at 40 degrees or lower.</p>	Exec. Director	On-going evaluation	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>-The school failed to post the current health inspection.</p> <p>-The school failed to store food properly.</p> <p>The MDE observed produce stored on the floor. Leftover food was not labeled after it was taken out of the original packaging.</p> <p>McWillie Elementary School</p> <p>The School failed to ensure proper temperature for the food storage. The MDE observed no thermometers in the cooler or freezer.</p> <p>Watkins Elementary School</p> <p>The School failed to ensure proper temperature for food storage. The MDE observed no thermometers in the cooler or freezer.</p> <p>-The school failed to eliminate or remediate hazards in the kitchen. The MDE observed excessive water on the floor.</p> <p>Bailey APAC Middle School</p> <p>The school failed to provide an operable hand-sink for the cafeteria staff.</p>	<p>-It was observed that the current health inspection was posted.</p> <p>During the site visit, a staff training was done to emphasize the importance of proper food storage and labeling of food items.</p> <p>A site visit was done and there are thermometers in all coolers and freezers. The thermometer on the outside of the cooler and freezer is working as well.</p> <p>A site visit was done and there are thermometers in all coolers and freezers.</p> <p>-A work order was done for the excessive water on the floor and maintenance has corrected that problem.</p> <p>A site visit was done and the hand sink is operable for the cafeteria staff but the water pressure is low. A work order was done and maintenance is evaluating why the water pressure is low but the sink is working.</p>	Exec. Director	On-going Evaluation	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
Boyd Elementary School The school failed to properly maintain the production book. Food items were not credited and portions prepared/served did not reconcile.	A site visit was done to discuss and review his Production Book. He is now reconciling portions prepared and served.	Exec. Director	On-going Evaluation	
McWillie Elementary School The school failed to meet the meal pattern for lunch. The fruit/vegetable requirement was not met.	A site visit was done to do a staff development to review what constitutes a component for a serving of a fruit and/or vegetable.			
Watkins Elementary School The school failed to properly maintain the production book. Food items were not properly credited.	A training session was held with the food service manager on how to complete the production records and where food items are credited in the book.			
Chastain Middle School The school failed to meet the meal pattern for lunch. The fruit/vegetable requirement was not met.	A site visit was done to do a staff development to review what constitutes a component for a serving of a fruit and/or vegetable.			
Kirksey Middle School The school failed to offer the required components of a reimbursable meal on each serving line.	A site visit was held and a review of the USDA meal pattern components for breakfast and lunch was discussed with the manager.			

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Callaway High School The school failed to have production records available for review by MDE staff.</p> <p>Wilkins Elementary School The school failed to ensure that potable water was available for students during the meal service.</p>	<p>The production book was being reviewed in central office on the day of the audit. The manager had paper copies of the production book to use until his book was returned to his school. He did not show the paper copies that are used when the production book is not on site for review.</p> <p>A site visit was done and it was observed that potable water at a water station in the cafeteria is available during meal service.</p>	Exec. Director	On-going Evaluation	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local 02/22/2018

**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 gra**

**REGULATIONS: The Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student (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.]; General Administrative Regulations (EDGAR): 2 C.F.R. §§ 200.302(b), 200.308 – 200.309, 200.313(d), 200.317 200.405; 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](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 Criteri	
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 Program Fiscal Officer	Agenda and sheets will document the training school-wide and monitoring instrument.  Budgets will evaluation criteria demonstrating obligation and liquidation	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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>			

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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 on December 21, 2017.</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</p> <p>Campus Enforcement</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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</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 Council</p>		

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Compliance Indicator A42: The LEA ensures that each Title I school have the required components in the school's Parent and Family Engagement Plan. ESSA § 1116(c)-(f) [20 U.S.C. § 6318(c)-(f)]</p> <p>Sixteen (16) of 38 elementary schools failed to provide a Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Baker Elementary School</li> <li>• Bates Elementary School</li> <li>• Barr Elementary School</li> <li>• Brown Elementary School</li> <li>• Davis Magnet Elementary School</li> <li>• French Elementary School</li> <li>• George Elementary School</li> <li>• Green Elementary School</li> <li>• Isable Elementary School</li> <li>• Lee Elementary School</li> <li>• Oak Forest Elementary School</li> <li>• Poindexter Elementary School</li> <li>• Timberlawn Elementary School</li> <li>• Van Winkle Elementary School</li> <li>• Walton Elementary School</li> <li>• Wilkins Elementary School</li> </ul>	<p>The MDE Office of Federal Programs will provide training on the required components of a school's Parent and Family Engagement Plan in February of 2017. The District will then provide training to principals on the required components of a Parent and Family Engagement Plan framework for Parent and Family Engagement.</p>	<p>Executive Director of Federal Programs</p>	<p>The Title Box be reviewed required components.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Four (4) of 13 middle schools failed to provide a Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Blackburn Middle School</li> <li>• Brinkley Middle School</li> <li>• Kirksey Middle School</li> <li>• Powell Middle School</li> </ul> <p>Four (4) of seven (7) high schools failed to provide a Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Forest Hill High School</li> <li>• Jim Hill High School</li> <li>• Lanier High School</li> <li>• Wingfield High School</li> </ul>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Compliance Indicator A43: The LEA ensures implementation of each Title I school's written Parent and Family Engagement Plan. ESSA § 1116(c)-(f) [20 U.S.C. § 6318 (c)-(f)]</p> <p>Nine (9) of 58 schools in the District failed to provide any evidence of implementation of a written Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Brown Elementary School</li> <li>• Clausell Elementary School</li> <li>• Davis Magnet Elementary School</li> <li>• Marshall Elementary School</li> <li>• Van Winkle Elementary School</li> <li>• Wilkins Elementary School</li> <li>• Brinkley Middle School</li> <li>• Rowan Middle School</li> <li>• Wingfield High School</li> </ul>	<p>The MDE Office of Federal Programs will provide training on effectively implementing a school's Parent and Family Engagement Plan in February of 2017.</p> <p>The District will then provide training to principals on how to implement Parent and Family Engagement Plan. The District will provide a timeframe for students to complete Parent and Family Engagement Plan.</p>	Executive Director of Federal Programs	Artifacts will be collected to demonstrate school is implementing Parent and Family Engagement	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Eleven (11) of 38 elementary schools failed to provide evidence of implementation of the required components of its Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• George Elementary School (c, e, f)</li> <li>• Green Elementary School (b – f)</li> <li>• Lake Elementary School (f, h)</li> <li>• North Jackson Elementary School (d, f, h)</li> <li>• Oak Forest Elementary School (a, c, e, f)</li> <li>• Pecan Park Elementary School (e – f)</li> <li>• Raines Elementary School (h)</li> <li>• Smith Elementary School (f, h)</li> <li>• Timberlawn Elementary School (h)</li> <li>• Walton Elementary School (d, e, g, h)</li> <li>• Watkins Elementary School (b, e, f, h)</li> </ul> <p>Six (6) of 13 middle schools failed to provide evidence of implementation of the required components of its Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Chastain Middle School (b, c, f)</li> <li>• Hardy Middle School (b, c, f, h)</li> <li>• Kirksey Middle School (d, e, f, g)</li> <li>• Peeples Middle School (c, e, f, h)</li> <li>• Siwell Middle School (d – g)</li> <li>• Whitten Middle School (b – d)</li> </ul>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Three (3) of seven (7) high schools failed to provide evidence of implementation of the required components of its Parent and Family Engagement Plan:</p> <ul style="list-style-type: none"> <li>• Forest Hill High School (c – h)</li> <li>• Lanier High School (c, f, g)</li> <li>• Provine High School (b – h)</li> </ul> <p>Compliance Indicator A44: The LEA ensures that each Title I school developed and distributed to parents a school-parent compact which describes the partnership needed for children to achieve the state’s high academic standards. The LEA also ensures that each Title I elementary school’s school-parent compact was reviewed and discussed with parents at a parent-teacher conference.</p>	<p>The District distributed a sample Title I Compact for each school that describes the partnership needed for children to achieve the state's high academic standards. Each school will review the document at a parent-teacher conference and the parent will sign indicating their partnership.</p>	Principal	Title I Boxes reviewed for compacts.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>ESSA § 1116(d) [20 U.S.C. § 6318(d)] Three (3) of 38 elementary schools failed to provide evidence of the development of a school-parent compact that was reviewed, discussed, and distributed to parents during a parent-teacher conference:</p> <ul style="list-style-type: none"> <li>• Lee Elementary School</li> <li>• Lester Elementary School •</li> <li>Timberlawn Elementary School</li> </ul> <p>Two (2) of 13 middle schools failed to provide evidence of the development of a school-parent compact that was reviewed, discussed, and distributed to parents:</p> <ul style="list-style-type: none"> <li>• Blackburn Middle School</li> <li>• Rowan Middle School</li> </ul> <p>Two (2) of seven (7) high schools failed to provide evidence of the development of a school-parent compact that was reviewed, discussed, and distributed to parents:</p> <ul style="list-style-type: none"> <li>• Jim Hill High School</li> <li>• Wingfield High School</li> </ul>				

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Compliance Indicator A45: The LEA ensures that Title I participating schools distributed to parents the required Parents Right-to-Know information. ESSA § 1112(e) [20 U.S.C. § 6312(e)]</p> <p>Eight (8) of 38 elementary schools failed to provide evidence of the distribution of the Parents Right-to-Know information:</p> <ul style="list-style-type: none"> <li>• Brown Elementary School</li> <li>• George Elementary School</li> <li>• Green Elementary School</li> <li>• Key Elementary School</li> <li>• North Jackson Elementary School</li> <li>• Sykes Elementary School</li> <li>• Walton Elementary School</li> <li>• Watkins Elementary School</li> </ul> <p>Three (3) of 13 middle schools failed to provide evidence of the distribution of the Parents Right-to-Know information:</p> <ul style="list-style-type: none"> <li>• Brinkley Middle School</li> <li>• Rowan Middle School</li> <li>• Siwell Middle School</li> </ul>	<p>The District provided a sample Parents Right-to-Know on September 26, 2017. The school is responsible for disseminating the letter on parent/teacher conference day.</p>	Principal	A letter is retained the files of the schools Title	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Compliance Indicator A52: The LEA ensures implementation of each Title I schools' Schoolwide Program Plan. ESSA § 1114(b) [20 U.S.C. § 6314(b)]; Miss. Code Ann. § 27-103-159</p> <p>Sixteen (16) of 58 schools in the District failed to provide the required documentation of implementation for all components of the Schoolwide Program Plan:</p> <ul style="list-style-type: none"> <li>• Brown Elementary School</li> <li>• Clausell Elementary School</li> <li>• French Elementary School</li> <li>• Green Elementary School</li> <li>• Johnson Elementary School</li> <li>• Lester Elementary School</li> <li>• North Jackson Elementary School</li> <li>• Smith Elementary School</li> <li>• Sykes Elementary School</li> <li>• Wilkins Elementary School</li> <li>• Kirksey Middle School</li> <li>• Rowan Middle School</li> <li>• Forest Hill High School</li> <li>• Lanier High School</li> <li>• Provine High School</li> <li>• Wingfield High School</li> </ul>	<p>The MDE Office of Federal Programs will provide training on the required components of the Schoolwide Program Plan in February 2018. Then, the District will provide training to all principals regarding the components of a Schoolwide Program and how to complete the process in MCAPS. The District will ensure that the plan is completed and reviewed prior to the deadline given by the MDE.</p>	<p>Executive Director of Federal Programs</p> <p>Principal</p>	<p>Evidence of required components will be completed MCAPS.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Compliance Indicator A53: The LEA will provide evidence that the Schoolwide Program Plan are developed with the involvement of parents, other members of the community to be served, and individuals who will carry the plan, including students (secondary), teachers, principals, and LEA level administrators of programs combined in the plan.</p> <p>ESSA § 1114(b)(2) [20 U.S.C. § 6314 (b)(2)]</p> <p>Two (2) of 38 elementary schools failed to demonstrate that Schoolwide Program Plan was developed with the involvement of parents, other members of the community to be served, and individuals who were to carry out the plan, including teachers, principals, and district level administrators:</p> <ul style="list-style-type: none"> <li>• Pecan Park Elementary School</li> <li>• Watkins Elementary School</li> </ul>	<p>The MDE Office of Federal Programs will provide training on the Schoolwide Program Plan February 2018. The District will then provide training to principals on the requirements and include the stakeholders that must participate:</p> <ul style="list-style-type: none"> <li>* parents</li> <li>* community members</li> <li>* teachers</li> <li>* students (secondary level)</li> </ul> <p>The schools will then convene meetings on the development of their Schoolwide Program Plan.</p>	<p>Executive Director of Federal Programs</p> <p>Principal</p>	<p>Agenda, Sign-in sheet, and minutes from the meeting</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>One (1) of 13 middle schools failed to demonstrate that Schoolwide Program Plan was developed with the involvement of parents, other members of the community to be served, and individuals who were to carry out the plan, including teachers, principals, and district level administrators:</p> <ul style="list-style-type: none"> <li>• Peeples Middle School</li> </ul> <p>One (1) of seven (7) high schools failed to demonstrate that Schoolwide Program Plan was developed with the involvement of parents, other members of the community to be served, and individuals who were to carry out the plan, including teachers, principals, and district level administrators:</p> <ul style="list-style-type: none"> <li>• Wingfield High School</li> </ul>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local**

02/22/2018

**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, 7 Miss. Admin. Code Pt. 3, Ch. 35, R. 35.1, and Education Programs in Mississippi and the Gifted Education Program Standards**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>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.</li> <li>Beginning in July 2018, the written report will be shared each subsequent year after the evaluation report is submitted to the MDE in June.</li> </ul>	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>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>• 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.</li> <li>• 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.</li> <li>• GEP teachers will be trained on the parent hearing and appeals procedures at the GEP teacher professional development on February 16, 2018.</li> </ul>	<p>Executive Director of Advanced Learning Programs</p> <p>Executive Director of Advanced Learning Programs</p>	<p>Board agenda</p> <p>Board minutes</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> <li>● The spring referral to placement process will be conducted January 29 - April 30, 2018.</li> </ul>	<p>Executive Director of Advanced Learning Programs</p> <p>Gifted Psychometrist</p>	<p>School- and district-level to placement documents identification intellectually (IG) students, including complete IG student tracking sheets, files (all eligible ineligible records filed and available for review)</p> <p>District-level monitoring instrument for Standard 17.8</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>• 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.</li> </ul>	Executive Director of Advanced Learning Programs	<p>Board agenda</p> <p>Board minutes</p> <p>Board-approved budget</p>	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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	
	<ul style="list-style-type: none"> <li>● Gifted education classrooms are comparable to other programs, regardless of the number of students identified as intellectually gifted (IG).</li> <li>● 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.</li> </ul>	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	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
The District failed to provide identified gifted students with required minimum instructional time in seven (7) ... schools	<ul style="list-style-type: none"> <li>● Classroom monitoring visits and technical assistance is provided to teachers who are unable to provide qualitatively different instructional practices.</li> <li>● 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.</li> </ul> <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"> <li>● 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.</li> </ul>	<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 Sign-in sheets</p> <p>GEP program schedules; master schedules</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>● 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.</li> <li>● GEP teachers were trained on best practices for implementing the 2017 MDE Outcomes for Gifted Education Programs at the PD on August 18, 2017.</li> <li>● 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.</li> <li>● 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.</li> </ul>	Executive Director of Advanced Learning Programs	<p>Teaching and Learning Guide Gifted Education Program (IMP)</p> <p>PD agendas Sign-in sheets</p> <p>Participation sheets</p> <p>Meeting agendas; Sign-in sheets</p>	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local 02/22/2018

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

- 18.1: Each school has a library media center with an organized collection of materials and equipment that represents a broad 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 Criteri	
	All JPS librarians have been trained according to the MDE Library Monitoring Rubric and MDE School Library Media Guide to address all findings. At the request of Elizabeth Simmons (MDE Office of Elementary Education and Reading) during the December 15, 2016 Librarian Professional Development and MDE Audit Overview/Recommendation Training, findings reported in the MDE audit were compiled according to the evaluation of all JPS school libraries using the MDE Library Monitoring Rubric in two areas: (1) School Librarian Performance (2) Implementation of school library services.	JPS Lead Librarian	MDE Library Monitoring	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Section 3: The Library Learning Environment</p> <ul style="list-style-type: none"> <li>• Reference Collection does not support the current instructional plan. (MSLMG - Section 3.6)</li> </ul>	<p>All non-compliance areas according to the evaluation rubric have been addressed with the following strategies.</p> <p>An established Professional Development schedule was implemented school year 2017-2018. All JPS librarians have received on-going training for Standard 18.</p> <p>Strategies</p> <ul style="list-style-type: none"> <li>• JPS librarians received training on creating collaborative lesson plans for instructional preparation, implementation of MAGNOLIA databases, and weeding the Reference collection to support instructional planning. (September 28, 2017)</li> </ul>	JPS Lead Librarian	<p>MDE Library Monitoring</p> <p>Review JPS library and websites</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>School libraries have not developed and utilized a school library advocacy committee that is comprised of an administrator, librarian, subject or grade level teachers, community members, and students. (MSLMG - Section 3.8)</li> </ul>	<p>Strategies</p> <ul style="list-style-type: none"> <li>JPS librarians received training on Advocacy committee requirements. (October 9, 2017)</li> <li>All JPS Advocacy committees consist of an administrator, librarian, teachers, parents, and students.</li> <li>All JPS librarians developed a public relations plan using the MDE template, solicited help from the district's public relations office, and posted to the school library web page, materials (MAGNOLIA) available in the school library in order to communicate with all stakeholders regarding the library program (September 28, 2017).</li> </ul>	JPS Lead Librarian	MDE Library Monitoring Review JPS library and websites MS Library Guide Public Relations Template	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Section 4 - Library Collection</p> <ul style="list-style-type: none"> <li>School libraries failed to classify library resources due to unclassified call numbers which do not reflect the school library collection's value.</li> <li>School libraries do not contain appropriate library signage indicating the various sections of the library collection.</li> <li>School libraries do not account for multiple copies of a single title in the collection when present. Classroom materials, reference collections, and professional collections are not correctly accounted for in the library collection.</li> </ul>	<p>JPS librarians received training on Cataloging and Processing library materials and shelving library materials and resources. (October 9, 2017, Canvas modules completed January 8, 2018)</p> <p>Strategies</p> <ul style="list-style-type: none"> <li>All JPS librarians have implemented a Universal list of Dewey Decimal call numbers in cataloging materials and is using the Dewey Decimal Overview located on the MDE School Library website to organize the library collection.</li> <li>JPS Librarians have assigned Special collections such as professional, reference, easy, picture books, and audio/visual shall with call numbers and spine label locations in the library circulating system.</li> <li>JPS librarians have cataloged all library collections in the automated system, including fiction, non-fiction, easy, multiple copies of single titles, reference, professional collection, and non-print items, including CDs/DVDs and eBooks and bar coded books and book sets.</li> </ul>	JPS Lead Librarian	<p>MDE Library Monitoring Alex Title List Call Number JPS Universal Number Document, Collection Analysis Report, Alex Weeding Report</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>School libraries failed to provide quality general collections of materials with more than 10 books per student, and the average copyright age of the collection does not meet the minimum age requirement of 10 years.</li> </ul>	<ul style="list-style-type: none"> <li>Using a designated book vendor, a collection analysis report was created for each school library. The collection analysis verified all outdated books, materials and resources in each school's library collection and determined the copyright age of the collection.</li> </ul>	JPS Lead Librarian	Collection Analysis artifacts stored electronically school library and as part of school's on-site library manuals	
<ul style="list-style-type: none"> <li>School libraries collection does not represent a well-balanced, broad range of current learning media, including up-to-date instructional technology, periodicals, teacher resources, and equipment. (MSLMG 4.1,4.2,4.4,4.5,4.7,4.8)</li> </ul>	<ul style="list-style-type: none"> <li>A request was made to the JPS School Board budget committee requesting additional funding to purchase library books and a new library automation and circulation system to better maintain school library circulation records. The District allocated an additional \$200,000 for school year 2017-18 to improve the collections and resources in the libraries.</li> </ul>	JPS Lead Librarian, Board of Trustees	Board agenda minutes, Comprehensive budget reports	
	<ul style="list-style-type: none"> <li>The JPS Lead Librarian will request an additional \$1.00 per student each year for 3 years to purchase library resources and improve the collection.</li> </ul>	JPS Lead Librarian, Board of Trustees.	Budget Request forms, Board Trustees agenda minutes	
	<ul style="list-style-type: none"> <li>All librarians are completing comprehensive weeding of all collections.</li> </ul>	JPS Lead Librarian, Principals	Alex summary reports, weeding reports, collection analysis reports	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
Section 5 - Technology	JPS librarians received training on utilizing the current library automation system and specific reporting features of the system. On-going training is available to all JPS librarians demonstrating the use of the current library automation system Alexandria on the JPS Librarians' portal. (December 7, 2017)	JPS Lead Librarian	Alexandria Circulation MDE Library Monitoring	
• School libraries do not offer complete automated circulation system with an online catalog of the library collection, which hinders in finding resources located in the school library. 5.1, 5.2, 5.3, 5.6	Strategies  • The school librarian implemented instructional plans to provide additional training to students and teachers on how to use the current automation system to search for library resources.  • All JPS librarians reviewed Section 5.6 Cataloging and Processing Digital Resources in the current Mississippi School Library Media Guide to ensure compliance.  • An RFP for a new online, centralized catalog and circulation system for all schools was released December 14, 2017 and closes January 17, 2018. Revised addendum - January 25, 2018	JPS Lead Librarian   JPS Lead Librarian	Lesson plans, meeting agendas sign in sheets   Meeting agenda sign in sheets, Assessment assignment completion Canvas Modules Cataloging Collection Development	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Section 6 – Administration of the School Library</p> <ul style="list-style-type: none"> <li>School libraries are noncompliant with providing adequate funding to purchase school library material and resources or submitting budget report or expenditure summaries to administration. (MSLMG - Section 6.2)</li> </ul>	<p>JPS librarians received training according to the MDE Library Media Guide on implementing school library budgets including the guidelines for purchasing supplies and how to work towards a goal of ten (10) books per student. Requested documents submitted to the Canvas Course and Library portal. (September 28, 2017)</p> <p>Strategies</p> <ul style="list-style-type: none"> <li>All JPS librarians submitted an annual budget plan to the school administrator utilizing input from staff and student needs assessments.</li> <li>All JPS school librarians prepared an annual budget report on expenditures by funding source for a three year record keeping period.</li> <li>All JPS school librarians developed a proposed library budget addressing the professional collection needs of the library center.</li> </ul>	JPS Lead Librarian, School Administrators	MDE Library Monitoring Canvas Documentation, Annual Budgets, Comprehensive Budget reports, School library annual budget requests, JPS Budgets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Elementary school principals have not implemented the Librarian Growth Rubric as an evaluation tool for the school librarian. (MSLMG - Section 6.6)</li> </ul>	<p>Strategies</p> <ul style="list-style-type: none"> <li>• The Mississippi Librarian Growth Rubric was distributed to all local school administrators with directions on how to evaluate the school librarian.</li> <li>• All school librarians have received training on the Librarian Growth Rubric and its components pertaining to their evaluation.</li> <li>• Specific JPS administrators were provided additional training on the use of the Mississippi Librarian Growth Rubric.</li> </ul>	JPS Lead Librarian, School Administrators	MDE Library Monitoring MDE Librarian Growth Rubric	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>School Library Facility - Section 6.8</p> <ul style="list-style-type: none"> <li>• School libraries do not provide a library climate conducive to learning and student achievement.</li> <li>• School libraries failed to provide a space for leisure reading and shelving that allows accessibility to all age levels using the library.</li> <li>• School libraries failed to maintain organized, clutter free areas making it difficult for resources to be retrieved.</li> <li>• School libraries failed to provide fully integrated lighting and electrical accommodations due to the server room disturbing the library environment.</li> <li>• School libraries failed to provide a school library that is arranged to provide equitable access to information and resources due to sharing the space with the auditorium.</li> </ul>	<p>JPS librarians received training according to MDE Library Media Guide on school library facility recommendations, space arrangements and facility report compilation. (September 28, 2017)</p> <p>Strategies</p> <ul style="list-style-type: none"> <li>• All JPS Librarians have reviewed and implemented Section 6.8 School Library Facilities Recommendations in the current Mississippi School Library Media Guide.</li> <li>• All JPS Librarians have submitted monthly facilities report using the JPS provide Facilities template.</li> <li>• All JPS Librarians have cleaned and organized all assigned storage, teacher resources areas, and office spaces.</li> </ul>	<p>JPS Lead Librarian, Executive Director of Facilities, Department, School administrators</p>	<p>Monthly Facilities Reports, MS Monitoring Rubric, Canvas Documentation</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>School libraries failed to provide furniture and shelving that allows accessibility to all age levels using the library. (SLMG Section - 6.8)</li> </ul>	<p>Strategies</p> <ul style="list-style-type: none"> <li>All JPS librarians have designated or been given additional storage spaces if needed near the library for working equipment to be stored out of sight.</li> <li>All JPS Librarians have cleaned and organized all assigned storage, teacher resource areas, and office spaces.</li> <li>The District provided network or server areas with adequate ventilation and space to prevent the interference of everyday use of the school library facility.</li> </ul>	<p>School Administrators, Executive Director of Information Technology Services</p>	<p>Monthly Facilities Reports, MS Monitoring Canvas Documentation</p>	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>School libraries do not have long term and short term goals that are supported by program assessment including input from administrators, faculty, and students. 6.9</li> </ul>	<ul style="list-style-type: none"> <li>JPS librarians received training according to MDE Library Media Guide on the development and implementation of long and short term goals. (September 28, 2017)</li> </ul>	Lead Librarian	Sign in sheets, agendas	
	<p>Strategies</p> <ul style="list-style-type: none"> <li>Request additional funding from local school board and JPS Budget office for school libraries that serve dual purposes, such as auditoriums or computer labs, to purchase or provide mobile shelving to allow for maximum flexibility of school library space.</li> </ul>	School Administrators, JPS Lead Librarian, Board of Trustees	MS Library Monitoring Rubric, Canvas Documentation	
	<ul style="list-style-type: none"> <li>All JPS Librarians have created short and long term goals for library improvement and submitted them in Canvas and stored them in the portal.</li> <li>All JPS Librarians have submitted periodic program assessments, inventories, and input reports from all stakeholders to improve developed goals. All goals have been updated and addressed by the librarians and administration.</li> </ul>	Principals, Lead Librarian	Canvas reports	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local 02/22/2018

**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 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), 7 Miss. Admin. Code, R. 79.1, R. 79.2, and Textbook Administration Handbook Rules and Regulations**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
<p>Inaccurate textbook inventories: Books listed on the active listing report for the school were not the books used in the classrooms.</p> <p>Van Winkle, Blackburn, Chastain, Hardy, Peeples, Siwell, Whitten, Callaway, Forest Hill, Lanier</p> <p>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</p> <p>Van Winkle, Forest Hill, Lanier, Wingfield</p>	<p>The district will implement the following strategies for corrective action to ensure compliance with standard 19 and 19.2.</p> <p>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.</p> <p>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.</p>	<p>Executive Director for Curriculum</p> <p>Executive Director for Curriculum Principals</p> <p>Executive Director for Curriculum</p>	<p>12 yrs or older TIMS deletions, school inventory sheets amended enrollment totals schools inventory sheets and check observations</p> <p>Agendas, sign-in sheets, and professional development materials</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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, Peeples, 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 student enrollment adjustments	
	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	
	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 and feedback provided with principals' signatures	
	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	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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 include 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 7 Miss. Admin. Code Pt. 3 41, R. 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 7 Miss. Admin. Code Pt. 3, Ch. 41, R. 41.1**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	
Standard 20 Instructional Management System requirements	Beginning July 1, 2017, the Interim 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 Interim Superintendent/Superintendent will assess the effectiveness of the 2017/2018 restructure and evaluate the impact of the reorganization during year one Districtwide. The Interim Superintendent/Superintendent will submit a written assessment of the current District organizational structure and present the findings to the Board.	Interim Superintendent/ Superintendent	Updated Organizational Approval by Board	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
20.1 The District failed to produce board minutes indicating that the instructional management system (IMS) has been approved.	Subject Area Supervisors provide weekly 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.	Executive Director for Curriculum & Instruction	School Work Reports Plan of Action/Go Forward Plan Weekly Observation Schedules	
	The local school board approved the JPS Instructional Management System (IMS) on August 8, 2017. 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.	Executive Director for Curriculum & Instruction	Board Agenda Minutes	
	The draft of the IMS was reviewed with principals on August 3, 2017.	Assistant Superintendents	Agenda, Sign-in Sheet	
	Principals received an electronic copy of the approved IMS on August 9, 2017.	Assistant Superintendent	Email	
	Principals were trained on the board approved IMS on August 24, 2017 during the area principals' meeting.	Assistant Superintendents	Agenda, Sign-in Sheet	

Please use additional sheets as needed.

**Corrective Action Plan**

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
	Principals provided hard copies of the IMS and trained their staff during the month of August 2017. (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	
	Principals provided professional development training on the lesson plan template for school level instructional personnel. (Dates varied by school.)	Principals	Agenda & Sign-in Sheet	
	Lesson plans are reviewed weekly/bi-weekly 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	Lesson Plan Feedback Form, Lesson Plan Submission Checklist	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>- authentic student engagement</li> <li>- delivery of quality instruction</li> <li>- quality lesson plans</li> <li>- teacher content knowledge</li> <li>- questioning and checking for understanding</li> <li>- differentiated instruction</li> <li>- tiered level instruction</li> <li>- classroom management for productive learning environment</li> </ul>	<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 2017 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. There will be a 2018 Summer Institute to address the aforementioned areas and to include areas of how to have quality tier 1 instruction, to include inclusion and co-teaching models.</p>	<p>Principals</p> <p>Executive Director of Curriculum &amp; Instruction</p>	<p>Teacher evaluation forms Lesson Plan Lesson Plan Feedback Form</p> <p>Agenda, Sign-in Sheet and Evaluation</p>	

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>Due to the systemic findings throughout the district, all schools receive instructional support through the following:</p> <p>The Executive Director of Curriculum Instruction 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 teachers and school administrators.</p>	<p>Executive Director of Curriculum &amp; Instruction</p> <p>Executive Director of Curriculum &amp; Instruction</p>	<p>Agenda, Sign-in Sheet and Evaluation</p> <p>Student Assessment Data</p> <p>Scope of Work Report</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	Weekly 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.	Executive Director of Curriculum & Instruction	Scope of Work Report	
	The Office of Curriculum and Instruction will develop a Resource Toolkit that includes professional literature on best practices for teaching and learning as well as practical activities, sample lesson plans, and assessment items of identified priority standards that teachers can readily use to support instruction. The Resource Toolkit will be accessible via the Curriculum Portal.	Executive Director of Curriculum & Instruction	Curriculum Teacher Observation Instrument	
	The Office of Curriculum and Instruction will provide professional development for 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.	Executive Director of Curriculum & Instruction Subject Area Supervisors	Resource Toolkit Agendas, Sign sheets Teacher Observation Instrument Assessment	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<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 Interim Superintendent/Superintendent's report and recommendations to the Board.</p>	<p>Interim Superintendent/ Superintendent</p> <p>Interim Superintendent/ Superintendent</p>	<p>External Partner Evaluation</p> <p>Student Assessment Data</p> <p>Updated Instructional and Updated Organizational Approved by current Board.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**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 include 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 7 Miss. Admin. Code Pt. 3 41, R. 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 7 Miss. Admin. Code Pt. 3, Ch. 41, R. 41.1**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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</p> <p>Documentation</p>	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>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.</p> <p>Conduct technical support meetings on MTSS documentation packet and processes with school level interventionists and principals.</p> <p>District level MTSS team audits of MTSS processes and documents within the student MTSS portfolios. Audits conducted since August 2017: October 2-Hardy Middle, Whitten Middle, Peeples Middle October 3-Cardoza Middle, Forest Hill High, Siwell Middle October 4- Jim Hill High, Blackburn Middle October 10- Kirksey Middle, Callaway High, Powell Middle October 11-Murrah High, Chastain Middle, Bailey Middle October 12- Lanier High, Brinkley Middle October 13-Wingfield High, Northwest IB Middle</p>	<p>MTSS Director</p> <p>MTSS Director</p>	<p>Agenda &amp; Sign sheets</p> <p>JPS MTSS and monitoring Reports and from audits</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>October 20- Brown Elementary,  October 23-Pecan Park Elementary  October 30-Johnson Elementary, Galloway Elementary  October 31- Raines Elementary  November 2-Timberlawn Elementary, Van Winkle Elementary  December 7-Provine High School</p> <p>Audits and on site technical support will be provided to the remaining schools as scheduled below:  January- March 2018- George Elementary, Barr Elementary, Baker Elementary, Lee Elementary, Isable Elementary, John Hopkins Elementary, Green Elementary, Watkins Elementary, North Jackson Elementary, McLeod Elementary, Clausell Elementary, French Elementary, Key Elementary, Marshall Elementary, Sykes Elementary, Wilkins Elementary, Dawson Elementary, Smith Elementary, Walton Elementary, Boyd Elementary, Casey Elementary, Spann Elementary, Davis IB Elementary, Lester Elementary, Oak Forest Elementary, Woodville Heights Elementary, Bates Elementary, Power Apac Elementary, McWillie Elementary</p>	MTSS Director	JPS MTSS and monitoring Reports and from audits	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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)	Provide technical support to schools on criteria for identifying and documenting supports for Tier II or Tier III students. ( On Site support visits: October 13, 16-Wingfield High, October 10,23-Callaway High, October 4,24-Jim Hill High)	MTSS Director	MTSS Portfolios JPS At-Risk	
	Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	JPS MTSS and monitoring Checklists JPS School Reports	
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)	Provide technical assistance to school interventionists and school level MTSS teams on proper completion of student profile forms during school visits. ( On site support visits: October 30-Galloway, October 31-Lake, October 31-Raines, November 2,29; December 5-Timberlawn, October 4-Blackburn, October 11,25-Chastain, October 10,25-Powell, October 3,24-Forest Hill, October 11-Murrah, October 13,16-Wingfield)	MTSS Director	Updated Student Profile Sheets current supporting data documented MTSS portfolios Artifacts/reports from visits	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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)	Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the JPS MTSS portfolio and monitoring tool checklist.	Principals Assistant Superintendents	JPS MTSS and monitoring checklists Updated Student Profile Sheets	
	Provide technical assistance to school interventionist and school level MTSS teams on completion and process for distributing parent notifications. (On site support visits: October 30-Galloway, October 31-Lake, October 23-Pecan Park,October 31-Raines, November 2,29/December 5-Timberlawn, October 2,25-Hardy; October 3,24-Forest Hill, October 4,24-Jim Hill;October 12-Lanier; October 11-Murrah, October 13,16-Wingfield)	MTSS Director	Copies of Parent Notification within the MTSS portfolios Artifacts/reports from visits	
	Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the JPS MTSS portfolio and monitoring tool checklist.	Principals Assistant Superintendents	JPS MTSS and monitoring checklists Parent Notification Letters	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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). (On site support visits: November 2/29 December 5-Timberlawn,October 10/25 -Powell,October 3,24-Forest Hill, October 4,24-Jim Hill;October 12-Lanier; October 11-Murrah, October 13,16-Wingfield)	MTSS Director	Progress Monitoring graphs in MTSS portfolio and usage reports programs Artifacts from	
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, 3C, reports from programs, timelines, system of collecting probes). (On site support visits: October 30-Galloway, November 2,29/December 5-Timberlawn,November 2-Van Winkle )	MTSS Director	Forms 2B or reports from programs and Student Growth Percentile reports documented MTSS portfolio Artifacts from	
	Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	JPS MTSS checklist and monitoring Accurate Forms or 3C	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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) (On site support visits: October 30-Galloway, October 31-Lake, November 2-Van Winkle)	MTSS Director	Forms 2A or diagnostic assessment JPS Monitoring checklist Artifacts from	
	Conduct school level internal audits of MTSS portfolios on a monthly basis utilizing the MTSS portfolio and monitoring checklist.	Principals Assistant Superintendents	JPS MTSS checklists and monitoring Forms 2A or diagnostic data	
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. (On site support visits:October 31-Lake; October 2,25-Hardy; October 4,24-Jim Hill)	MTSS Director	Tier I High Forms in MTSS student portfolios JPS Monitoring checklist Artifacts from	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
Schools failed to complete the required 20 day meeting form. (Blackburn, Hardy, Powell, Forest Hill, Jim Hill, Murrah)	Conduct classroom observation using the MDE MTSS Tier 1 High Quality Form 1B and place copies in students' MTSS portfolios.	Principals	Completed High Quality 1B placed in students' MTSS portfolio	
	Provide technical support to interventionists and administrators on utilizing and completing the 20 day MSIS form.  (On site support visits: October 4-Blackburn, October 2,25-Hardy; October 10,25-Powell,October 3,24-Forest Hill, October 4,24-Jim Hill; October 11-Murrah, )	MTSS Director	Accurate and complete MSIS Day Forms JPS MTSS checklist and monitoring	
	Conduct TST meetings with school level MTSS team and document meetings on required forms.	Principals	Complete and accurate 20 MSIS forms JPS portfolio checklist and monitoring	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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. ( On site support visits: October 30-Galloway;October 31-Lake; November 2-Van Winkle)	MTSS Director	Individual Reading Plans JPS MTSS and monitoring	
	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 checklist and monitoring	
Schools failed to provide current intervention documentation. ( Marshall, North Jackson, Brinkley)	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 current reports programs documented MTSS portfolio monitoring Artifacts from	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
Schools failed to use data to guide documented intervention strategies. ( Smith, Chastain)	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 current reports programs documented MTSS portfolio JPS MTSS checklist and monitoring	
	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) ( On site support visits: October 11, 25-Chastain)	MTSS Director	Forms 2A or diagnostic assessments Artifacts from	
	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 diagnostic assessments JPS MTSS checklist and monitoring	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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. (On site support visits: October 10, 25-Powell;October 10, 23-Callaway; October 3, 24-Forest Hill; October 4, 24-Jim Hill; October 12-Lanier; October 11-Murrah; October 25, December 7-Provine, October 13, 16-Wingfield)	MTSS Director	Intervention plans, schedules, Risk Reports, intervention documentation JPS MTSS checklist and monitoring Artifacts from	
	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 Checklist and monitoring Integrity checks	
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 and documents	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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. ( On site support visits: October 30-Galloway, October 31-Lake)	MTSS Director	Student intervention Student participation forms and program usage reports JPS MTSS checklist and monitoring Artifacts from	
	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 and program reports JPS MTSS checklists and monitoring	
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	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**Standard 21: The district follows an established board policy that defines criteria for the academic promotion/progression/retention 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 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 Criteri	
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.	Interim Superintendent/ Superintendent	JPS Board approved policy JBJ/IGD, board meeting agenda and	
	An addendum to the 2017-2018 student handbook will be posted on the District's website reflecting the revised policy.	Assistant Superintendent	JPS' Website	
	The revised policy will be added to the 2018 - 2019 Code of Student Conduct and Handbook.	Assistant Superintendent	2018-2019 Student Conduct Handbook	
	Assistant superintendent will inform principals of the revised policy in January 2018.	Assistant Superintendent	Agendas and sheets	
	Principals will inform teachers and staff of the revised policy in January 2018.	Principal	Agendas and sheets	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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.	Interim Superintendent/ Superintendent	JPSD's board meeting agendas minutes	
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, altar, 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	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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	
	The Office of Research, Evaluation and Assessment will make the grade change in SAM and MSIS.			
	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	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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	
	- 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	
	- 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 sheets	

Please use additional sheets as needed.



## Corrective Action Plan

District Name: Jackson Public Schools District Number: 2520 Date CAP Approved by Local 02/22/2018

**Standard 22: The school district provides access to an alternative education program that meets the program guidelines 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 Programs**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>The District is non-complaint with Process Standard 22.</p> <p>Based on the compliance indicators, the Capital City Alternative School (CCAS) has not met the criteria for providing appropriate services to students with Individualized Education Programs (IEPs) in accordance with 34 C.F.R. §§ 300.320-300.324 and State Board Policy 7219.</p> <ul style="list-style-type: none"> <li>• IEPs on file from the home schools did not address all components, goals, and objectives and are not individually based on the needs of the students.</li> <li>• IEPs received from the home schools for the following students had the following deficiencies:</li> </ul>	<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 Case Manager(s) Behavior Specialists</p>	<p>Individualized Education Program (IEPs) 34 C. 300.320-300.324 and State Board Policy 7219</p> <p>JPS Student Conduct</p> <p>EES Student Accountability</p> <p>EES Student Alternative Placement Form</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>o Student B – only back page of IEP provided; therefore, monitors were unable to determine the report of progress and/or related services provided.</p> <p>o Student C – no current IEP – found on side of notebook; review sheet with signatures; however, the sheet did not contain parent or student signatures; therefore, monitors were unable to determine the report of progress and/or related services provided.</p> <p>o Student D – based on STAR Reading/Math his academic performance had dropped in both areas and there was not report of progress; therefore, monitors were unable to determine the report of progress and/or related services provided.</p> <p>o Student E – Temporary IEP 07/09/15; Manifestation hearing on 11/16/15; therefore, monitors were unable to determine the report of progress and/or related services provided.</p>	<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 ((Behavior Specialists) 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. Training will occur at least twice yearly. In the fall and spring of the 2017-18 School Year. Training will occur within each building for all EES grade level teachers and administrators to ensure appropriate implementation of the process. Building level administrators will also receive training doing Principals Meeting. In the fall and spring for the 2017-18 School Year. The training will be conducted by the EES Behavior Specialist at each school site.</p>	<p>Director of Exceptional Education Services</p> <p>Learning Specialists, Behavior Specialist, etc.</p> <p>Home School Principals and Alternative Setting Principal</p>	<p>Individualized Education Program (IEPs) 34 C. 300.320-300.324 and State Board Policy 7219</p> <p>JPS Student Conduct</p> <p>EES Student Accountability</p> <p>EES Student Alternative Placement Form</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public Schools **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>III. 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 that address any accommodations and modifications needed.</p> <p>IV. IEP committees at the home school and the Alternative Setting must ensure that 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 The Home school and the Alternative School Site IEP committees are required to attend all IEP meetings for students transitioning to the IEP meetings for students transitioning to an Interim Alternative Setting. The EES/JPS Accountability Checklist Form is required and should be completed by all IEP Committee Members for students</p>	<p>Home School Principals and Alternative Setting Principal</p> <p>EES Teachers</p> <p>Director of Exceptional Education</p> <p>Home School Principals and Alternative Setting Principal</p>	<p>Documentation review of IEPs students with disabilities assigned to the Alternative Setting.</p> <p>EES Student Accountability</p> <p>EES Student Alternative Placement Form</p>	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local 02/22/2018

**Standard 26: The curriculum of each high school at a minimum consists of required and approved courses 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), 7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2, R. 28.3, and Appendices Mississippi Public Schools Accountability Standards, 2016**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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 (2016).	Principals	Master Schedules	
	<ul style="list-style-type: none"> <li>• Review of course selection sheets, student schedules, and schools' master schedules in conjunction with Appendix B and appendices C-1 and C-2</li> </ul>	District- and School-level Lead Counselors	Master Schedules	
	<ul style="list-style-type: none"> <li>• Review policies and procedures for IDA and IEC; request revisions to policies and procedures on or before February 20, 2018.</li> </ul>	Executive Director of Advanced Learning Programs	Board Policies Board Agenda Board Minutes	
	<ul style="list-style-type: none"> <li>• Review and request CSA exemptions, if applicable.</li> </ul>	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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<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 were made available for selection during the fall and spring semesters.</p> <p>District Lead Counselor is collaborating 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 each middle school)</p> <p>Attestation statements (available in Office of Counseling)</p> <p>Course selection sheets</p> <p>Live Data Report</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<ul style="list-style-type: none"> <li>• The District is exploring course request completion options utilizing Active Student for the 2018-2019 school year.</li> <li>• Principals will complete attestation statements if applicable when no AP core courses are selected by students.</li> <li>• Dual credit and dual enrollment course equivalents are available for selection during the fall and spring semesters.</li> <li>• Signed course selection sheets are available at each school.</li> <li>• The 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.</li> </ul>	<p>Director of Research and Assessment</p> <p>Principals</p> <p>Principals</p> <p>School-level Lead Counselors</p> <p>District Lead Counselor</p> <p>District Lead Counselor</p>	<p>Agenda Sign-in sheets planning meetings</p> <p>Attestation statements</p> <p>Course selection sheets</p> <p>Course selection sheets</p> <p>Live Data Report</p> <p>Course selection sheets Email request(s) website update(s)</p>	

Please use additional sheets as needed.

## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local 02/22/2018

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

- 27.1: In any configuration of grades K-8, the curriculum must include 150 minutes of activity-based instruction per week and 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-con classroom setting.**

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

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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	
Clausell George Green Isable Pecan Park Van Winkle Watkins Wilkins	The schedules have been evaluated by the E.D. of School Improvement in October 2017 and will be evaluated in February 2018 to ensure guidelines are met.	Executive Director of School Improvement	Audit Checklist	
	Health and Activity-based Instructional activities will be documented on the JPS lesson plan template.	Principals	Lesson Plan	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

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

Please use additional sheets as needed.



## Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local 02/22/2018

**Standard 28: Student teacher ratios do not exceed the following:**

- 28.1: Student teacher ratios do not exceed 22 to 1 in kindergarten, except in instances in which a full-time assistant teach classroom. If a full-time assistant teacher is employed, 27 may be enrolled.**
- 28.2: Student teacher ratios do not exceed 27 to 1 in classrooms serving grades 1 through 4 unless approved by the State Board of Education. (Schools Meeting the Highest Levels of Performance are exempted.)**
- 28.3: Student teacher ratios do not exceed 30 to 1 in self-contained classes serving grades 5-8. A one-year waiver may be requested for classes that do not exceed more than two (2) students beyond the allowable student teacher ratio.**
- 28.4: Student teacher ratios do not exceed 33 to 1 in departmentalized academic core classes serving grades 5-12. A one-year waiver may be requested for classes that do not exceed more than two (2) students beyond the allowable student teacher ratio.**
- 28.5 The total number of students taught by an individual teacher in academic core subjects at any time during the school year shall not exceed 150. A teacher who provides instruction through intra-district or inter-district distance learning or supervises students taking virtual courses will be exempt from the 150-student limitation. A lab facilitator or principal designee will be responsible for the assignment of grades and related activities at the receiving school. (Schools Meeting the Highest Levels of Performance are exempted.)**

**REGULATIONS: Miss. Code Ann. § 37-151-77, 7 Miss. Admin. Code Pt. 3, Ch. 19, R. 19.1, and the Mississippi**

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Four (4) elementary schools are noncompliant with Process Standards 28 and 28.1:</p> <ul style="list-style-type: none"> <li>• Galloway Elementary School</li> <li>• Lee Elementary School</li> <li>• Oak Forest Elementary School</li> <li>• Pecan Park Elementary School</li> </ul> <p>Student teacher ratios exceeded 22:1 in Kindergarten classes without an assistant teacher or 27:1 in Kindergarten classes with a full-time assistant teacher. (See also Standard 17.1).</p> <p>Although the District is compliant with Process Standard 28.2 due to the approval of the District's Class Size Overload Waiver by the SBE on April 20, 2017, the following six (6) elementary schools had student teacher ratios exceeding 27 to 1 in classrooms serving students Grades 1 through 4.</p>	<p>In order to comply with Miss. Code Ann. § 37-151-77 and Process Standard 28, the District has worked diligently to hire certified teacher to reduce class size overload and maintain class size within the mandated student teacher ratios. The District has increased the number of job fairs from one to three per year. The District has and continues to participate in various local and regional job fairs. As qualified applicants become available throughout the year, candidates' information is forwarded to principals.</p> <p>As of January 2018, Galloway Elementary, Lee Elementary, Oak Forest Elementary and Pecan Park have the appropriate student-teacher ratio.</p> <p>As of January 2018, McLeod has the appropriate student-teacher ratio with grade 2 and does not have the desired student-teacher in grade 1. The District will request a waiver.</p>	<p>Executive Director for Human Resources</p> <p>Principals</p> <p>Assistant Superintendent</p>	<p>SAM Master Schedule Matrix</p> <p>MSIS Class Overload Report</p>	

Please use additional sheets as needed.

<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
McLeod Elementary School • Grade 1 – One (1) section with overload • Grade 2 – Three (3) sections with overloads Spann Elementary School • Grade 4 – Three (3) sections with overloads Sykes Elementary School • Grade 3 – One (1) section with overload Timberlawn Elementary School • Grade 3 – One (1) section with overload Walton Elementary School • Grade 2 – Two (2) sections with overloads Watkins Elementary School • Grade 1 – Two (2) sections with overloads • Grade 2 – One (1) section with overload	Spann has the appropriate student-teacher ratio for grade 4.  Sykes has the appropriate student-teacher ratio for grade 3.  Timberlawn has the appropriate student-teacher ratio for grade 3.  Walton has the appropriate student-teacher ratio for grade 2.  Watkins has the appropriate student-teacher ratio for one grade 1 and does not have the desired student-teacher ratio in one grade 1 and two grade 2. The District will request a waiver.  Due to a teacher shortage both locally and nationally and the inability to secure the number of certified staff needed, some classes may exceed the mandated student teacher ratio. However, the District is consistently recruiting certified teachers to fill vacancies.	Assistant Superintendent          Executive Director of Human Resources  Principals	MSIS Class Overload Report          MSIS Class Overload Report	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

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

- 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 specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that 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 7 Miss. Admin. Code Pt. 3, Ch. 8 R. 81.4, R. 81.6, R. 81.7, R. 81.9**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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:</p> <p>01-263 – Emergency window buzzers not working. Emergency window hatch broken.</p> <p>04-014 – Wheelchair lift inoperable  04-040 – Cracked windshield  08-020 – Wheelchair lift inoperable  14-006 – Cracked windshield  14-013 – Bus on recall. Several seats need clamping.</p> <p>14-015 - Bus on recall  Cracked windshield  Front driver side tire hub leak</p> <p>14-017 - Bus on recall  Cracked windshield</p> <p>18-000 - Wheelchair lift inoperable</p>	<p>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.</p> <p>Staff will inspect monthly to make sure there are no deficiencies with the noted units.</p> <p>The district will request for MDE to come out for an initial inspection on the noted units.</p>	Executive Director of Transportation	Fleet Inspection Checklist	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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 August 20, 2016, the department began to conduct as well as participate in Job Fairs to recruit drivers.</p>	Executive Director of Transportation	Job fair sign-in documents	
	<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>	School Board	November 15, Board Agenda Minutes	
	<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		
	<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 Agenda and	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<p>On June 6, 2017, the Interim Superintendent recommended the purchase of forty-four (44) new bus with cameras and GPS for the 2017-2018.</p> <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> <p>The overall percentage rates for on-time arrivals are as follows:</p> <p>August - 96%  September - 98%  October - 99%  November - 97%</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>	<p>School Board</p> <p>Executive Director of Transportation</p>	<p>June 6, 2017 Agenda and Minutes</p> <p>GPS and Weekly Analytics</p> <p>Report used percentages.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

**Standard 30: The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms 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 Criteri	
<p>The MDE previously monitored 60 schools: 38 elementary schools, 13 middle schools, seven (7) high schools, and two (2) other schools.</p> <p>Seven (7) of 38 elementary schools have corrected all documented deficiencies: Bates, Brown, French, Lester, McWillie Pecan Park, and Timberland.</p> <p>Six (6) of 13 middle schools have corrected all documented deficiencies : Blackburn, Cardozo, Chastain, Hardy Kirksey, and Peeples.</p> <p>One (1) of seven (7) 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>	<ul style="list-style-type: none"> <li>• Executive Director of Facilities and Operations</li> <li>• Designated Personnel in the Facilities and Operations Office</li> </ul> <p>(The above note is standard throughout this document)</p>	<ul style="list-style-type: none"> <li>•Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</li> </ul> <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     
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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
	<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 addressing each school's deficiencies, the District has completed approximately 97% of all remaining school items cited by 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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Baker Elementary School</p> <p>Findings:</p> <p>Exterior • Unsecured electrical A/C panels near portable classrooms.</p> <p>Main Halls • Northwest exit doors were rusted.</p> <p>Classrooms • Several classrooms had more than 20% of walls covered with paper/art work. • No door closer in Room 11.</p>	<p>Baker Corrective Actions:</p> <p>Secure exterior electrical A/C panels. • Repair or replace northwest exit doors. • Verify no more than 20% of classroom walls are covered with paper/art work. • Install door closers where needed.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	
<p>Barr Elementary School</p> <p>Findings:</p> <p>Classrooms • Several classrooms had more than 20% of walls covered with paper/art work. • Obstructed second means of egress windows in several classrooms.</p> <p>Interior • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. • Damaged south exit doors. • Missing panic hardware from south exit doors.</p>	<p>Barr Corrective Action:</p> <p>Verify no more than 20% of classroom walls are covered with paper/art work. • Verify all classroom egress windows are unobstructed. • The school failed to place safety covers in all unused sockets. • Install GFCI type receptacles where needed. • Repair or replace south exit doors and install panic hardware. • Install emergency lighting in the dining area and hallways. • Provide a portable fire extinguisher in the stage area. • Repair/replace damaged emergency lighting in stairways • Provide shock absorbent material around all playground equipment.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Kitchen/Dining Area • No emergency lighting in the dining area. • No portable fire extinguisher in the stage area..</p> <p>Halls • No emergency lighting in halls. • Damaged emergency lighting in the stairways.</p> <p>Exterior • Playground did not meet Consumer Product Safety Commission guidelines.</p> <p>Boyd Elementary School 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.</p>	<p>Boyd 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. • 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>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Verify all classroom second means of egress doors will open and are not obstructed.</li> <li>• Replace all broken door glass.</li> <li>• Provide covers for all unprotected lights.</li> <li>• 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.</li> </ul>			

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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> <p>Casey Elementary School Findings: Exterior • Hole on the south side of the basketball court.</p> <p>Interior • Boiler certificate not posted.</p> <p>Classrooms • No second means of egress in the new building classrooms: Rooms 27.</p>	<p>Casey Corrective Actions: Fill hole with dirt on the south end of basketball court. • Post updated boiler certificates near equipment. • Provide a second means of egress in Room 27 of the new building.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Clausell Elementary Findings:</p> <p>Main Halls • Inoperable emergency lighting. • Inoperable water fountain in the Kindergarten hall. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. • Inoperable water fountain in the main hall. • Inoperable water fountain in the Grades 3 and 4 halls.</p> <p>Kitchen/Dining Area • No emergency lighting in the dining area. • Inoperable water fountain in the dining area.</p> <p>Classrooms • Second means of egress windows need to be serviced on Grade 1 hall. • More than 20% of walls covered with paper/art work in Room 1. • Obstructed second means of egress window in Room 2. • Windows did not meet Life Safety Code for use as a second means of egress in the Grades 3 and 4 hall classrooms.</p>	<p>Clausell Corrective Actions:</p> <p>Repair or replace all inoperable emergency lighting. • Repair or replace all inoperable water fountains. • Install GFCI type receptacles where needed. • Install emergency lighting where needed.</p> <p>• Repair all inoperable second means of egress windows. • Verify no more than 20% of classroom walls are covered with paper/art work. • Verify that all second means of egress windows are labeled and kept unobstructed. • Modify one (1) window to meet Life Safety Code in each classroom where needed for use as a second means of egress. • Provide covers for all unprotected lights. • Install a permanent power source where electrical extension cords are being used. • Provide covers for all unprotected electrical outlets. • Raise service wire above Room 267. • Install door closers where needed. • Replace all missing blanks in electrical panels.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District     
 **District Number:** 2520     
 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
Portable Classrooms • Unprotected exterior lights on several portable classrooms. • Electrical extension cord being used as a permanent power source in Portable Classroom 167. • Unprotected electrical outlet on the north wall in Portable Classroom 93. • Low hanging service wire on Portable Classroom 267. • No door closer in Portable Classroom 095. • No door closer in the music room. • Unprotected lights in Portable Classroom 39. • Open blank in the electrical panel in Portable Classroom 39.				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Davis Magnet Elementary School Findings:</p> <p>Exterior • No “Visitor” parking signs. • Main utility shut-offs not identified by signage.</p> <p>Interior • No campus map identifying locations of main utility shut-offs posted in the main office. • Inoperable ceiling lights in several classrooms. • Evacuation maps not posted in all classrooms. • Exit signs inoperable when tested. • Several water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles. • Asbestos Management Plan not on file in the main office. • Emergency lighting inoperable in the stairwell by the auditorium.</p> <p>Lower Main Hall (Kindergarten) • Windows did not meet Life Safety Code for use as a second means of egress.</p> <p>Grades 3 and 5 Hall • Unprotected light in the boys’ restroom. • Windows did not meet Life Safety Code for use as a second means of egress.</p>	<p>Davis Corrective Actions:</p> <p>Provide “Visitor” parking signs. • Use signage to identify and label main utility shut-offs. • Post campus map in main office identifying locations of main utility shut-offs. • Replace all inoperable classroom ceiling lights. • Post evacuation maps in all classrooms in same general location. • Repair or replace all inoperable/damaged exit signs. • Install GFCI type electrical receptacles on all water fountains and near sinks. • Provide an updated copy of the Asbestos Management Plan in main office. • Repair or replace all inoperable/damaged emergency lighting. • 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.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Dawson Elementary School Findings:</p> <p>Interior • Several classrooms had no Ground Fault Circuit Interrupter (GFCI) type receptacles near sinks.</p> <p>Kindergarten/Grade 1 Hall • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. • Electrical extension cord being used as a permanent power source in the custodian's closet. • Unprotected lights in classroom restrooms. • Damaged windowsill in Room 2. • Inoperable exit signs.</p> <p>Portable Classrooms • Counselor's classroom had no lighted exit sign/emergency lighting. • Unprotected exterior lights by entrance doors. • Damaged handle on the boys' restroom door in Portable Classrooms 310A and 310B.</p>	<p>Dawson Corrective Actions:</p> <p>Install GFCI type receptacles where needed. • Install a permanent power source where electrical extension cords are being used. • Provide covers for all unprotected lights. • Repair windowsill in Room 2. • Repair or replace all inoperable lighted exit signs. • Install lighted exit signs/emergency lighting where needed. • Repair or replace damaged restroom door handle in Portable Classrooms 310A and 310B. • Provide covers for all exposed wires. • Secure electrical conduit on equipment under vent-hood in the kitchen. • Repair stove in kitchen. • Remove bars from second means of egress window in Room 7. • Verify that all power strips plug directly into a permanent power source. • Repair or replace all inoperable lights. • Remove clutter from boiler room. • Post updated pressure vessel certificates near equipment.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Kitchen/Dining Area • Inoperable exit signs.</p> <ul style="list-style-type: none"> <li>• Unprotected light on the northwest corner of the dining area.</li> <li>• No emergency lighting in the dining area.</li> <li>• Unprotected lights in the kitchen restroom.</li> <li>• Exposed wires in a ceiling junction box in the kitchen restroom.</li> <li>• Loose electrical conduit on equipment under the vent-hood.</li> <li>• Exposed wires by the sink in the kitchen.</li> <li>• Kitchen stove burner was lit and could not be turned off.</li> </ul> <p>Grade 5 Hall • Inoperable exit signs. • Bars on egress window in Room 7. • Unprotected lights outside Room 13. • Power strips plugged into power strips in Rooms 9 and 13. • Unprotected lights outside Room 9. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains. • Inoperable light outside Room 17.</p> <p>Boiler Room • Cluttered. • No boiler certificates.</p>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Galloway Elementary School Findings:</p> <p>Halls • Damaged door closer on the north Kindergarten hall exit door. • No portable fire extinguishers in halls. • Inoperable emergency lighting in the stairwells.</p> <p>Classrooms • More than 20% of walls covered with paper/art work in Rooms 110, 205, and 253. • Electrical extension cord was being used as a permanent power source in Room 200.</p> <p>Kitchen/Dining Area • Electrical extension cord was being used as a permanent power source in cooking area.</p> <p>Gymnasium • No emergency lighting.</p> <p>George Elementary School Findings:</p> <p>Exterior • Exterior needs pressure washing and sealing to prevent leaks. • Low hanging guy wire outside Portable Classroom 56. • Unsafe portable classrooms needed to be removed.</p>	<p>Galloway Corrective Actions:</p> <p>Repair or replace all damaged door closers. • Install portable fire extinguishers in the halls. • Repair/replace inoperable emergency lighting. • 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. • Install emergency lighting in the gymnasium.</p> <p>George Corrective Actions:</p> <p>Clean and seal exterior of building to prevent leaks. • Raise low hanging guy wire outside Portable Classroom 56. • Remove all unsafe portable classrooms. • Provide up-to-date copy of Asbestos Management Plan in main office. • Install GFCI type receptacles where needed. • Install door closers where needed. • Install emergency lighting where needed. • Repair or replace all inoperable water fountains.</p>	<p>Executive Director of Facilities and Operations</p> <p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Interior • Outdated Asbestos Management Plan. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Main Halls • No door closer on the cafeteria hall door. • No emergency lighting. • Inoperable water fountain in the cafeteria hall. • Missing panic hardware on north exit doors. • Damaged ceiling tile in the northeast hall. • Light switch cover not secured in the east hall.</p> <p>Restrooms • Inoperable toilet in the south boys' restroom. • Damaged floor tile in the staff restroom near Room 15.</p> <p>Classrooms • Exposed wires in Room 12. • Unprotected lights in the storage room in Room 12. • Classroom doors cannot be locked. • Several windowsills were rotten. • Unsecured electrical conduit on the north wall in Room 7. • Rotten wood on the southeast corner in Room 6. • More than 20% of walls covered with paper/art work in Room 4.</p>	<ul style="list-style-type: none"> <li>• Install panic hardware where needed.</li> <li>• Replace all missing/damaged ceiling tiles.</li> <li>• Secure loose light switch cover in the east hall.</li> <li>• Repair inoperable toilet in the south boys' restroom.</li> <li>• Replace damaged floor tile in the staff restroom near Room 15. • Provide covers for all exposed wires.</li> <li>• Provide covers for all unprotected lights. • Install door hardware or other device that will allow classroom doors to be secured.</li> <li>• Replace rotten window sills/wood where needed.</li> <li>• Secure all loose electrical conduit. • Verify no more than 20% of classroom walls are covered with paper/art work. • Repair or replace all inoperable lighted exit signs/emergency lighting. • Remove slide lock from exit door in the dining area. • Reverse exit door in dining area so that it opens in the direction of egress.</li> <li>• Provide a type K portable fire extinguisher in the kitchen. • Install lighted exit signs where needed. • Level Portable Classroom 56.</li> </ul>			

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Kitchen/Dining Area • Inoperable exit sign in the dining area. • No emergency lighting in the dining area. • Slide lock on exit door in the dining area. • No panic hardware on exit doors in the dining area. • Exit door opens inward in the dining area. • Unprotected lights in the cooking area. • No type K portable fire extinguisher in the kitchen.</p> <p>Auditorium • Inoperable emergency lighting. • Unprotected light in the stage area.</p> <p>Portable Classrooms • No lighted exit signs in Portable Classrooms 23, 55, 56, and 98. • Unprotected lights in Portable Classroom 56. • Portable Classroom 56 was not level.</p>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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.	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>				

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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> <p>John Hopkins Elementary School Findings: Exterior • Unprotected lights above the west exit doors.</p> <p>Interior • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Main Building • Several classrooms were cluttered. For example, old books were stacked on desks and/or chairs, decorations were scattered (e.g., not in boxes, or were stacked or laying out), unused items were left out or not disposed. • Several classrooms had more than 20% of walls covered with paper/art work. • Several classrooms did not have a second means egress.</p>	<p>John Hopkins Corrective Actions: Provide covers for unprotected lights. • Install GFCI type receptacles on all water fountains. • Remove clutter from classrooms. • Verify no more than 20% of classroom walls are covered with paper. • Provide a second means of egress in each classroom where needed. • Provide covers for all unprotected electrical outlets. • Have all expired portable fire extinguishers inspected, tested, and tagged. • Verify power strips are plugged directly into a permanent power source. • Provide a portable fire extinguisher in the computer room. • Verify all second means of egress doors are unobstructed.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Unprotected electrical outlet on the south wall in the ESS room.</li> <li>• Expired portable fire extinguisher in Room 126.</li> <li>• Power strips plugged into power strips in the computer room.</li> <li>• No portable fire extinguisher in the computer room.</li> <li>• Unprotected lights in the Grade 3 and 5 restrooms.</li> <li>• Unprotected lights in the stage area.</li> </ul> <p>Kitchen/Dining Area • Unprotected lights in the cooking area and dry goods area. • Obstructed southeast exit door.</p> <p>Isable Elementary School Findings:</p> <p>Exterior • Rotten wood on the eaves of the Kindergarten building. • Open hole in the yard behind the Kindergarten building.</p> <p>Interior• Boiler certificate not posted</p> <p>Kitchen/Dining Area• No panic hardware on the south exit doors in the dining area.</p>	<p>Isable Corrective Actions:</p> <p>Replace damaged wood on Kindergarten building eaves. • Fill in hole in yard behind Kindergarten building. • Post updated boiler certificates near equipment. • Install panic hardware on south exit doors in the dining area.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Johnson Elementary School Findings:</p> <p>Exterior • Unprotected lights above the entrance doors.</p> <p>Interior • Trouble code on fire alarm system. No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Kitchen/Dining Area • Unprotected lights in the cooking area. • No panic hardware on the dining area exit doors. • Unprotected lights in the cafeteria restrooms.</p> <p>Main Building • Unprotected lights in the Kindergarten classroom restrooms. • Second means of egress windows were obstructed in several classrooms. • Several classrooms had paper on their egress windows. • Unprotected lights in Rooms 1 and 2 and stairwells. • Unsecured east Kindergarten hall security gate. • Missing step tread on the east stairwell.</p> <p>Auditorium • Inoperable emergency lighting. • Unprotected lights in the restrooms. • Old computers and tires cluttered the stage area.</p>	<p>Johnson Corrective Actions:</p> <p>Provide covers for all unprotected lights. • Have fire alarm system inspected and repaired to clear trouble codes. • Install GFCI type receptacles on all water fountains. • Install panic hardware on dining area exit doors. • Verify second means of egress windows are unobstructed. • Remove paper/curtains from egress windows. • Secure hall security gate on the Kindergarten hall. • Replace missing step tread in east stairwell. • Repair or replace inoperable emergency lighting in the auditorium. • Remove clutter from the stage area.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Key Elementary School Findings:</p> <p>Main Halls • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. • Inoperable emergency lighting in stairwells. • Unprotected lights in the lower restroom halls.</p> <p>Kitchen/Dining Area • Inoperable emergency lighting.</p> <p>Auditorium • Inoperable emergency lighting.</p> <p>Classrooms • Several windows were inoperable.</p> <p>Restrooms • Unprotected lights in the Grade 2 boys' restroom.</p> <p>Portable Classrooms • Portable Classroom 4 not being used. • Unprotected exterior light by the door in Portable Classroom 197. • Unprotected lights in Portable Classroom 197.</p>	<p>Key Corrective Actions:</p> <p>Install GFCI type receptacles where needed. • Repair or replace all inoperable emergency lighting. • Provide covers for all unprotected lights. • Repair inoperable windows to be used as a second means of egress. • Remove Portable Classroom 4.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Lake Elementary School Findings:</p> <p>Exterior • Low hanging service wire touching metal awning near portable classrooms.</p> <p>Boiler Room • Cluttered.</p> <p>Halls • No emergency lighting. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains. • Damaged door closer on the north Grade 3 hall.</p> <p>Auditorium • No panic hardware on north exit doors.</p> <p>Classrooms • Grade 3 classroom doors cannot be locked. • More than 20% of walls covered with paper/art work in Rooms 3, 5, 7, and 19.</p> <p>Pre-K Hall • Inoperable water fountain in the main hall. • More than 20% of walls covered with paper/art work in Rooms 30 and 33. • Windows did not meet Life Safety Code for use as a second means of egress in classrooms.</p>	<p>Lake Corrective Actions:</p> <p>Raise service wire above awning near portable classrooms. • Remove clutter from boiler room. • Install emergency lighting where needed. • Install GFCI type receptacles where needed. • Repair or replace all missing/damaged door closers. • Install panic hardware where needed. • Install door hardware or other device that will allow classroom doors to be secured. • Verify no more than 20% of classroom walls are covered with paper/art work. • Repair or replace all inoperable water fountains. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. • Verify all second means of egress windows are labeled are kept unobstructed. • Remove unused portable classrooms. • Replace broken window in Room 23. • Remove curtains/paper from all second means of egress windows. • Provide covers for all unprotected lights. • Replace broken door glass on the southwest exit door. • Replace missing exhaust fan cover in Grade 2 hall staff restroom. • Install lighted exit signs where needed</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Portable Classrooms • Portable classrooms are not being used.</p> <p>Grade 1 Hall • Broken second means of egress window in Room 23. • Several classrooms had paper covering their egress windows. • Unprotected light in the girls' restroom. • Damaged door closer in the girls' restroom.</p> <p>Grade 2 Hall • Broken glass on the southwest exit door. • More than 20% of walls covered with paper/art work in Room 15. • Missing exhaust fan cover in the staff restroom. • Missing door closers in Rooms 10, 11, and 13. • Unprotected restroom lights in Rooms 9, 10, and 11.</p> <p>Kitchen/Dining Area • No lighted exit signs in the dining area. • No emergency lighting in the dining area. • Unprotected lights in the cooking area. • Unprotected lights in the dry goods area. • More than 20% of walls covered with paper/art work in the dining 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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Lee Elementary School Findings:</p> <p>Exterior• Large, deep hole near music portable classroom • Electrical A/C panels not secured near portable classrooms.</p> <p>Boiler Room• Cluttered.</p> <p>Auditorium• Exposed wires on stage wall. • Unsecured helium tank.</p> <p>Kitchen/Dining Area • Inoperable emergency lighting. • Unprotected lights in the dining area.</p> <p>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.</p>	<p>Lee Corrective Actions:</p> <p>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.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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</p> <p>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.</p> <p>Marshall Elementary School Findings:</p> <p>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.</p> <p>Interior • Fire alarm system was in trouble mode.</p>	<p>Marshall Corrective Actions:</p> <p>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.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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</p> <p>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.</p> <p>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.</p>	<p>• 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</p>			

Please use additional sheets as needed.



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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p> <p>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.</p> <p>Auditorium • Damaged emergency lighting in the seating area. • Damaged door closer on the east exit doors. • Damaged floor tile.</p>				

Please use additional sheets as needed.—

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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 Actions:</p> <ul style="list-style-type: none"> <li>• Install panic hardware where needed. •</li> <li>Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress in the old building. •</li> <li>Label all second means of egress windows and verify that they are kept unobstructed. •</li> <li>Verify that all power strips plug directly into a permanent power source. •</li> <li>Remove boxes within 18 inches of ceiling in Room 18. •</li> <li>Remove obstructions from second means of egress doors in the new building. •</li> <li>Repair A/C in Room 26. •</li> <li>Provide covers for all unprotected lights. •</li> <li>Repair or replace inoperable emergency lighting. •</li> <li>Repair or replace damaged door closers. •</li> <li>Replace missing glass in doors entering the new hall.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>	<p>North Jackson Corrective Actions:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District     
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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>				

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Oak Forest Elementary Findings:</p> <p>Exterior • Unsecured electrical A/C panels near portable classrooms. • Broken picnic table between portables and building with large shards of wood sticking out.</p> <p>Main Halls • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. • Unprotected light above the south Grade 2 hall exit door. • Roof leak outside the cafeteria door. • Unprotected lights in the main hall restrooms. • Unprotected lights on the Grade 5 hall. • Missing sink in Grades 4 and 5 boys' restroom.</p> <p>Classrooms • Windows did not meet Life Safety Code for use as a second means of egress in the Grade 1 hall • Curtains covering classroom windows. • Unprotected lights in classroom restrooms. • More than 20% of walls covered with paper/art work in several rooms.</p>	<p>Oak Forest Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Secure exterior electrical A/C panels. • Install GFCI type receptacles where needed. • Provide covers for all unprotected lights. • Repair roof leak outside cafeteria door. • Replace missing sink in Grades 4 and 5 boys' restroom. • Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress. • Label second means of egress windows and verify that they are kept unobstructed. • Remove curtains/paper from second means of egress windows. • Verify no more than 20% of classroom walls are covered with paper/art work. • Install door hardware or other device that will allow classroom doors to be secured. • Remove clutter from stage area. • Replace all inoperable lights. • Repair or replace all inoperable emergency lighting. • Remove all combustible material from boiler room. • Have all discharged portable fire extinguishers inspected, tested, and tagged.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Windows did not meet Life Safety Code for use as a second means of egress in Grades 4 and 5 halls. • Several classrooms could not be locked.</li> </ul> <p>Auditorium • Unprotected lights in the stage area. • Stage area was cluttered.</p> <p>Kitchen/Dining Area • Inoperable light in the kitchen. • Inoperable emergency lighting. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on the dining area water fountain. • Wax stored in the boiler room.</p> <p>Portable Classrooms • Unprotected exterior lights on several portable classrooms. • Discharged portable fire extinguisher in Portable Classroom 021. • Two-way intercom system inoperable in several portable classrooms. • Unprotected lights in Portable Classrooms 061, 272, and 311A. • No door closer in Portable Classroom 061 • Five (5) portable classrooms not being used. • Water damaged windows on Portable Classroom 28.</p>	<ul style="list-style-type: none"> <li>• Repair two-way intercom system in portable classrooms. • Install door closers where needed. • Remove unused Portable Classrooms. • Replace damaged windows on portable classroom 028.</li> </ul>			

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Poindexter Elementary School Findings:</p> <p>Interior • Inoperable emergency lighting in the stairwells. • No emergency lighting in the north stairwell. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p> <p>Kitchen/Dining Area • Inoperable exit signs in the dining area. • Inoperable emergency lighting in the dining area. • Additional portable fire extinguisher needed in the dining area. • Damaged floor tile in the kitchen.</p> <p>Main Level (Pre-K, Kindergarten) • Classroom windows did not meet Life Safety Code for use as a second means of egress. • Unprotected lights in the teacher's lounge. • Electrical extension cord being used as a permanent power source in the teacher's lounge. • Obstructed second means of egress door in the library.</p> <p>Auditorium • Inoperable emergency lighting. • Inoperable exit signs.</p>	<p>Poindexter Elementary School Facility no longer houses students. Facility has been re-purposed for administrative functions.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Upper Level • Classroom windows did not meet Life Safety Code for use as a second means of egress. • Walls covered with tarps in Room 16. • Inoperable emergency lighting. • Inoperable exit signs. • Missing urinal in the boys' restroom. • Damaged plumbing in the boys' restroom. • Inoperable light outside the boys' restroom. • Unprotected lights in the girls' restroom. • Power strips plugged into power strips in Room 9.</p> <p>Portable Classrooms • Damaged exterior light on Portable Classroom 211. • Portable Classrooms 117 and 253 not being used. • Mold on the ceiling in Portable Classroom 206. • Rotten wood on walkways near portable classrooms. • Walls covered with paper/art work in Portable Classroom 217. • Unprotected lights in Portable Classrooms 209 and 217. • No lighted exit signs in Portable Classrooms 029 and 209. • Damaged wood by entrance of Portable Classroom 029.</p>				

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Power APAC Elementary School Findings:</p> <p>Exterior • Clutter in the boiler room.</p> <p>Portable Classrooms • Unprotected portable classroom exterior lights. • Damaged portable classroom skirting. • Exterior light hanging by wires in Portable Classroom 306. • Unprotected electrical outlet in Portable Classroom 302. • Exposed HW tank in S. Portable Classroom. 312.</p> <p>Hallways • Inoperable emergency lighting/exit signs.</p> <p>Kitchen/Dining Area • Inoperable emergency lighting.</p> <p>Auditorium • Inoperable emergency lighting/exits lights. • Missing door closer on the northeast exit door. • Electrical extension cord being used as a permanent power source for overhead stage lights.</p>	<p>Power APAC Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Remove clutter from boiler room.</li> <li>• Provide covers for all unprotected lights.</li> <li>• Repair or replace damaged skirting around portable classroom.</li> <li>• Secure exterior light on Portable Classroom 306.</li> <li>• Provide covers for all unprotected electrical outlets.</li> <li>• Enclose hot water tank in Portable Classroom 312.</li> <li>• Repair or replace inoperable emergency lighting/exit signs.</li> <li>• Repair or replace damaged door closers.</li> <li>• Install a permanent power source where electrical extension cords are being used.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Raines Elementary School Findings:</p> <p>Auditorium • Inoperable exit signs. • Inoperable emergency lighting. • Additional portable fire extinguisher needed in the seating area. • Inoperable lights in the stage area. • Damaged door closer on west side of the stage area.</p> <p>Kitchen/Dining Area • Inoperable exit signs. • Inoperable emergency lighting. • Unprotected lights on the vent-hood. • Unprotected lights by the staff restroom. • Ceiling paint was peeling in the kitchen. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountain in the dining area.</p> <p>Grades 1 and 2 Hall (A) • Inoperable exit signs. • Inoperable emergency lighting. • Missing urinal in the boys' restroom. • Missing door closer in the boys' restroom. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains. • No evacuation map posted in Room 14. • Missing door closer in the girls' restroom.</p>	<p>Raines Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Repair or replace all inoperable exit signs/emergency lighting. • Provide additional portable fire extinguisher in the auditorium. • Replace all inoperable lights. • Repair or replace all damaged/missing door closers. • Provide covers for all unprotected lights. • Scrape and paint ceiling in the kitchen where needed. • Install GFCI type receptacles where needed. • Replace missing urinal in the A hall boys' restroom. • Post evacuation maps in all classrooms in same general location. • Remove obstructions from all egress doors. • Verify that all power strips plug directly into a permanent power source. • Install a permanent power source where electrical extension cords are being used. • Secure exit sign in Portable Classroom 223. • Provide covers for all open blanks in electrical panels. • Post updated pressure vessel certificates near equipment.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>• Obstructed second means of egress doors in Rooms 15 and 17. • Power strips plugged into power strips in Rooms 15 and 16. • Electrical extension cord being used as a permanent power source in Room 16.</p> <p>Portable Classrooms • Exit sign hanging by its wires in Portable Classroom 223. • Open blank in the electrical panel in Portable Classroom 223. • Portable Classroom 254 used for storage. • Inoperable exit sign in Portable Classroom 236. • Unprotected lights in Portable Classroom 236. • Inoperable lights in Portable Classroom 236.</p> <p>Boiler Room • Expired boiler certificate.</p> <p>Grades 4 and 5 Hall (B) • Inoperable exit signs. • Inoperable emergency lighting. • Water fountain by main office was plugged into an electrical extension cord.</p>				

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<ul style="list-style-type: none"> <li>• Electrical extension cords plugged into power strips in Rooms 3, 4, 5, 6, 9, 10, 11, and 12.</li> <li>• Inoperable lights in Rooms 3, 6, and 9.</li> <li>• No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.</li> <li>• Unprotected lights in restrooms in Rooms 7, 8, and 10.</li> <li>• No evacuation map posted in Room 5.</li> </ul> <p>Smith Elementary School Findings:</p> <p>Playground • Fall surfacing material had become compressed</p> <p>Kitchen/Dining Area • Expired food permit. • Expired Health Department certificate.</p> <p>Boiler Room • No pressure vessel certificate posted near equipment.</p>	<p>Smith Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Provide shock absorbent material around all playground equipment.</li> <li>• Post updated food permit in the kitchen/dining area.</li> <li>• Post updated Health Department certificate in the kitchen/dining area.</li> <li>• Post updated pressure vessel certificates near equipment.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Spann Elementary School</p> <p>Findings:</p> <p>Exterior • Damaged sidewalk behind cafeteria. • Missing foundation vent grates behind the cafeteria. • Unsecured exterior A/C electrical panels near portable classrooms.</p> <p>Interior • Several classrooms second means of egress windows were obstructed. • Classroom doors could not be secured from the inside. • Several classrooms had no Ground Fault Circuit Interrupter (GFCI) type receptacle near sinks.</p> <p>Kitchen/Dining Area • Inoperable exit signs in the dining area.</p> <p>• Expired boiler certificate in the boiler room. • No emergency lighting in the dining area.</p>	<p>Spann Corrective Actions:</p> <p>• Repair damaged sidewalk behind cafeteria. • Replace missing foundation vent grates behind cafeteria. • Secure exterior A/C electrical panels near portable classrooms. • Remove all obstructions from classroom second means of egress windows. • Install door hardware or other device that will allow classroom doors to be secured. • Install GFCI type receptacles where needed. • Repair or replace all inoperable lighted exit signs. • Post up-to-date pressure vessel certificates near equipment. • Install lighted exit signs/emergency lighting where needed. • Repair or replace all inoperable emergency lighting/exit signs. • Remove curtains/paper from all second means of egress windows. • Provide covers for all unprotected lights. • Repair or replace all inoperable lights. • Install a permanent power source where electrical extension cords are being used.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

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<p>Principal's Hall • Inoperable exit signs in the library/auditorium. • Inoperable emergency lighting in the library/auditorium. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains. • Inoperable exit signs. • No emergency lighting.</p> <p>Main Hall • Curtains covering second means of egress window in Room 101. • Unprotected lights in the restroom in Rooms 106 and 113. • Unprotected lights in the girls' restroom outside Room 112. • Inoperable lights in Room 118. • No emergency lighting.</p> <p>Grades 3 and 4 Hall • No emergency lighting. • Inoperable exit signs. • Unprotected lights in Room 111.</p> <p>Grade 5 Hall • No emergency lighting. • Electrical extension cord being used as a permanent power source in Room 115. • Inoperable light in Room 115.</p>				

Please use additional sheets as needed. \_\_

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Portable Classrooms • No lighted exit signs in Portable Classrooms 067, 074, and 102.</p> <p>• Inoperable exit signs in Portable Classroom 162. • Damaged exterior lights on Portable Classroom 162.</p> <p>Sykes Elementary School Findings:</p> <p>Exterior • Unsecured electrical A/C panels near portable classrooms.</p> <p>Auditorium • Inoperable emergency lighting.</p> <p>Main Halls • Inoperable emergency lighting in the Kindergarten hall. • Inoperable water fountain in the Grade 6 Hall. • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains. • Unprotected lights outside the main office.</p>	<p>Sykes Corrective Actions:</p> <p>• Secure exterior electrical A/C panels. • Repair or replace all inoperable emergency lighting. • Repair or replace all inoperable water fountains. • Install GFCI type receptacles where needed. • Provide covers for all unprotected lights. • Verify no more than 20% of classroom walls are covered with paper/art work. • Label all second means of egress windows and verify that they are kept unobstructed. • Install door hardware or other device that will allow classroom doors to be secured. • Provide a second means of egress in the Grade 3 hall classrooms. • Install panic hardware on dining area exit doors. • Install door closers where needed.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Classrooms • More than 20% of walls covered with paper/art work in several classrooms. • Second means of egress window not labeled in Room 4. • Second means of egress windows need to be serviced. • Several classrooms could not be locked. • No second means of egress in the Grade 3 hall classrooms.</p> <p>Kitchen/Dining Area • No panic hardware on exit doors.</p> <p>Portable Classrooms • No door closers in the music room and Portable Classroom 028. • Unprotected lights in Portable Classroom 028.</p>				

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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.	

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**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Walton Elementary School Findings:</p> <p>Classrooms • Classroom doors cannot be secured. • Expired portable fire extinguishers in the library and Room 29. • Hasp on the exit doors in the library. • Obstructed second means of egress door in Room 16. • More than 20% of walls covered with paper/art work in Room 19. • Damaged electrical light switch box in Room 6. • Second means of egress windows were more than 44 inches above floor in Room 11. • Hasps were on second means of egress doors. • Damaged electrical outlet in Room 25. • Damaged electrical conduit in Room 25. • Inoperable lights in Room 22. • Obstructed second means of egress in several classrooms.</p> <p>Kitchen/Dining Area • No panic hardware on the dining area exit doors. • No portable fire extinguishers in the dining area. • No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.</p>	<p>Walton Corrective Actions:</p> <p>• Install door hardware or other device that will allow classroom doors to be secured. • Have all expired portable fire extinguishers inspected, tested, and tagged • Remove hasps from egress doors. • Verify all second means of egress classroom doors will open and are not obstructed. • Verify no more than 20% of classroom walls are covered with paper/art work. • Repair damaged electrical light switch box in Room 6. • Provide steps where second means of egress windows are more than 44 inches from ground. • Repair damaged electrical outlets. • Repair damaged electrical conduit in Room 25. • Replace all inoperable lights. • Install panic hardware on main exit doors. • Provide portable fire extinguishers where needed. • Install GFCI type receptacles where needed. • Post evacuation maps in auditorium.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Auditorium • No evacuation maps posted. • No panic hardware on the exit doors. • Unprotected lights in the stage area. • Expired portable fire extinguisher in the stage area. • Inoperable emergency lighting in the stage area. • Damaged emergency lighting in the seating area. • No portable fire extinguishers in the seating area. • Slide locks on the east exit doors.</p> <p>Restrooms • The restrooms were not clean and had a strong odor. • Unprotected lights in gymnasium men's restroom. • Lock and hasp on the gymnasium men's restroom door.</p> <p>• No emergency lighting in hall. • No door closers on the Grade 4 hall south exit doors. • Broken door glass on the north hall exit door near the office. • No door closer on the Grade 1 hall exit doors. • No emergency lighting on the Grade 3 hall.</p> <p>Exterior • Playground did not meet Consumer Product Safety Commission guidelines.</p>	<p>• Provide covers for all unprotected lights. • Repair or replace all damaged/inoperable emergency lighting. • Remove slide locks from main exit doors. • Clean and sanitize restrooms. • Install emergency lighting in halls. • Install door closers where needed. • Replace all broken door glass. • Repair/replace damaged door closers.</p>			

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Watkins Elementary School Findings:</p> <p>Exterior • Unsecured electrical A/C panels near portable classrooms.</p> <p>Main Halls • No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.</p> <p>• Inoperable emergency lighting in main halls. • Unprotected lights in the cafeteria hall.</p> <p>Classrooms • Classroom doors cannot be locked. • Obstructed second means of egress in Rooms 3 and 4. • Power strip plugged into a power strip in the computer room. • No second means of egress in the ANXC classroom.</p> <p>Library • Unsecured helium tank. • Unprotected lights.</p> <p>Kitchen/Dining Area • No emergency lighting in the dining area. • Damaged wood on the south wall.</p>	<p>Watkins Corrective Actions:</p> <p>• Secure exterior electrical A/C panels. • Install GFCI type receptacles where needed. • Repair or replace all inoperable emergency lighting. • Provide covers for all unprotected lights. • Install door hardware or other device that will allow classroom doors to be secured. • Remove obstructions from all second means of egress windows/doors. • Verify that all power strips plug directly into a permanent power source. • Provide a second means of egress in the ANXC classroom. • Secure helium tank in the library. • Install emergency lighting in the dining area.</p> <p>• Replace damaged wood on the south wall in the dining area. • Provide covers for all exposed wires.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.—

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Auditorium • Inoperable emergency lighting.</p> <p>Portable Classrooms • Exposed wires near door in Portable Classroom 013. • Unprotected lights in Portable Classroom 306.</p> <p>Wilkins Elementary School Findings: 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. • 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 Actions:</p> <p>• 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.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.—

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>	<p>• 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.</p>			

Please use additional sheets as needed. \_\_

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Woodville Heights Elementary School Findings:</p> <p>Interior • Inoperable emergency lighting in the main office. • Inoperable exit sign in the main office. • Unprotected light in the main office men's staff restroom. • Several classrooms had no Ground Fault Circuit Interrupter (GFCI) type receptacle near sinks.</p> <p>Kitchen/Dining Area/Auditorium • Unprotected light outside entrance. • Inoperable exit signs. • Inoperable light by the dish sanitizer in the kitchen. • Electrical extension cord being used as a permanent power source on the serving line. • Inoperable emergency lighting in the stage area.</p> <p>Short Hall • Electrical extension cord being used as a permanent power source in the library. • Unprotected lights in classroom restrooms. • Obstructed second means of egress window in Room 106. • Curtains covering second means of egress windows. • No emergency lighting.</p>	<p>Woodville Heights Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Repair or replace all inoperable emergency lighting.</li> <li>• Repair or replace all inoperable lighted exit signs.</li> <li>• Provide covers for all unprotected lights.</li> <li>• Install GFCI type receptacles where needed.</li> <li>• Repair or replace all inoperable/damaged lights.</li> <li>• Install a permanent power source where electrical extension cords are being used.</li> <li>• Remove obstructions from all second means of egress windows.</li> <li>• Remove curtains/paper from all second means of egress windows.</li> <li>• Install emergency lighting in the short hall.</li> <li>• Verify that all power strips plug directly into a permanent power source.</li> <li>• Verify no more than 20% of classroom/hall walls are covered with paper/art work.</li> <li>• Repair weak floor in Portable Classroom 235.</li> <li>• Remove excessive clutter from Portable Classrooms 180A and 180B.</li> <li>• Install lighted exit signs where needed.</li> <li>• Repair damaged intercom button in Portable Classroom 160.</li> <li>• Secure exit sign in Portable Classroom 274.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Long Hall • Paper/curtains covering several second means of egress windows. • Obstructed second means of egress windows in Rooms 109, 112, 113, and 115. • Power strips plugged into power strips in Rooms 109, 115, and 120. • Excessive paper covering walls in the main hall. • Excessive paper covering walls in Room 115.</p> <p>Portable Classrooms • Damaged exterior light on Portable Classroom 235. • Weak floor in Portable Classroom 235. • Excessive clutter in Portable Classrooms 180A and 180B. • Portable Classrooms 019, 020, 115, and 161 being used as storage. • No lighted exit signs in Portable Classrooms 9, 10, and 017. • Unprotected lights in Portable Classroom 9. • Excessive paper covering walls in Portable Classroom 10. • Damaged intercom call button in Portable Classroom 160. • Exit sign was detached from wall in Portable Classroom 274. • Rotten wood on Portable Classroom 019.</p> <p>Boiler Room • Expired boiler certificate. • Open blanks in electrical panel P.</p>	<p>• Replace rotten wood on Portable Classroom 019. • Post up-to-date pressure vessel certificates near equipment. • Replace all missing blanks in electrical panels.</p>			

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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"> <li>• 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.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>			

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Brinkley Middle School Findings:</p> <p>Hall • The foundation has moved in several areas in the hall. All have been Cleared other item have been cleared by the MDE.</p> <p>Northwest Middle School Findings:</p> <p>Exterior • Expired boiler certificates.</p> <p>Interior • No campus map identifying locations of main utility shut-offs posted in the main office. • Fire alarm systems were in trouble mode. • Water fountains not equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles. • Roof leaks throughout the buildings.</p> <p>Kitchen/Dining Area (not in use) • Seating capacity not posted in the dining area. • Evacuation maps not posted in the dining area. • Exposed wires on the west wall in the dining area. • No portable fire extinguisher in the dining area. • Unprotected lights above the serving line.</p>	<p>Brinkley Corrective Actions</p> <ul style="list-style-type: none"> <li>• Secure a foundation company address foundation issues.</li> </ul> <p>Northwest Middle Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Post updated boiler certificates near equipment. • Post campus map in main office identifying locations of main utility shut-offs. • Have fire alarm system inspected and repaired. • Install ground Fault Circuit Interrupter (GFCI) receptacles on all water fountains. • Repair roof leaks. • Post seating capacity in the cafeteria dining area. • Post evacuation maps in the cafeteria dining area. • Install a portable fire extinguisher in the dining area. • Provide covers for all unprotected lights.</li> </ul>	<p>Executive Director of Facilities and Operations</p> <p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p> <p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

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## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Powell Middle School Findings:</p> <p>Classrooms • Unprotected lights in Rooms 102, 228, and 234. • Expired fire extinguisher in Room 105. • Electrical extension cords being used as a permanent power source in Rooms 210, 212, and 232. • Damaged electrical outlet in Room 239. • Unprotected electrical outlets in Grade 8 lab and Room 100. • Missing light switch cover in Grade 8 lab. • Power strips plugged into power strips in Rooms 205 and 235. • Second means of egress window not labeled in Room 215. • Missing ceiling tiles in the JCC room.</p> <p>Portable Classrooms • Unused portable classrooms in poor condition inside and out.</p> <p>Hallways • Damaged water fountain near Room 234. • Unprotected lights in the halls.</p> <p>Restrooms • Unprotected lights in the girls' Grades 6 and 8 Restrooms.</p>	<p>Powell Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Provide covers for all unprotected lights. •</li> <li>Have all expired portable fire extinguishers inspected, tested, and tagged. •</li> <li>Install a permanent power source where electrical extension cords are being used. •</li> <li>Provide covers for unprotected electrical outlets and switches. •</li> <li>Replace all damaged electrical outlets. •</li> <li>Verify all surge protectors are plugged into a permanent power source. •</li> <li>Label second means of egress window in Room 215. •</li> <li>Replace missing ceiling tiles. •</li> <li>Remove portable classrooms not being used. •</li> <li>Repair/replace all inoperable/missing water fountains. •</li> <li>Repair/replace inoperable emergency lighting/exit signs. •</li> <li>Replace inoperable lights. •</li> <li>Verify GFCI type receptacles are installed on water fountains. •</li> <li>Provide cover for open blanks in electrical panels. •</li> <li>Install lighted exit sign above north exit door in the dining area. •</li> <li>Repair damage conduit and switch on the south wall of the gymnasium. •</li> <li>Provide a second means of egress in the band hall.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Lower Level West Wing • Unprotected lights outside Room 107. • Unprotected electrical outlet in Room 107. • Inoperable emergency light outside Room 110.</p> <p>Kitchen/Dining Area • Inoperable emergency lights on the south wall. • Water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles. • Inoperable lights on the vent-hood. • Unprotected lights in the dry goods area. • Open blank in the kitchen electrical panel. • No lighted exit sign above the north dining area exit door.</p> <p>Lower level East Wing • Unprotected lights outside the custodian's lounge. • Inoperable emergency light by the custodian's lounge. • Unprotected lights in Room 100. • Unprotected electrical outlet by the sinks in Room 100.</p>				

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Gymnasium • Damaged emergency lighting. • Conduit and light switch was pulled away from the south wall. • Unprotected lights in the girls' dressing room. • Inoperable lights in the girls' dressing room. • Unprotected lights in the women's staff restroom. • Unprotected lights outside the band hall. • No second means of egress in the band hall.</p> <p>Rowan Middle School Findings:</p> <p>Exterior • Expired boiler certificates</p> <p>Interior • Asbestos Management Plan not on file in the main office.</p> <p>Classrooms • No evacuation maps posted. • Roof leaks. • Inoperable ceiling lights in several classrooms. • Unprotected electrical outlets in Room 21. • Broken window in Room 104. • More than 20% of classroom walls covered with paper in Room 11.</p> <p>Restroom • Missing door closer on the main hall boys' second floor restrooms.</p>	<p>Rowan Corrective Actions:</p> <p>• Post updated boiler certificates near equipment. • Provide updated Asbestos Management Plan in the main office. • Post evacuation maps in all classrooms in same general location. • Repair roof leaks. • Replace all inoperable lights. • Provide covers for all unprotected electrical outlets. • Replace broken window in Room 104. • Verify no more than 20% of classroom walls are covered with paper/art work in Room 11. • Repair or replace all missing/damaged door closers.</p>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Siwell Middle School</p> <p>Findings:</p> <p>Classroom • Roof leak in the science lab storage area (Room 151). • Old chemicals in the science lab storage area (Room 151). • No chemical inventory in Room 151. • No Material Safety Data Sheets (MSDS) in Room 151</p>	<p>Siwell Middle Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Repair roof leaks. • Properly dispose of old chemicals in Room 151. • Provide a chemical inventory of all chemicals in Room 151. • Provide MSDS for all chemicals on hand in Room 151.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	
<p>Whitten Middle</p> <p>Findings:</p> <p>Exterior • Expired boiler certificates</p> <p>Interior • Asbestos Management Plan not on file in the main office. • Roof leaks throughout the buildings.</p> <p>Kitchen/Dining Area • Roof leaks</p> <p>Classrooms • Windows do not meet Life Safety Code. • Evacuation maps not posted in several classrooms. • Roof leaks in Room 7-1. • Roof leaks in the Grade 6 hall near the office and Rooms 6-7 and 6-4. • Broken door glass in Room 6-4.</p>	<p>Whitten Middle Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Post updated boiler certificates near equipment. • Provide updated Asbestos Management Plan in main office. • Repair roof leaks. • 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. • Post evacuation maps in classrooms in the same general location. • Replace all broken glass. • Provide covers for all unprotected lights. • Repair or replace inoperable urinals in restrooms.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Auditorium • Roof leaks</p> <p>Halls • Roof leak in the gymnasium north hall. • Roof leaks in elective hall.</p> <p>Restrooms • Unprotected lights in the main hall restroom and Grade 7 hall girls' restroom. • Inoperable urinal and missing sink in the boys' Grade 8 hall restroom.</p> <p>Callaway High School Findings: Exterior • Expired boiler certificates. • Hole near the sidewalk on the north side of C building.</p> <p>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>	<p>Callaway 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.</p>	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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.	

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>			

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Jim Hill High School Findings:</p> <p>Exterior • No “Visitor” parking signs. • 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>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

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## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p> <p>Murrah High School Findings: Interior • Trouble code on the alarm system. • Evacuation maps not posted in all classrooms. • Inoperable ceiling lights in several classrooms.</p> <p>Auditorium • Trouble code on the alarm panel by the auditorium entrance.</p> <p>Grade 9 Building • Classroom windows not labeled for use as a second means of egress.</p>	<p>Murrah Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Have all alarm systems inspected and repaired to clear trouble codes.</li> <li>• Post evacuation maps in all classrooms in same general location.</li> <li>• Repair or replace all inoperable lights.</li> <li>• Verify that all second means of egress windows are labeled and kept unobstructed.</li> <li>• Repair damaged floor in portable classrooms.</li> <li>• Install lighted exit signs/emergency lighting where needed.</li> <li>• Provide covers for all unprotected lights.</li> <li>• Provide a portable fire extinguisher in Portable Classroom 306B.</li> <li>• Install a permanent power source where electrical extension cords are being used.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Portable Classrooms • Damaged flooring by the entrance. • No lighted exit signs in Portable Classrooms 304 and 305. • Unprotected lights in Portable Classrooms 304A, 304B, 305, and 306A. • No portable fire extinguisher in Portable Classroom 306B. • No emergency lighting in portable classrooms.</p> <p>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 • No second means of egress in Rooms 101, 103, 105 and 107. • Classroom windows did not meet Life Safety Code for use as a second means of egress.</p> <p>East wing classroom windows not labeled for use as a second means of egress. • Several east wing classroom windows covered with paper/curtains. • Foundation dropped in Rooms 112, 114, and 117. • Wall damage caused by foundation settling in Room 117.</p>	<p>• 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.</p> <p>Provide MSDS for all chemicals on hand in Room 206. • Properly remove old unused chemicals from Room 206.</p> <p>• Replace broken windows by the gymnasium lobby doors. • Install lighted exit signs/emergency lighting where needed. • Provide covers for all exposed wires.</p>			

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Main Building 200 Hall (Upper Floor)• No second means of egress in Room 201. • Classroom windows did not meet Life Safety Code for use as a second means of egress. • 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. • Classroom windows not labeled for use as a second means of egress in Rooms 219, 220, 221, 222, and 223.</p>				

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Gymnasium • Broken window pane on the gymnasium door across from Room 105. • No lighted exit signs in the lobby. • Emergency lighting inoperable/damaged. • Damaged data wires by the entrance of boys' home dressing room.</p> <p>Field House • Trouble code on the fire alarm system.</p> <p>Kitchen/Dining Area • Exposed wires in the green electrical panel in the boiler room. • Unprotected lights in the cooler/freezers. • No emergency lighting in the dining 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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Provine High School</p> <p>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"> <li>• Secure exterior A/C panels. • Replace broken window near gymnasium lobby entrance door.</li> <li>• 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.</li> <li>• Have all portable fire extinguishers inspected, tested, and tagged. • Post updated food permit in kitchen/dining area.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.



## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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>	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• 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.</li> <li>Gymnasium • Playing surface floor sweats due to water standing under the building • Unprotected lights in the old coaches' office.</li> <li>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.</li> <li>Halls • Missing water fountain on the south hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide covers for all unprotected lights. • Have fire alarm system inspected in the Grade 9 buildings. • Replace missing water fountain on the south hall.</li> </ul>			

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>Capital City Alternative School Findings:</p> <p>Exterior • Inoperable/unprotected lights at the main entrance.</p> <p>Main Office • Power strip plugged into a power strip.</p> <p>Gymnasium • Inoperable emergency lighting.</p> <p>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.</p> <p>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.</p>	<p>Capital City Corrective Actions:</p> <ul style="list-style-type: none"> <li>• Repair or replace all inoperable lights. •</li> <li>Provide covers for all unprotected lights. •</li> <li>Verify that all power strips plug directly into a permanent power source. •</li> <li>Repair or replace all inoperable emergency lighting. •</li> <li>Remove obstructions from all egress doors. •</li> <li>Repair or replace all inoperable lighted exit signs. •</li> <li>Post seating capacity in the dining area. •</li> <li>Post evacuation maps in the dining area. •</li> <li>Install GFCI type receptacles where needed. •</li> <li>Provide covers for all open blanks in electrical panels. •</li> <li>Post updated boiler certificates near equipment. •</li> <li>Install lighted exit signs in the field house. •</li> <li>Install emergency lighting in the field house. •</li> <li>Replace broken mirror in the field house. •</li> <li>Provide covers for all exposed wires. •</li> <li>Replace all damaged/missing ceiling tiles. •</li> <li>Provide a portable fire extinguisher in the visitors' dressing room. •</li> <li>Replace all damaged receptacle plates. •</li> <li>Repair or replace all damaged/missing door closers. •</li> <li>Replace damaged exterior light fixture on Portable Classroom 244.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p> <p>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.</p> <p>Portable Classrooms • Damaged exterior light fixture on Portable Classroom 244. • Inoperable lights in Portable Classrooms 230 and 270.</p>	<p>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.</p>			

Please use additional sheets as needed.

## Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>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.</p> <p>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.</p> <p>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.</p>				

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains. • No Ground Fault Circuit Interrupter (GFCI) type receptacles near sinks in Room 105</p> <p>Career Development Center 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>Corrective Actions:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	Executive Director of Facilities and Operations	Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<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. • 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**

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<b>Findings</b>	<b>Strategies/Plan for Correction</b>	<b>Person(s) Responsible</b>	<b>Evaluation Criteri</b>	
<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.

## Attachment E: Facility Safety Assessment

Office of Safe and Orderly Schools  
Division of School Buildings



**\*\*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\*

#### Baker Elementary School

Dr. Johnson, Principal

Attended by: Mr. Fred Davis, Maintenance Director

#### Findings: Exterior

- Unsecured electrical A/C panels near portable classrooms.

#### Main Halls

- Northwest exit doors were rusted.

\* 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).

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**Classrooms**

- Several classrooms had more than 20% of walls covered with paper/art work.
- No door closer in Room 11.

**Corrective Actions:**

- Secure exterior electrical A/C panels.
- Repair or replace northwest exit doors.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Install door closers where needed.

**Barr Elementary School****Dr. Murry, Principal****Attended by: Mr. Fred Davis, Maintenance Director and Mr. Edwards, Head of Custodians****Findings:****Classrooms**

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

**Interior**

- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Damaged south exit doors.
- Missing panic hardware from south exit doors.

**Kitchen/Dining Area**

- No emergency lighting in the dining area.
- No portable fire extinguisher in the stage area.

**Halls**

- No emergency lighting in halls.
- Damaged emergency lighting in the stairways.

**Exterior**

- Playground did not meet Consumer Product Safety Commission guidelines.

**Corrective Action:**

- Verify no more than 20% of classroom walls are covered with paper/art work.
- Verify all classroom egress windows are unobstructed.
- The school failed to place safety covers in all unused sockets.
- Install GFCI type receptacles where needed.
- Repair or replace south exit doors and install panic hardware.
- Install emergency lighting in the dining area and hallways.
- Provide a portable fire extinguisher in the stage area.
- Repair/replace damaged emergency lighting in stairways.

**Recommendation:**

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

**Boyd Elementary School****Dr. Brady, Principal****Attended by: Mr. Fred Davis, Maintenance Director and Ms. Irvin, Head of Custodians****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.

Attachment E

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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.

- 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](http://www.cpsc.gov).

Casey Elementary School

Ms. Rhoda Yoder, Principal

Attended by: Mr. Scott, Head Custodian

Findings:

Exterior

~~No "Visitor" parking signs.~~

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- Main utility shut-offs not identified by signage.
- Exterior A/C panels not secure.
- Hole on the south side of the basketball court.
- Courtyard doors locked.

### 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 lack Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Boiler certificate not posted.
- Roof leak in the boiler room.
- Boiler room full of clutter.

### Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- Emergency lighting inoperable in the dining area.
- No portable fire extinguishers in the dining area.
- Unprotected lights in the cooking area.
- Roof leaks in the dining area.
- Kitchen staff have not received fire safety training.

### Classrooms

- Windows do not meet Life Safety Code.
- Doors cannot be secured from inside.
- Several classrooms cluttered.
- Evacuation maps not posted in several classrooms.
- Several classrooms had more than 20% of their walls covered with paper/art work.
- Leak in Room 1 for an extended time causing carpet to stay wet and has to be dry vacuumed often.
- Roof leak in Room 2.
- Surge protectors plugged into surge protectors in Rooms 1 and 10 and the library.
- Electrical extension cords used for a permanent power source in Room 5 and the stage area.
- Second means of egress windows not labeled in Rooms 19, 20, 21, 22, 28, 30, and 32.



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- No second means of egress in the new building classrooms: Rooms 27, 28, 30, and 32.

### Halls

- ~~No emergency lighting.~~
- ~~Unprotected lights in the foyer and Grades 2 and 5 halls.~~
- ~~More than 20% of Grade 3 hall walls covered with paper/art work.~~
- ~~Broken glass in the windows on Grades 2 and 5 halls.~~
- ~~Broken glass in the Grade 5 west exit door.~~

### Restrooms

- ~~Unprotected lights in the boys' Grade 5 hall restroom.~~

### Playground

- ~~Playground does not meet Consumer Product Safety Commission's Guidelines.~~

### Corrective Actions:

- Fill hole with dirt on the south end of basketball court.
- Post updated boiler certificates near equipment.
- Provide a second means of egress in Room 27 of the new building.

### Clausell Elementary School

Ms. Blackshear, Principal

Attended by: Mr. Fred Davis, Maintenance Director

### Findings:

#### Main Halls

- Inoperable emergency lighting.
- Inoperable water fountain in the Kindergarten hall.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Inoperable water fountain in the main hall.
- Inoperable water fountain in the Grades 3 and 4 halls.

#### Kitchen/Dining Area

- No emergency lighting in the dining area.
- Inoperable water fountain in the dining area.

Attachment E



## Classrooms

- Second means of egress windows need to be serviced on Grade 1 hall.
- More than 20% of walls covered with paper/art work in Room 1.
- Obstructed second means of egress window in Room 2.
- Windows did not meet Life Safety Code for use as a second means of egress in the Grades 3 and 4 hall classrooms.

## Portable Classrooms

- Unprotected exterior lights on several portable classrooms.
- Electrical extension cord being used as a permanent power source in Portable Classroom 167.
- Unprotected electrical outlet on the north wall in Portable Classroom 93.
- Low hanging service wire on Portable Classroom 267.
- No door closer in Portable Classroom 095.
- No door closer in the music room.
- Unprotected lights in Portable Classroom 39.
- Open blank in the electrical panel in Portable Classroom 39.

## Corrective Actions:

- Repair or replace all inoperable emergency lighting.
- Repair or replace all inoperable water fountains.
- Install GFCI type receptacles where needed.
- Install emergency lighting where needed.
- Repair all inoperable second means of egress windows.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Verify that all second means of egress windows are labeled and kept unobstructed.
- Modify one (1) window to meet Life Safety Code in each classroom where needed for use as a second means of egress.
- Provide covers for all unprotected lights.
- Install a permanent power source where electrical extension cords are being used.
- Provide covers for all unprotected electrical outlets.
- Raise service wire above Room 267.
- Install door closers where needed.
- Replace all missing blanks in electrical panels.

**Davis Magnet Elementary School****Dr. Grigsby, Principal****Attended by: Ms. Dixon, Office Manager****Findings:****Exterior**

- No "Visitor" parking signs.
- Main utility shut-offs not identified by signage.

**Interior**

- No campus map identifying locations of main utility shut-offs posted in the main office.
- Inoperable ceiling lights in several classrooms.
- Evacuation maps not posted in all classrooms.
- Exit signs inoperable when tested.
- Several water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles.
- Asbestos Management Plan not on file in the main office.
- Emergency lighting inoperable in the stairwell by the auditorium.

**Lower Main Hall (Kindergarten)**

- Windows did not meet Life Safety Code for use as a second means of egress.
- Several classrooms cluttered.
- Unprotected light in the restroom in Room 1.
- Power strips plugged into power strips in Room 5 and the computer lab.
- Unprotected light in the music room.
- South exit door sticking.

**Grades 3 and 5 Hall**

- Unprotected light in the boys' restroom.
- Windows did not meet Life Safety Code for use as a second means of egress.
- Clutter in Room 9.
- Electrical extension cords used as a permanent power source in Rooms 9 and 10.
- Unprotected lights outside the boys' and girls' restrooms.
- Combustibles stored in the electrical closet by the intervention room.
- Power strips plugged into power strips in the library.
- Loose electrical conduit in Room 10.

Attachment E

- ~~Expired portable fire extinguisher in Room 15.~~

### Auditorium

- ~~Seating capacity not posted.~~
- ~~Evacuation maps not posted.~~
- ~~Additional portable fire extinguisher needed.~~
- ~~Inoperable light fixtures on the north and south walls.~~
- ~~No portable fire extinguisher in the stage area.~~
- ~~Electrical extension cord used as a permanent power source in the counselor's office.~~

### Kitchen/Dining Area

- ~~No emergency lighting.~~
- ~~No portable fire extinguisher in the dining area.~~
- ~~Inoperable light in the serving line area.~~
- ~~Seating capacity not posted in the dining area.~~

### Playground

- ~~Additional fall surfacing material needed.~~

### Corrective Actions:

- Provide "Visitor" parking signs.
- Use signage to identify and label main utility shut-offs.
- Post campus map in main office identifying locations of main utility shut-offs.
- Replace all inoperable classroom ceiling lights.
- Post evacuation maps in all classrooms in same general location.
- Repair or replace all inoperable/damaged exit signs.
- Install GFCI type electrical receptacles on all water fountains and near sinks.
- Provide an updated copy of the Asbestos Management Plan in main office.
- Repair or replace all inoperable/damaged emergency lighting.
- 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.

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**Dawson Elementary School****Dr. Vicki Conley, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Interior**

- Several classrooms had no Ground Fault Circuit Interrupter (GFCI) type receptacles near sinks.

**Kindergarten/Grade 1 Hall**

- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Electrical extension cord being used as a permanent power source in the custodian's closet.
- Unprotected lights in classroom restrooms.
- Damaged windowsill in Room 2.
- Inoperable exit signs.

**Portable Classrooms**

- Counselor's classroom had no lighted exit sign/emergency lighting.
- Unprotected exterior lights by entrance doors.
- Damaged handle on the boys' restroom door in Portable Classrooms 310A and 310B.

**Kitchen/Dining Area**

- Inoperable exit signs.
- Unprotected light on the northwest corner of the dining area.
- No emergency lighting in the dining area.
- Unprotected lights in the kitchen restroom.
- Exposed wires in a ceiling junction box in the kitchen restroom.
- Loose electrical conduit on equipment under the vent-hood.
- Exposed wires by the sink in the kitchen.
- Kitchen stove burner was lit and could not be turned off.

**Grade 5 Hall**

- Inoperable exit signs.
- Bars on egress window in Room 7.
- Unprotected lights outside Room 13.
- Power strips plugged into power strips in Rooms 9 and 13.

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- Unprotected lights outside Room 9.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.
- Inoperable light outside Room 17.

### **Boiler Room**

- Cluttered.
- No boiler certificate.

### **Corrective Actions:**

- Install GFCI type receptacles where needed.
- Install a permanent power source where electrical extension cords are being used.
- Provide covers for all unprotected lights.
- Repair windowsill in Room 2.
- Repair or replace all inoperable lighted exit signs.
- Install lighted exit signs/emergency lighting where needed.
- Repair or replace damaged restroom door handle in Portable Classrooms 310A and 310B.
- Provide covers for all exposed wires.
- Secure electrical conduit on equipment under vent-hood in the kitchen.
- Repair stove in kitchen.
- Remove bars from second means of egress window in Room 7.
- Verify that all power strips plug directly into a permanent power source.
- Repair or replace all inoperable lights.
- Remove clutter from boiler room.
- Post updated pressure vessel certificates near equipment.

### **Galloway Elementary School**

**Dr. Brady, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

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### **Findings:**

#### **Halls**

- Damaged door closer on the north Kindergarten hall exit door.
- No portable fire extinguishers in halls.
- Inoperable emergency lighting in the stairwells.

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**Classrooms**

- More than 20% of walls covered with paper/art work in Rooms 110, 205, and 253.
- Electrical extension cord was being used as a permanent power source in Room 200.

**Kitchen/Dining Area**

- Electrical extension cord was being used as a permanent power source in cooking area.

**Gymnasium**

- No emergency lighting.

**Corrective Actions:**

- Repair or replace all damaged door closers.
- Install portable fire extinguishers in the halls.
- Repair/replace inoperable emergency lighting.
- 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.
- Install emergency lighting in the gymnasium.

**George Elementary School****Ms. Thomas, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Exterior**

- Exterior needs pressure washing and sealing to prevent leaks.
- Low hanging guy wire outside Portable Classroom 56.
- Unsafe portable classrooms needed to be removed.

**Interior**

- Outdated Asbestos Management Plan.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

**Main Halls**

- No door closer on the cafeteria hall door.
- No emergency lighting.

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- Inoperable water fountain in the cafeteria hall.
  - Missing panic hardware on north exit doors.
  - Damaged ceiling tile in the northeast hall.
  - Light switch cover not secured in the east hall.
- Restrooms**
- Inoperable toilet in the south boys' restroom.
  - Damaged floor tile in the staff restroom near Room 15.
- Classrooms**
- Exposed wires in Room 12.
  - Unprotected lights in the storage room in Room 12.
  - Classroom doors cannot be locked.
  - Several windowsills were rotten.
  - Unsecured electrical conduit on the north wall in Room 7.
  - Rotten wood on the southeast corner in Room 6.
  - More than 20% of walls covered with paper/art work in Room 4.

**Kitchen/Dining Area**

- Inoperable exit sign in the dining area.
- No emergency lighting in the dining area.
- Slide lock on exit door in the dining area.
- No panic hardware on exit doors in the dining area.
- Exit door opens inward in the dining area.
- Unprotected lights in the cooking area.
- No type K portable fire extinguisher in the kitchen.

**Auditorium**

- Inoperable emergency lighting.
- Unprotected light in the stage area.

**Portable Classrooms**

- No lighted exit signs in Portable Classrooms 23, 55, 56, and 98.
- Unprotected lights in Portable Classroom 56.



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- Portable Classroom 56 was not level.

#### **Corrective Actions:**

- Clean and seal exterior of building to prevent leaks.
- Raise low hanging guy wire outside Portable Classroom 56.
- Remove all unsafe portable classrooms.
- Provide up-to-date copy of Asbestos Management Plan in main office.
- Install GFCI type receptacles where needed.
- Install door closers where needed.
- Install emergency lighting where needed.
- Repair or replace all inoperable water fountains.
- Install panic hardware where needed.
- Replace all missing/damaged ceiling tiles.
- Secure loose light switch cover in the east hall.
- Repair inoperable toilet in the south boys' restroom.
- Replace damaged floor tile in the staff restroom near Room 15.
- Provide covers for all exposed wires.
- Provide covers for all unprotected lights.
- Install door hardware or other device that will allow classroom doors to be secured.
- Replace rotten windowsills/wood where needed.
- Secure all loose electrical conduit.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Repair or replace all inoperable lighted exit signs/emergency lighting.
- Remove slide lock from exit door in the dining area.
- Reverse exit door in dining area so that it opens in the direction of egress.
- Provide a type K portable fire extinguisher in the kitchen.
- Install lighted exit signs where needed.
- Level Portable Classroom 56.



**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.

**Recommendation:**

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

**John Hopkins Elementary School****Dr. Black, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Exterior**

- Unprotected lights above the west exit doors.

**Interior**

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

**Main Building**

- Several classrooms were cluttered. For example, old books were stacked on desks and/or chairs, decorations were scattered (e.g., not in boxes, or were stacked or laying out), unused items were left out or not disposed.
- Several classrooms had more than 20% of walls covered with paper/art work.
- Several classrooms did not have a second means egress.
- Unprotected electrical outlet on the south wall in the ESS room.
- Expired portable fire extinguisher in Room 126.
- Power strips plugged into power strips in the computer room.
- No portable fire extinguisher in the computer room.
- Unprotected lights in the Grade 3 and 5 restrooms.
- Unprotected lights in the stage area.

**Kitchen/Dining Area**

- Unprotected lights in the cooking area and dry goods area.
- Obstructed southeast exit door.

**Corrective Actions:**

- Provide covers for unprotected lights.
- Install GFCI type receptacles on all water fountains.
- Remove clutter from classrooms.

- Verify no more than 20% of classroom walls are covered with paper.
- Provide a second means of egress in each classroom where needed.
- Provide covers for all unprotected electrical outlets.
- Have all expired portable fire extinguishers inspected, tested, and tagged.
- Verify power strips are plugged directly into a permanent power source.
- Provide a portable fire extinguisher in the computer room.
- Verify all second means of egress doors are unobstructed.

### Isable Elementary School

**Dr. Micca Knox, Principal**

**Attended by: Ms. Giles, Head Custodian**

### **Findings:**

#### **Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Exterior A/C panels not secure.~~
- Rotten wood on the eaves of the Kindergarten building.
- Open hole in the yard behind the Kindergarten 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 systems in trouble mode.~~
- ~~Water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles.~~
- Boiler certificate not posted.
- ~~Inoperable ceiling lights in several classrooms.~~

### **Classrooms**

- ~~Windows do not meet Life Safety Code.~~
- ~~Classrooms had more than 20% of their walls covered with paper/art work.~~
- ~~Roof leaks in several classrooms and the library.~~
- ~~Missing ceiling tiles in several classrooms.~~
- ~~Electrical extension cord used as a permanent power source in Room 2.~~

## Halls

- No exit/emergency lighting in stairwells.
- No emergency lighting on Grades 3, 4, and 5 halls.
- Hall security gate not secured.
- Emergency lighting was inoperable on Grade 2 hall.
- Water leaks down the walls on the Pre-K hall near the main office after a rain.
- North exit door on the Pre-K hall was obstructed with office furniture.
- No panic hardware on the north Pre-K hall exit door.
- Southwest exit door on the Grade 2 hall was obstructed with office furniture.

## Restrooms

- Damaged urinals in Grade 2 and 3 boys' restrooms.
- Roof leak in Grade 2 boys' restroom.

## 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 cooler in the cooking area.
- Discharged type K portable fire extinguisher is in the cooking area.
- No panic hardware on the south exit doors in the dining area.
- Unprotected lights in the boiler room.
- Missing cover from the boiler room electrical panel.
- Kitchen staff has not received fire safety training.

## Auditorium

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

## Corrective Actions:

- Replace damaged wood on Kindergarten building eaves.
- Fill in hole in yard behind Kindergarten building.

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- Post updated boiler certificates near equipment.
- Install panic hardware on south exit doors in the dining area.

### **Johnson Elementary School**

**Ms. Strong, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

### **Findings:**

#### **Exterior**

- Unprotected lights above the entrance doors.

#### **Interior**

- Trouble code on fire alarm system.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

### **Kitchen/Dining Area**

- Unprotected lights in the cooking area.
- No panic hardware on the dining area exit doors.
- Unprotected lights in the cafeteria restrooms.

### **Main Building**

- Unprotected lights in the Kindergarten classroom restrooms.
- Second means of egress windows were obstructed in several classrooms.
- Several classrooms had paper on their egress windows.
- Unprotected lights in Rooms 1 and 2 and stairwells.
- Unsecured east Kindergarten hall security gate.
- Missing step tread on the east stairwell.

### **Auditorium**

- Inoperable emergency lighting.
- Unprotected lights in the restrooms.
- Old computers and tires cluttered the stage area.

### **Corrective Actions:**

- Provide covers for all unprotected lights.
- Have fire alarm system inspected and repaired to clear trouble codes.

Attachment E



- Install GFCI type receptacles on all water fountains.
- Install panic hardware on dining area exit doors.
- Verify second means of egress windows are unobstructed.
- Remove paper/curtains from egress windows.
- Secure hall security gate on the Kindergarten hall.
- Replace missing step tread in east stairwell.
- Repair or replace inoperable emergency lighting in the auditorium.
- Remove clutter from the stage area.

**Key Elementary School**

**Ms. Woody, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

**Findings:**

**Main Halls**

- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Inoperable emergency lighting in stairwells.
- Unprotected lights in the lower restroom halls.

**Kitchen/Dining Area**

- Inoperable emergency lighting.

**Auditorium**

- Inoperable emergency lighting.

**Classrooms**

- Several windows were inoperable.

**Restrooms**

- Unprotected lights in the Grade 2 boys' restroom.

**Portable Classrooms**

- Portable Classroom 4 not being used.
- Unprotected exterior light by the door in Portable Classroom 197.
- Unprotected lights in Portable Classroom 197.

**Corrective Actions:**

- Install GFCI type receptacles where needed.
- Repair or replace all inoperable emergency lighting.
- Provide covers for all unprotected lights.
- Repair inoperable windows to be used as a second means of egress.
- Remove Portable Classroom 4.

**Lake Elementary School****Ms. Sutton, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Exterior**

- Low hanging service wire touching metal awning near portable classrooms.

**Boiler Room**

- Cluttered.

**Halls**

- No emergency lighting.
- No Ground Fault Interrupter (GFCI) type receptacle on water fountains.
- Damaged door closer on the north Grade 3 hall.

**Auditorium**

- No panic hardware on north exit doors.

**Classrooms**

- Grade 3 classroom doors cannot be locked.
- More than 20% of walls covered with paper/art work in Rooms 3, 5, 7, and 19.

**Pre-K Hall**

- Inoperable water fountain in the main hall.
- More than 20% of walls covered with paper/art work in Rooms 30 and 33.
- Windows did not meet Life Safety Code for use as a second means of egress in classrooms.



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### Portable Classrooms

- Portable classrooms are not being used.

### Grade 1 Hall

- Broken second means of egress window in Room 23.
- Several classrooms had paper covering their egress windows.
- Unprotected light in the girls' restroom.
- Damaged door closer in the girls' restroom.

### Grade 2 Hall

- Broken glass on the southwest exit door.
- More than 20% of walls covered with paper/art work in Room 15.
- Missing exhaust fan cover in the staff restroom.
- Missing door closers in Rooms 10, 11, and 13.
- Unprotected restroom lights in Rooms 9, 10, and 11.

### Kitchen/Dining Area

- No lighted exit signs in the dining area.
- No emergency lighting in the dining area.
- Unprotected lights in the cooking area.
- Unprotected lights in the dry goods area.
- More than 20% of walls covered with paper/art work in the dining area.

### Corrective Actions:

- Raise service wire above awning near portable classrooms.
- Remove clutter from boiler room.
- Install emergency lighting where needed.
- Install GFCI type receptacles where needed.
- Repair or replace all missing/damaged door closers.
- Install panic hardware where needed.
- Install door hardware or other device that will allow classroom doors to be secured.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Repair or replace all inoperable water fountains.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.

Attachment E

- Verify all second means of egress windows are labeled are kept unobstructed.
- Remove unused portable classrooms.
- Replace broken window in Room 23.
- Remove curtains/paper from all second means of egress windows.
- Provide covers for all unprotected lights.
- Replace broken door glass on the southwest exit door.
- Replace missing exhaust fan cover in Grade 2 hall staff restroom.
- Install lighted exit signs where needed.

### **Lee Elementary School**

**Dr. Cynthia Veals, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

### **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

**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.

**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.

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**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

### **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.

**North Jackson Elementary School****Mrs. Smith, Principal****Attended by: Mr. Fred Davis, Maintenance Director and Ms. Pepper, Head of Custodians****Findings:****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.

**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.

**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.

**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.

**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.

**Corrective Actions:**

- 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.

**Recommendation:**

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

**Oak Forest Elementary School****Dr. Cheeks, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Exterior**

- Unsecured electrical A/C panels near portable classrooms.
- Broken picnic table between portables and building with large shards of wood sticking out.

**Main Halls**

- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.
- Unprotected light above the south Grade 2 hall exit door.
- Roof leak outside the cafeteria door.

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- Unprotected lights in the main hall restrooms.
- Unprotected lights on the Grade 5 hall.
- Missing sink in Grades 4 and 5 boys' restroom.

### **Classrooms**

- Windows did not meet Life Safety Code for use as a second means of egress in the Grade 1 hall.
- Curtains covering classroom windows.
- Unprotected lights in classroom restrooms.
- More than 20% of walls covered with paper/art work in several rooms.
- Windows did not meet Life Safety Code for use as a second means of egress in Grades 4 and 5 hall.
- Several classrooms could not be locked.

### **Auditorium**

- Unprotected lights in the stage area.
- Stage area was cluttered.

### **Kitchen/Dining Area**

- Inoperable light in the kitchen.
- Inoperable emergency lighting.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on the dining area water fountain.
- Wax stored in the boiler room.

### **Portable Classrooms**

- Unprotected exterior lights on several portable classrooms.
- Discharged portable fire extinguisher in Portable Classroom 021.
- Two-way intercom system inoperable in several portable classrooms.
- Unprotected lights in Portable Classrooms 061, 272, and 311A.
- No door closer in Portable Classroom 061.
- Five (5) portable classrooms not being used.
- Water damaged windows on Portable Classroom 28.

### **Corrective Actions:**

- Secure exterior electrical A/C panels.
- Install GFCI type receptacles where needed.

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- Provide covers for all unprotected lights.
- Repair roof leak outside cafeteria door.
- Replace missing sink in Grades 4 and 5 boys' restroom.
- Modify one (1) window in each classroom to meet Life Safety Code for use as a second means of egress.
- Label second means of egress windows and verify that they are kept unobstructed.
- Remove curtains/paper from second means of egress windows.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Install door hardware or other device that will allow classroom doors to be secured.
- Remove clutter from stage area.
- Replace all inoperable lights.
- Repair or replace all inoperable emergency lighting.
- Remove all combustible material from boiler room.
- Have all discharged portable fire extinguishers inspected, tested, and tagged.
- Repair two-way intercom system in portable classrooms.
- Install door closers where needed.
- Remove unused Portable Classrooms.
- Replace damaged windows on portable classroom 028.

#### Poindexter Elementary School

**Dr. D. Antrice Smith, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

#### **Findings: Interior**

- Inoperable emergency lighting in the stairwells.
- No emergency lighting in the north stairwell.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

#### **Kitchen/Dining Area**

- Inoperable exit signs in the dining area.
- Inoperable emergency lighting in the dining area.
- Additional portable fire extinguisher needed in the dining area.
- Damaged floor tile in the kitchen.

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### Main Level (Pre-K, Kindergarten)

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Unprotected lights in the teacher's lounge.
- Electrical extension cord being used as a permanent power source in the teacher's lounge.
- Obstructed second means of egress door in the library.

### Auditorium

- Inoperable emergency lighting.
- Inoperable exit signs.

### Upper Level

- Classroom windows did not meet Life Safety Code for use as a second means of egress.
- Walls covered with tarps in Room 16.
- Inoperable emergency lighting.
- Inoperable exit signs.
- Missing urinal in the boys' restroom.
- Damaged plumbing in the boys' restroom.
- Inoperable light outside the boys' restroom.
- Unprotected lights in the girls' restroom.
- Power strips plugged into power strips in Room 9.

### Portable Classrooms

- Damaged exterior light on Portable Classroom 211.
- Portable Classrooms 117 and 253 not being used.
- Mold on the ceiling in Portable Classroom 206.
- Rotten wood on walkways near portable classrooms.
- Walls covered with paper/art work in Portable Classroom 217.
- Unprotected lights in Portable Classrooms 209 and 217.
- No lighted exit signs in Portable Classrooms 029 and 209.
- Damaged wood by entrance of Portable Classroom 029.

### Corrective Actions:

- Repair or replace all inoperable emergency lighting/exit signs.
- Install emergency lighting/exit signs where needed.

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- Install GFCI type receptacles where needed.
- Provide additional portable fire extinguisher in the dining area.
- Replace damaged floor tile in the kitchen.
- 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.
- Provide covers for all unprotected lights.
- Install a permanent power source where electrical extension cords are being used.
- Remove obstruction from library second means of egress door.
- Remove tarps from walls in Room 16.
- Replace missing urinal in the upper level boys' restroom.
- Repair damaged plumbing in restrooms where needed.
- Repair or replace all inoperable/damaged exterior lights.
- Verify that all power strips plug directly into a permanent power source.
- Remove unused portable classrooms.
- Remove mold from ceiling in Portable Classroom 206.
- Replace rotten wood on walkways by portable classrooms.
- Verify no more than 20% of walls are covered with paper/art work in Portable Classroom 217.
- Replace damaged wood by entrance of Portable Classroom 029.

#### **Power APAC Elementary School**

**Dr. Martin, Principal**

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

#### **Findings: Exterior**

- Clutter in the boiler room.

#### **Portable Classrooms**

- Unprotected portable classroom exterior lights.
- Damaged portable classroom skirting.
- Exterior light hanging by wires in Portable Classroom 306.
- Unprotected electrical outlet in Portable Classroom 302.
- Exposed hot water tank in south Portable Classroom 312.

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**Hallways**

- Inoperable emergency lighting/exit signs.

**Kitchen/Dining Area**

- Inoperable emergency lighting.

**Auditorium**

- Inoperable emergency lighting/exits lights.
- Missing door closer on the northeast exit door.
- Electrical extension cord being used as a permanent power source for overhead stage lights.

**Corrective Actions:**

- Remove clutter from boiler room.
- Provide covers for all unprotected lights.
- Repair or replace damaged skirting around portable classroom.
- Secure exterior light on Portable Classroom 306.
- Provide covers for all unprotected electrical outlets.
- Enclose hot water tank in Portable Classroom 312.
- Repair or replace inoperable emergency lighting/exit signs.
- Repair or replace damaged door closers.
- Install a permanent power source where electrical extension cords are being used.

**Raines Elementary School****Dina Owens, Principal****Attended by: Mr. Fred Davis, Maintenance Director****Findings:****Auditorium**

- Inoperable exit signs.
- Inoperable emergency lighting.
- Additional portable fire extinguisher needed in the seating area.
- Inoperable lights in the stage area.
- Damaged door closer on west side of the stage area.

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**Kitchen/Dining Area**

- Inoperable exit signs.
- Inoperable emergency lighting.
- Unprotected lights on the vent-hood.
- Unprotected lights by the staff restroom.
- Ceiling paint was peeling in the kitchen.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountain in the dining area.

**Grades 1 and 2 Hall (A)**

- Inoperable exit signs.
- Inoperable emergency lighting.
- Missing urinal in the boys' restroom.
- Missing door closer in the boys' restroom.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.
- No evacuation map posted in Room 14.
- Missing door closer in the girls' restroom.
- Obstructed second means of egress doors in Rooms 15 and 17.
- Power strips plugged into power strips in Rooms 15 and 16.
- Electrical extension cord being used as a permanent power source in Room 16.

**Portable Classrooms**

- Exit sign hanging by its wires in Portable Classroom 223.
- Open blank in the electrical panel in Portable Classroom 223.
- Portable Classroom 254 used for storage.
- Inoperable exit sign in Portable Classroom 236.
- Unprotected lights in Portable Classroom 236.
- Inoperable lights in Portable Classroom 236.

**Boiler Room**

- Expired boiler certificate.

**Grades 4 and 5 Hall (B)**

- Inoperable exit signs.
- Inoperable emergency lighting.

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- Water fountain by main office was plugged into an electrical extension cord.
- Electrical extension cords plugged into power strips in Rooms 3, 4, 5, 6, 9, 10, 11, and 12.
- Inoperable lights in Rooms 3, 6, and 9.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.
- Unprotected lights in restrooms in Rooms 7, 8, and 10.
- No evacuation map posted in Room 5.

#### **Corrective Actions:**

- Repair or replace all inoperable exit signs/emergency lighting.
- Provide additional portable fire extinguisher in the auditorium.
- Replace all inoperable lights.
- Repair or replace all damaged/missing door closers.
- Provide covers for all unprotected lights.
- Scrape and paint ceiling in the kitchen where needed.
- Install GFCI type receptacles where needed.
- Replace missing urinal in the A hall boys' restroom.
- Post evacuation maps in all classrooms in same general location.
- Remove obstructions from all egress doors.
- Verify that all power strips plug directly into a permanent power source.
- Install a permanent power source where electrical extension cords are being used.
- Secure exit sign in Portable Classroom 223.
- Provide covers for all open blanks in electrical panels.
- Post updated pressure vessel certificates near equipment.

#### **Smith Elementary School**

**Mr. Torrey, Principal**

**Attended by: Mr. Gardner, Custodian**

#### **Findings:**

##### **Exterior**

- ~~No "Visitor" parking signs.~~
- ~~No "Handicap" parking signs.~~
- ~~Main utility shut-offs not identified by signage.~~



## Interior

- ~~No campus map identifying locations of main utility shut off posted in the main office.~~
- ~~Asbestos Management Plan not on file in the main office.~~
- ~~There was no emergency lighting in the main halls.~~
- ~~Exit signs inoperable when tested.~~
- ~~Several water fountains not equipped with Ground Fault Interrupter (GFI) type receptacles.~~

## Pre-K and Grade 2 Hall

- ~~Several classroom second means of egress windows painted shut.~~
- ~~Classroom windows not labeled for use as a second means of egress.~~
- ~~Classrooms had more than 20% of their walls covered with paper/art work.~~

## Playground

- ~~Fall surfacing material had become compressed.~~

## Grades 3-5 Hall

- ~~Several classroom second means of egress windows painted shut.~~
- ~~Classroom windows not labeled for use as a second means of egress.~~
- ~~Power strip plugged into a power strip in Room 14.~~
- ~~Paper/curtains covering their second means of egress windows in several classrooms.~~
- ~~Inoperable light fixture in the boys' restroom.~~
- ~~Inoperable toilet in the boys' restroom.~~
- ~~Inoperable exit sign in the girls' restroom.~~

## Kitchen/Dining Area

- ~~Emergency lighting inoperable in the dining area and kitchen.~~
- ~~Seating capacity not posted in the dining area.~~
- ~~No portable fire extinguishers in the dining area.~~
- ~~Expired food permit.~~
- ~~Expired Health Department certificate.~~
- ~~Inoperable lights on the vent hood.~~
- ~~Unprotected lights in the food prep area.~~
- ~~Kitchen staff had not received fire safety training.~~
- ~~Unprotected lights by the back door in the kitchen.~~



### Boiler Room

- No pressure vessel certificate posted near equipment.
- ~~Covers were removed from the main electrical service panels.~~

### Auditorium

- ~~No portable fire extinguishers in the seating area.~~
- ~~Seating capacity not posted.~~
- ~~Inoperable emergency lighting.~~

### Corrective Actions:

- Post updated food permit in the kitchen/dining area.
- Post updated Health Department certificate in the kitchen/dining area.
- Post updated pressure vessel certificates near equipment.

### Recommendation:

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

### Spann Elementary School

Nicole Menotti, Principal

Attended by: Mr. Fred Davis, Maintenance Director

### Findings:

#### Exterior

- Damaged sidewalk behind cafeteria.
- Missing foundation vent grates behind the cafeteria.
- Unsecured exterior A/C electrical panels near portable classrooms.

#### Interior

- Several classroom second means of egress windows were obstructed.
- Classroom doors could not be secured from the inside.
- Several classrooms had no Ground Fault Circuit Interrupter (GFCI) type receptacle near sinks.

### Kitchen/Dining Area

- Inoperable exit signs in the dining area.

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- Expired boiler certificate in the boiler room.
- No emergency lighting in the dining area.

### **Principal's Hall**

- Inoperable exit signs in the library/auditorium.
- Inoperable emergency lighting in the library/auditorium.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.
- Inoperable exit signs.
- No emergency lighting.

### **Main Hall**

- Curtains covering second means of egress window in Room 101.
- Unprotected lights in the restroom in Rooms 106 and 113.
- Unprotected lights in the girls' restroom outside Room 112.
- Inoperable lights in Room 118.
- No emergency lighting.

### **Grades 3 and 4 Hall**

- No emergency lighting.
- Inoperable exit signs.
- Unprotected lights in Room 111.

### **Grade 5 Hall**

- No emergency lighting.
- Electrical extension cord being used as a permanent power source in Room 115.
- Inoperable light in Room 115.

### **Portable Classrooms**

- No lighted exit signs in Portable Classrooms 067, 074, and 102.
- Inoperable exit signs in Portable Classroom 162.
- Damaged exterior lights on Portable Classroom 162.

### **Corrective Actions:**

- Repair damaged sidewalk behind cafeteria.
- Replace missing foundation vent grates behind cafeteria.

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- Secure exterior A/C electrical panels near portable classrooms.
- Remove all obstructions from classroom second means of egress windows.
- Install door hardware or other device that will allow classroom doors to be secured.
- Install GFCI type receptacles where needed.
- Repair or replace all inoperable lighted exit signs.
- Post up-to-date pressure vessel certificates near equipment.
- Install lighted exit signs/emergency lighting where needed.
- Repair or replace all inoperable emergency lighting/exit signs.
- Remove curtains/paper from all second means of egress windows.
- Provide covers for all unprotected lights.
- Repair or replace all inoperable lights.
- Install a permanent power source where electrical extension cords are being used.

### **Sykes Elementary School**

**Dr. Clark, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

### **Findings:**

#### **Exterior**

- Unsecured electrical A/C panels near portable classrooms.

#### **Auditorium**

- Inoperable emergency lighting.

#### **Main Halls**

- Inoperable emergency lighting in the Kindergarten hall.
- Inoperable water fountain in the Grade 6 Hall.
- No Ground Fault Circuit Interrupter (GFCI) type receptacle on water fountains.
- Unprotected lights outside the main office.

#### **Classrooms**

- More than 20% of walls covered with paper/art work in several classrooms.
- Second means of egress window not labeled in Room 4.
- Second means of egress windows need to be serviced.
- Several classrooms could not be locked.

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- No second means of egress in the Grade 3 hall classrooms.

#### **Kitchen/Dining Area**

- No panic hardware on exit doors.

#### **Portable Classrooms**

- No door closers in the music room and Portable Classroom 028.
- Unprotected lights in Portable Classroom 028.

#### **Corrective Actions:**

- Secure exterior electrical A/C panels.
- Repair or replace all inoperable emergency lighting.
- Repair or replace all inoperable water fountains.
- Install GFCI type receptacles where needed.
- Provide covers for all unprotected lights.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Label all second means of egress windows and verify that they are kept unobstructed.
- Install door hardware or other device that will allow classroom doors to be secured.
- Provide a second means of egress in the Grade 3 hall classrooms.
- Install panic hardware on dining area exit doors.
- Install door closers where needed.

#### **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.

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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.

#### **Walton Elementary School**

**Mr. Brady, Principal**

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

#### **Findings:**

##### **Classrooms**

- Classroom doors cannot be secured.
- Expired portable fire extinguishers in the library and Room 29.
- Hasp on the exit doors in the library.
- Obstructed second means of egress door in Room 16.
- More than 20% of walls covered with paper/art work in Room 19.
- Damaged electrical light switch box in Room 6.
- Second means of egress windows were more than 44 inches above floor in Room 11.
- Hasps were on second means of egress doors.
- Damaged electrical outlet in Room 25.
- Damaged electrical conduit in Room 25.
- Inoperable lights in Room 22.

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- Obstructed second means of egress in several classrooms.

### **Kitchen/Dining Area**

- No panic hardware on the dining area exit doors.
- No portable fire extinguishers in the dining area.
- No Ground Fault Circuit Interrupter (GFCI) type receptacles on water fountains.

### **Auditorium**

- No evacuation maps posted.
- No panic hardware on the exit doors.
- Unprotected lights in the stage area.
- Expired portable fire extinguisher in the stage area.
- Inoperable emergency lighting in the stage area.
- Damaged emergency lighting in the seating area.
- No portable fire extinguishers in the seating area.
- Slide locks on the east exit doors.

### **Restrooms**

- The restrooms were not clean and had a strong odor.
- Unprotected lights in gymnasium men's restroom.
- Lock and hasp on the gymnasium men's restroom door.

### **Halls**

- No emergency lighting in hall.
- No door closers on the Grade 4 hall south exit doors.
- Broken door glass on the north hall exit door near the office.
- No door closer on the Grade 1 hall exit doors.
- No emergency lighting on the Grade 3 hall.

### **Exterior**

- Playground did not meet Consumer Product Safety Commission guidelines.

### **Corrective Actions:**

- Install door hardware or other device that will allow classroom doors to be secured.
- Have all expired portable fire extinguishers inspected, tested, and tagged.

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- Remove hasps from egress doors.
- Verify all second means of egress classroom doors will open and are not obstructed.
- Verify no more than 20% of classroom walls are covered with paper/art work.
- Repair damaged electrical light switch box in Room 6.
- Provide steps where second means of egress windows are more than 44 inches from ground.
- Repair damaged electrical outlets.
- Repair damaged electrical conduit in Room 25.
- Replace all inoperable lights.
- Install panic hardware on main exit doors.
- Provide portable fire extinguishers where needed.
- Install GFCI type receptacles where needed.
- Post evacuation maps in auditorium.
- Provide covers for all unprotected lights.
- Repair or replace all damaged/inoperable emergency lighting.
- Remove slide locks from main exit doors.
- Clean and sanitize restrooms.
- Install emergency lighting in halls.
- Install door closers where needed.
- Replace all broken door glass.
- Repair/replace damaged door closers.

#### **Recommendation:**

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

#### **Watkins Elementary School**

**Dr. Blake, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

#### **Findings:**

##### **Exterior**

- Unsecured electrical A/C panels near portable classrooms.

##### **Main Halls**

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

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- Inoperable emergency lighting in main halls.
  - Unprotected lights in the cafeteria hall.
- Classrooms**
- Classroom doors cannot be locked.
  - Obstructed second means of egress in Rooms 3 and 4.
  - Power strip plugged into a power strip in the computer room.
  - No second means of egress in the ANXC classroom.

### **Library**

- Unsecured helium tank.
- Unprotected lights.

### **Kitchen/Dining Area**

- No emergency lighting in the dining area.
- Damaged wood on the south wall.

### **Auditorium**

- Inoperable emergency lighting.

### **Portable Classrooms**

- Exposed wires near door in Portable Classroom 013.
- Unprotected lights in Portable Classroom 306.

### **Corrective Actions:**

- Secure exterior electrical A/C panels.
- Install GFCI type receptacles where needed.
- Repair or replace all inoperable emergency lighting.
- Provide covers for all unprotected lights.
- Install door hardware or other device that will allow classroom doors to be secured.
- Remove obstructions from all second means of egress windows/doors.
- Verify that all power strips plug directly into a permanent power source.
- Provide a second means of egress in the ANXC classroom.
- Secure helium tank in the library.
- Install emergency lighting in the dining area.

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- Replace damaged wood on the south wall in the dining area.
- Provide covers for all exposed wires.

### **Wilkins Elementary School**

**Ms. Brown, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

### **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.

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#### **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.

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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.

**Woodville Heights Elementary School**

**Dr. Lynn Horton, Principal**

**Attended by: Mr. Fred Davis, Maintenance Director**

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**Findings:****Interior**

- Inoperable emergency lighting in the main office.
- Inoperable exit sign in the main office.
- Unprotected light in the main office men's staff restroom.
- Several classrooms had no Ground Fault Circuit Interrupter (GFCI) type receptacle near sinks.

**Kitchen/Dining Area/Auditorium**

- Unprotected light outside entrance.
- Inoperable exit signs.
- Inoperable light by the dish sanitizer in the kitchen.
- Electrical extension cord being used as a permanent power source on the serving line.
- Inoperable emergency lighting in the stage area.

**Short Hall**

- Electrical extension cord being used as a permanent power source in the library.
- Unprotected lights in classroom restrooms.
- Obstructed second means of egress window in Room 106.
- Curtains covering second means of egress windows.
- No emergency lighting.

**Long Hall**

- Paper/curtains covering several second means of egress windows.
- Obstructed second means of egress windows in Rooms 109, 112, 113, and 115.
- Power strips plugged into power strips in Rooms 109, 115, and 120.
- Excessive paper covering walls in the main hall.
- Excessive paper covering walls in Room 115.

**Portable Classrooms**

- Damaged exterior light on Portable Classroom 235.
- Weak floor in Portable Classroom 235.
- Excessive clutter in Portable Classrooms 180A and 180B.
- Portable Classrooms 019, 020, 115, and 161 being used as storage.
- No lighted exit signs in Portable Classrooms 9, 10, and 017.

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- Unprotected lights in Portable Classroom 9.
- Excessive paper covering walls in Portable Classroom 10.
- Damaged intercom call button in Portable Classroom 160.
- Exit sign was detached from wall in Portable Classroom 274.
- Rotten wood on Portable Classroom 019.

### **Boiler Room**

- Expired boiler certificate.
- Open blanks in electrical panel P.

### **Corrective Actions:**

- Repair or replace all inoperable emergency lighting.
- Repair or replace all inoperable lighted exit signs.
- Provide covers for all unprotected lights.
- Install GFCI type receptacles where needed.
- Repair or replace all inoperable/damaged lights.
- Install a permanent power source where electrical extension cords are being used.
- Remove obstructions from all second means of egress windows.
- Remove curtains/paper from all second means of egress windows.
- Install emergency lighting in the short hall.
- Verify that all power strips plug directly into a permanent power source.
- Verify no more than 20% of classroom/hall walls are covered with paper/art work.
- Repair weak floor in Portable Classroom 235.
- Remove excessive clutter from Portable Classrooms 180A and 180B.
- Install lighted exit signs where needed.
- Repair damaged intercom button in Portable Classroom 160.
- Secure exit sign in Portable Classroom 274.
- Replace rotten wood on Portable Classroom 019.
- Post up-to-date pressure vessel certificates near equipment.
- Replace all missing blanks in electrical panels.

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## MIDDLE SCHOOLS

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.

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**Auditorium (stage area under construction at this time)**

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

Attachment E

- 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 lights 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 Interrupter (GFI) 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 halls.~~



## 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 13 (bars on 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.



## 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 rooms.
- Bleachers inoperable.
- Damaged panic hardware on the southwest exit door.
- Damaged southwest exit door.

## Corrective Actions

- Have a foundation company address foundation issues.

**Northwest Middle School****Ms. Denese Sutton, Principal****Attended by: Mr. Hinds, Head Custodian****Findings:****Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Expired boiler certificates.~~

**Interior**

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

**Kitchen/Dining Area (not in use)**

- ~~Seating capacity not posted in the dining area.~~
- ~~Evacuation maps not posted in the dining area.~~
- ~~Exposed wires on the west wall in the dining area.~~
- ~~No portable fire extinguisher in the dining area.~~
- ~~Unprotected lights above the serving line.~~
- ~~Kitchen staff had not received fire safety training.~~

**Classrooms**

- ~~Second means of egress windows not labeled.~~
- ~~Missing ceiling tiles in Rooms 111, 120, 122, 126, and 127.~~
- ~~Electrical extension cords used for a permanent power source in Rooms 108 and 130.~~
- ~~Surge protectors plugged into surge protectors in Rooms 123, 128, and 144.~~
- ~~Roof leaks in Rooms 115, 126, and library.~~
- ~~Unprotected lights in Rooms 111, 119, 120, 128, 129, 138, 143, and the library.~~
- ~~Egress door in Room 117 is damaged.~~
- ~~Exposed wires in Rooms 115, 116, and 125.~~
- ~~No second means of egress in Rooms 113, 114, and 117.~~

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~~Room 110 was cluttered and more than 20% of walls covered with paper/art work.~~

### Halls

- ~~• Unprotected lights in the Grade 8 hall.~~
- ~~• Damaged west exit sign on the Grade 8 hall.~~
- ~~• Damaged exit signs were on the Grade 7 hall.~~
- ~~• Missing water fountain on the Grade 7 cross hall.~~
- ~~• West exit door on the Grade 7 hall was stuck.~~
- ~~• Damaged north exit sign on the Grade 6 hall.~~

### Restrooms

- ~~• Unprotected lights in boys' restroom on Grade 7 hall.~~

### Corrective Actions:

- Post updated boiler certificates near equipment.
- Post campus map in main office identifying locations of main utility shut-offs.
- Have fire alarm system inspected and repaired.
- Install ground Fault Circuit Interrupter (GFCI) receptacles on all water fountains.
- Repair roof leaks.
- Post seating capacity in the cafeteria dining area.
- Post evacuation maps in the cafeteria dining area.
- Install a portable fire extinguisher in the dining area.
- Provide covers for all unprotected lights.

### Powell Middle School

Mr. Green, Principal

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

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### Findings:

#### Classrooms

- Unprotected lights in Rooms 102, 228, and 234.
- Expired fire extinguisher in Room 105.
- Electrical extension cords being used as a permanent power source in Rooms 210, 212, and 232.
- Damaged electrical outlet in Room 239.
- Unprotected electrical outlets in Grade 8 lab and Room 100.

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- Missing light switch cover in Grade 8 lab.
- Power strips plugged into power strips in Rooms 205 and 235.
- Second means of egress window not labeled in Room 215.
- Missing ceiling tiles in the JCC room.

### **Portable Classrooms**

- Unused portable classrooms in poor condition inside and out.

### **Hallways**

- Damaged water fountain near Room 234.
- Unprotected lights in the halls.

### **Restrooms**

- Unprotected lights in the girls' Grades 6 and 8 Restrooms.

### **Lower Level West Wing**

- Unprotected lights outside Room 107.
- Unprotected electrical outlet in Room 107.
- Inoperable emergency light outside Room 110.

### **Kitchen/Dining Area**

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

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### **Lower level East Wing**

- Unprotected lights outside the custodian's lounge.
- Inoperable emergency light by the custodian's lounge.
- Unprotected lights in Room 100.
- Unprotected electrical outlet by the sinks in Room 100.

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## Gymnasium

- Damaged emergency lighting.
- Conduit and light switch was pulled away from the south wall.
- Unprotected lights in the girls' dressing room.
- Inoperable lights in the girls' dressing room.
- Unprotected lights in the women's staff restroom.
- Unprotected lights outside the band hall.
- No second means of egress in the band hall.

## Corrective Actions:

- Provide covers for all unprotected lights.
- Have all expired portable fire extinguishers inspected, tested, and tagged.
- Install a permanent power source where electrical extension cords are being used.
- Provide covers for unprotected electrical outlets and switches.
- Replace all damaged electrical outlets.
- Verify all surge protectors are plugged into a permanent power source.
- Label second means of egress window in Room 215.
- Replace missing ceiling tiles.
- Remove portable classrooms not being used.
- Repair/replace all inoperable/missing water fountains.
- Repair/replace inoperable emergency lighting/exit signs.
- Replace inoperable lights.
- Verify GFCI type receptacles are installed on water fountains.
- Provide cover for open blanks in electrical panels.
- Install lighted exit sign above north exit door in the dining area.
- Repair damage conduit and switch on the south wall of the gymnasium.
- Provide a second means of egress in the band hall.



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**Rowan Middle School****Dr. Shimelle Thomas Mavers, Principal****Attended by: Ms. Rose, Head Custodian and Coach Spencer.****Findings:****Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Expired boiler certificates~~

**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 in trouble mode.~~
- ~~Water fountains not equipped with Ground Fault Interrupter (GFI) type receptacles.~~
- ~~Damaged hall lockers.~~
- ~~Roof leaks.~~

**Auditorium**

- ~~No seating capacity posted.~~
- ~~No evacuation maps posted.~~
- ~~Inoperable exit/emergency lights in the seating area.~~
- ~~No portable fire extinguishers in the seating area.~~
- ~~No portable fire extinguishers in the stage area.~~
- ~~Roof leaks.~~
- ~~Unprotected lights in the stage area.~~

**Classrooms**

- ~~Windows do not meet Life Safety Code.~~
- ~~No evacuation maps posted.~~
- ~~Roof leaks.~~
- ~~Inoperable ceiling lights in several classrooms.~~
- ~~Unprotected electrical outlets in Room 21.~~
- ~~Broken window in Room 104.~~
- ~~More than 20% of classroom walls covered with paper in Room 11.~~

Attachment E

• No second means of egress in choir and band rooms.

## Halls

- No emergency lighting.
- No emergency lighting in stairwells.
- Roof leaks.
- Damaged water fountain in the gymnasium hall.

## Gymnasium

- No evacuation maps posted.
- No seating capacity posted.
- No A/C in gymnasium.
- Electrical extension cord connected to scoreboard.
- Damaged exit/emergency lighting.
- Unprotected lights in east stairwells.
- Exposed wires on the northwest wall near exit door.
- Northeast exit door obstructed.
- Damaged hardware on southwest exit door.

## Restrooms

- Unprotected lights in the girls' and boys' gymnasium hall restrooms.
- Broken mirror in gymnasium hall boys' restroom.
- Damaged floors in gymnasium hall boys' and main hall boys' second floor restrooms.
- Missing door closer on the main hall boys' second floor restrooms.

## Kitchen/Dining Area

- Seating capacity not posted in the dining area.
- Evacuation maps not posted in the dining area.
- No portable fire extinguishers in the dining area.
- No door closers on the east exit doors.
- East exit doors dragging on the floor.
- Kitchen staff had not received fire safety training.

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**Corrective Actions:**

- Post updated boiler certificates near equipment.
- Provide updated Asbestos Management Plan in the main office.
- Post evacuation maps in all classrooms in same general location.
- Repair roof leaks.
- Replace all inoperable lights.
- Provide covers for all unprotected electrical outlets.
- Replace broken window in Room 104.
- Verify no more than 20% of classroom walls are covered with paper/art work in Room 11.
- Repair or replace all missing/damaged door closers.

**Siwell Middle School****Mrs. McIntyre, Principal****Attended by: Mr. Cavett, Custodian****Findings****Exterior**

- Main utility shut-offs not identified by signage.

**Interior**

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

**Boiler Room**

- Generator had a "Service Required" light on the main panel.
- Roof leak.
- Expired boiler certificate.
- Damaged ceiling tile.
- Expired portable fire extinguisher.



## Classrooms

- Classroom windows not labeled for use as a second means of egress.
- Paper/curtains covering second means of egress windows in several classrooms.
- Unprotected electrical outlet in Room 112.
- Power strips plugged into power strips in Rooms 115, 117, and 161.
- Damaged partition wall in Room 102.
- No second means of egress in the technology center (library).
- Expired portable fire extinguisher in the technology center (library).
- No portable fire extinguisher in the library.
- Inoperable window in Room 174.
- Damaged workstations in Room 151.
- Roof leak in the science lab storage area (Room 151).
- Old chemicals in the science lab storage area (Room 151).
- No chemical inventory in Room 151.
- No Material Safety Data Sheets (MSDS) in Room 151.
- No eye wash station in Rooms 151 and 153.
- Several classrooms second means of egress windows were obstructed.
- Inoperable exit sign in Room 11 (choral music).
- Obstructed second means of egress doors in Rooms 11 (choral music) and 12 (band hall).
- Missing ceiling tiles in Room 12 (band hall).
- Band hall door had a damaged door closer.
- Inoperable exit sign in Room 12 (band hall).

## Main Hallways

- No emergency lighting.
- Missing ceiling tiles in the Grade 6 boys' restroom.
- Damaged door closer on the northwest exit door.
- Unprotected lights in the men's restroom on the main office hall.
- Open blank in the electrical panel in the clothes storage area by the gymnasium.
- Missing ceiling tiles in the boys' restroom by the cafeteria.

## Gymnasium

- Missing exit sign.
- No emergency lighting.

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- Evacuation maps not posted.
- Seating capacity not posted.
- Expired portable fire extinguisher by the classrooms.
- Cluttered classrooms in gymnasium.
- Unprotected electrical outlet in the northwest classroom.
- Roof leak.
- No second means of egress in Room 14B.
- Gymnasium classrooms not numbered.
- Damaged missing ceiling tiles in the girls' dressing room.
- Damaged door closer on the exit door in the girls' dressing room.
- Damaged stalls in the girls' dressing room restroom.
- No portable fire extinguisher in the girls' dressing room.
- Damaged exit sign by the boys' dressing room.
- Unprotected lights by the boys' dressing room.
- Damaged door closer by the boys' dressing room.
- Missing damaged ceiling tiles in the boys' dressing room.
- Exposed wires where an old clock was hung in the boys' dressing room.
- Damaged dropped ceiling in the boys' dressing room restroom.
- Inoperable lights in the boys' dressing room restroom.
- No portable fire extinguisher in the boys' dressing room.

### Kitchen/Dining Area

- No emergency lighting.
- Evacuation maps not posted in the dining area.
- Seating capacity not posted in the dining area.
- No portable fire extinguishers in the dining area.
- Inoperable ceiling lights in the dining area.
- Inoperable lights in the vent hood.
- Vent hood fan inoperable.
- Damaged door closer on the back door.
- Boxes stored within 18 inches of the ceiling in the dry goods area.
- Kitchen staff had not received fire safety training.
- Exposed wires where an old clock was hung by the ice machine.

**Auditorium**

- ~~Evacuation maps not posted.~~
- ~~Seating capacity not posted.~~
- ~~No portable fire extinguishers in the seating area.~~

**Corrective Actions:**

- Repair roof leaks.
- Properly dispose of old chemicals in Room 151.
- Provide a chemical inventory of all chemicals in Room 151.
- Provide MSDS for all chemicals on hand in Room 151.

**Whitten Middle School****Mr. Victor Ellis, Principal****Attended by: Mr. Henry, Head Custodian****Findings:****Exterior**

- ~~No "Visitor" parking signs.~~
- ~~Main utility shut-offs not identified by signage.~~
- ~~Exterior A/C panels not secure.~~
- ~~Expired boiler certificates.~~
- ~~Exposed wires on the awing near Portable Classroom 1111.~~

**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 Interrupter (GFI) 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.~~
- ~~Roof leaks.~~
- ~~No portable fire extinguishers in the dining area.~~

Attachment E



- Unprotected lights in the dining area.
- Kitchen staff had not received fire safety training.

## Classrooms

- Windows do not meet Life Safety Code.
- Evacuation maps not posted in several classrooms.
- Doors cannot be secured from inside.
- Door hardware damaged in Room 8-3.
- Unprotected electrical outlets in Rooms 8-1, 7-2, and A-2.
- More than 20% of classroom walls were covered with paperwork in Rooms 1-1, 6, and 8.
- Surge protectors plugged into surge protectors in Rooms 7-4, 7-9, and library.
- Exposed wires on the north wall in the library.
- Termite damage in Room 7-9.
- Egress door was obstructed in Room A-2.
- No second means of egress in Room A-1.
- Classroom floors dirty.
- Expired portable fire extinguishers in Rooms A-6 and A-8.
- Roof leaks in Room 7-1.
- Bars on the windows in Rooms 1 and 2 on the elective hall.
- Second means of egress windows not labeled in the Grade 6 building.
- More than 20% of classroom walls covered with paper/art work in Grade 6 Rooms 6 and 15.
- Door handle was broken in Room 6-16.
- West hall Grade 6 exit door had damaged hardware.
- Roof leaks in the Grade 6 hall near the office and Rooms 6-7 and 6-4.
- Broken door glass in Room 6-4.

## Auditorium

- Seating capacity not posted in the seating area.
- Evacuation maps not posted in the seating area.
- Emergency lighting inoperable in the seating area.
- Roof leaks.
- Missing and damaged hardware on the southwest and northeast exit doors.
- Holes in the south wall.
- Termite damage on the south wall.

- South wall was damp near the southwest door.

### Gymnasium

- Evacuation maps not posted.
- Seating capacity not posted.
- Inoperable emergency lighting.
- Exposed wires on the northeast wall.
- Electrical panels and covers not secured to the east wall.
- Southeast exit doors damaged.
- Damaged hardware on the west exit door.
- Unprotected lights in the boys' locker room.
- Damaged water fountain in the boys' locker room.
- Water leak in the boys' restroom area causing water to stand on the floor.

### Halls

- No emergency lighting in most halls.
- Inoperable emergency lighting on the Grade 7 hall.
- Door closers were damaged/missing on the Grade 7 south exit door.
- Roof leak in the gymnasium north hall.
- East elective hall exit door closer was damaged.
- Damaged water fountain in the elective hall.
- Roof leaks in elective hall.

### Restrooms

- Unprotected lights in the main hall restroom and Grade 7 hall girls' restroom.
- Inoperable urinal and missing sink in the boys' Grade 8 hall restroom.
- Damaged sink in the girls' Grade 8 hall restroom.

### Portable Classrooms

- Portable Classroom 1111 has not been used for educating students in 10 years.
- Students have been caught in lewd acts in Portable Classroom 1111.
- Portable Classroom 1111 full of clutter.
- Portable Classroom 005 has not been used for educating students in five (5) years.
- Students caught smoking in Portable Classroom 005 on several occasions.

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- ~~Portable Classroom 005 full of old books and clutter.~~
- ~~Unprotected exterior lights on several portable classrooms.~~
- ~~No smoke detectors in Portable Classrooms 16, 18, and 25.~~
- ~~No portable fire extinguisher in Portable Classroom 16.~~
- ~~No door closer on Portable Classroom 25.~~
- ~~Some of the wooden walkways/handrails leading to portable classrooms were damaged.~~

#### Corrective Actions:

- Post updated boiler certificates near equipment.
- Provide updated Asbestos Management Plan in main office.
- Repair roof leaks.
- 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.
- Post evacuation maps in classrooms in the same general location.
- Replace all broken glass.
- Provide covers for all unprotected lights.
- Repair or replace inoperable urinals in restrooms.



## HIGH SCHOOLS

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 systems 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 symposium (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 paper/art 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 protectors plugged into surge protectors in Rooms 101, 103, and 122.
- Missing ceiling tiles in several classrooms.

Attachment E

- ~~Inoperable ceiling lights 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 unused 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 closers 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.~~



- Missing door closers on the A 200 west hall doors.
- Exposed wires near Room 219 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.

- No portable fire extinguishers in the seating area.
- East exit doors cannot be secured.
- Southeast exit doors 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 restrooms 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 13.

- 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 extinguishers.
- 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.



**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

- Inoperable ceiling lights in several classrooms.
- Damaged door hardware in Room 232.
- Roof leaks in Rooms 116, 119, 124, 145, 231, and 217.
- Power strips plugged into power strips in Rooms 137, 142, 144, 208, 212, and 243.
- Doors cannot be locked from inside.
- Electrical extension cords used as a permanent power source in Rooms 115, 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.

- 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 248 restrooms.
- Damaged floor in Room 106 restroom.
- Missing urinal in the Room 248 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.

- Floor 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.



- 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 301.
- Roof leaks.
- Electrical extension cords used as a permanent power source in Rooms 304 and 317.
- Unprotected lights in Rooms 304 and 315 and the sweater 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 doors closers on the south exit doors.

**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.



## 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 300.
- 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 407 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.

## 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 407.
- 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 100 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 closers on the exit doors.

## 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 restrooms.
- Unprotected lights in the 100 boys' restroom.
- Inoperable urinals in the 100 boys' restroom.

- 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 604.
- 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.

**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 Interrupter (GFI) type receptacles.~~



## 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 409, 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 501.
- Expired portable fire extinguisher in Room 501.

## 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.

- No portable fire extinguisher in Portable Classroom 306B.
- Intereom 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 halls.
- Intereom not working properly in Room 108.
- Second means of egress doors obstructed in Rooms 104, 106 and 108.
- Damaged door closers 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, 116, 117 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 202.

- ~~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.~~



- ~~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.



**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.~~

**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 203 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 214.
- 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.

- 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 140.
- 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.



- ~~Light fixture hanging by wires 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.

- 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 classrooms.~~
- 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 Interrupter (GFI) 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.

### 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 104.
- More than 20% of classroom walls covered with paper in Rooms 206 and 210.
- 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 408.
- A/C not working.
- Surge protectors plugged into surge protectors in Room 404.



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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

- 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** 02/22/2018

**Standard 31: The district complies with State Board Policies and State and Federal laws to provide Safe Schools. 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, Mississippi School Safety Manual, and the MDE Occupational Safety and Crisis Response Planning Manual**

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
All schools did not have a Safety Plan or Crisis Response Plan available for inspection by MDE Auditor	<ul style="list-style-type: none"> <li>• District Emergency Management Plan was approved by the Jackson Public School District School Board.</li> <li>• All school Crisis Plans were updated.</li> <li>• All District Emergency Management Plans and School Crisis Plans were placed in a binder and given to the Principal.</li> <li>• Each school was provided written instructions on placing binder in an accessible location to be provided on demand or request.</li> <li>• A written receipt was obtained from each principal and filed to ensure compliance.</li> <li>• Training was provided to all Principals to familiarize them with the plans.</li> <li>• Training was conducted by building level administrators during scheduled professional development training periods.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by building Administrator	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
All doors do not lock; therefore, schools are unable to conduct lockdown drills.	Upgraded and replaced locks on classroom doors by trained facilities staff members.	Executive Director of Facilities	Audit instrument signed by Campus Enforcement Supervisors	
Emergency Packs are not in all classrooms as required by the Mississippi School Safety Manual.	<ul style="list-style-type: none"> <li>Emergency Packs were placed in all classrooms in the District.</li> <li>Training provided at beginning of the school year to all building level administrators.</li> <li>This training was conducted by Chief Gerald Jones and cadre of Campus Enforcement supervisors.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by Campus Enforcement Zone Supervisors, and Emergency Management Supervisor	
Emergency drills have not been performed as required by the Mississippi School Safety Manual and Miss. Code Ann. § 37-11-5.	<ul style="list-style-type: none"> <li>All emergency drills performed. Documentation provided to the Office of Campus Enforcement.</li> <li>Spreadsheet and trigger provided monthly to indicate noncompliance.</li> <li>All drill reports are maintained in a binder at all school sites.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by Emergency Management Supervisor	
Staff members unfamiliar with the Crisis Response Plan.	<ul style="list-style-type: none"> <li>Building level training provided on Crisis Response Plan at the beginning of school year during Professional Development.</li> <li>District-wide Emergency Management Training Course offered by the Office of Campus Enforcement on the first Wednesday of each month and schedule is posted on District website.</li> </ul>	Executive Director of Campus Enforcement	Audit instrument signed by Emergency Management Supervisor	

Please use additional sheets as needed.



## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

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

Please use additional sheets as needed.

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### 32.2: Financial reimbursement requirements

Please use additional sheets as needed.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
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"> <li>• 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.</li> </ul>	Principal	Internal monthly Audit check by the Principal	
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"> <li>• A timestamp will be on each form that is accessed via online data systems.</li> </ul>	Principal	Internal monthly Audit check by the Principal	
<p>The Henley-Young Juvenile Justice Center Education Program failed to develop and implement Individualized Academic Plans (IAPs) for detained youths.</p> <ul style="list-style-type: none"> <li>• One (1) student file did not contain an IAP.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Henley Young staff will be utilizing the Star Reading and Star Math to ensure students will receive the diagnostic assessments upon entry.</li> <li>• 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.</li> </ul>	Principal,	<p>Star reports printed and the student's</p> <p>The completed signed IAPs placed in the individual files.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Six (6) student files did not contain comprehensive IAPs. IAPs were not developed and implemented by the tenth (10th) calendar day of detainment.</li> <li>• Six (6) student files reviewed did not document that the JDC Education Program provided individualized services and supports to detained youths.</li> </ul>	<ul style="list-style-type: none"> <li>• The weakness 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.</li> <li>• 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.</li> <li>• Progress monitoring will be documented on the Individual Academic Plan forms, each 4 1/2 weeks.</li> </ul>	Principal,	<p>Internal monthly Audit check by the Principal</p> <p>The IAP will reviewed and updated each weeks.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<p>The Henley-Young Juvenile Justice Center Education Program failed to provide educational services to youths unable or unwilling to actively participate in educational services.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	Principal,	<p>An internal bi-weekly audit check of attendance and forms will reviewed by Principal</p> <p>An internal bi-weekly audit check of attendance and forms will reviewed by Principal</p>	
<p>The Henley-Young Juvenile Justice Center Education Program failed to provide transition services to detained youths.</p> <ul style="list-style-type: none"> <li>• Six (6) student files did not include a comprehensive transition component.</li> <li>• Two (2) student files did not document the JDC Education Program utilized a team approach for transition planning.</li> <li>• Two (2) student files did not document the JDC Education Program engaged parents/guardians and the youth in transition planning.</li> </ul>	<p>The Individualized Academic Plan (IAP) has been revised to reflect the necessary components needed for transition.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Henley Young staff have been working collaboratively to ensure each component of the IAP is fully developed by the 10th day of detainment.</li> </ul>	Principal,	<p>An internal bi-weekly progress monitoring conducted by transition coordinator IAP form. The will be reviewed the principal.</p>	

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

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

Please use additional sheets as needed.

[illegible]

Please use additional sheets as needed.

## Corrective Action Plan

**District Name:** Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local** 02/22/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteri	
<ul style="list-style-type: none"> <li>• Three (3) student files did not document that the JDC Education Program provided transition services as required by the IEP.</li> </ul>				

Please use additional sheets as needed.