



MISSISSIPPI OFFICE OF THE STATE AUDITOR
STACEY E. PICKERING, AUDITOR

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

November 14, 2012

Jefferson Davis School District

Beginning on Monday, October 29, 2012 the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student and personnel data transmitted to the Mississippi Department of Education for the purpose of determining funding for local school districts. OSA reviewed the following:

Student Enrollment

1. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

Prentiss High does have a written policy on enrollment requirements and procedures.

J. E. Johnson Elementary School does have a written policy on enrollment requirements and procedures.

Bassfield High School does have a written policy on enrollment requirements and procedures.

2. I determined whether the number of students enrolled in school is being accurately reported. As a result, I found the following:

Prentiss High is not reporting the number of students enrolled accurately. The enrollment report ran on October 17, 2012 shows 466 children enrolled, and the head count performed on October 17, 2012 shows 477 enrolled.

J. E. Johnson Elementary School is reporting the number of students enrolled accurately.

Bassfield High School is not reporting the number of students enrolled accurately. The enrollment report ran on October 24, 2012 shows 345 children enrolled, and the head count performed on October 24, 2012 shows 341 enrolled.

3. I determined whether the school is following policy regarding student enrollment records. As a result, I found the following:

Prentiss High is not following policy regarding student enrollment. Of the records reviewed, 18 out of 22 had missing, incomplete, or invalid proof of residency.

J. E. Johnson Elementary School is not following policy regarding student enrollment. Of the records reviewed, 18 out of 20 had missing, incomplete, or invalid proof of residency.



Bassfield High School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 18 had missing, incomplete, or invalid proof of residency.

4. I determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, I found the following:

At Prentiss High, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 15 out of 22 student's information **did not match** information in the student package.

At J. E. Johnson Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 20 student's information **did not match** information in the student package.

At Bassfield High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 18 student's information **did not match** information in the student package.

Student Attendance/Absenteeism

1. I determined whether there is a written policy on monitoring and reporting student absences. As a result, I found the following:

Prentiss High does have a written policy on monitoring and reporting student absences.

J. E. Johnson Elementary School does have a written policy on monitoring and reporting student absences.

Bassfield High School does have a written policy on monitoring and reporting student absences.

2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

Prentiss High is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 7 out of 26 did not contain enough information to actually validate the excused absence; 4 out of 26 excuses did not comply with district and/or school policies.

J. E. Johnson Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 9 out of 24 did not contain enough information to actually validate the excused absence; 10 out of 24 excuses did not comply with district and/or school policies; and 10 out of 24 did not have a valid excuse on file.

Bassfield High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 3 out of 13 excuses did not comply with district and/or school policies.

Graduation – THIS IS ONLY PERFORMED AT SCHOOLS WITH A 12TH GRADE



1. I determined whether graduation requirements are being met. As a result, I found the following:

All students selected at Prentiss High met graduation requirements.

All students selected at Bassfield High School met graduation requirements.

2. I determine whether all graduation records were complete. As a result, I found the following:

At Prentiss High, all graduation records were complete.

At Bassfield High School, all graduation records were complete.

School Attendance Reporting

1. I determined whether the school is following policy regarding the reporting of unexcused absences. As a result, I found the following:

Prentiss High is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 5 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

J. E. Johnson Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, and 3 out of 4 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Bassfield High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 1 out of 3 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 3 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

2. I determined whether the school attendance officer is following policy regarding reporting of unexcused absences. As a result, I found the following:

Prentiss High attendance officer is following policy regarding the reporting of unexcused absences.

J. E. Johnson Elementary School attendance officer is following policy regarding the reporting of unexcused absences.

Bassfield High School attendance officer is following policy regarding the reporting of unexcused absences.

Reporting of Suspensions

1. I determined whether the school is following policy regarding the reporting of suspensions. As a result, I found the following:



Prentiss High is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 5 out of 6 were not reported to the school attendance officer when they occurred and 5 out of 6 suspensions were not coded as an unexcused absence, as required by law.

J. E. Johnson Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 2 suspensions were not coded as an unexcused absence, as required by law.

Bassfield High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 6 out of 9 suspensions were not coded as an unexcused absence, as required by law.

Posting of Historical Documents

1. I determined whether the school is posting the required historical documents. As a result, I found the following:

Prentiss High is not posting the required historical documents. Of the classrooms reviewed, 2 out of 37 did not have the required historical documents.

J. E. Johnson Elementary School is posting the required historical documents.

Bassfield High School is posting the required historical documents.

Teacher Endorsements

1. I determined whether teachers in the school have proper endorsements for the subjects they teach. As a result, I found the following:

At Prentiss High, all the teachers reviewed have proper endorsements for the subjects they teach.

At J. E. Johnson Elementary School, all the teachers reviewed have proper endorsements for the subjects they teach.

At Bassfield High School, all the teachers reviewed have proper endorsements for the subjects they teach.

Note: OSA is aware that Process Standard 8.1 allows no more than 5% of FTE units, not including academic core subjects, to work outside of the area or areas of endorsement.

Textbooks

1. I determined whether each child in the school is assigned a textbook in each applicable class. As a result, I found the following:



Of the classes reviewed at Prentiss High, in 6 out of 20 classes, 239 out of 459 students were not assigned textbooks.

Of the classes reviewed at J. E. Johnson Elementary School, in 3 out of 20 classes, 69 out of 412 students were not assigned textbooks.

Of the classes reviewed at Bassfield High School, in 7 out of 20 classes, 101 out of 440 students were not assigned textbooks.

Safety

1. I determined whether the district/schools are in compliance with all required safety laws and policies. As a result, I found the following:

District

Jefferson Davis County School District is in compliance with all required safety laws and policies.

Schools

Prentiss High is in compliance with all required safety laws and policies.

J. E. Johnson Elementary School is in compliance with all required safety laws and policies.

Bassfield High School is in compliance with all required safety laws and policies.

Property Internal Controls

1. I determined whether the district has internal controls related to property and whether the district is adhering to those controls. As a result, I found the following:

Jefferson Davis County School District has internal controls related to property and is adhering to those controls.

Vehicles

1. I determined whether the district is following policy regarding the marking of district vehicles. As a result, I found the following:

Jefferson Davis County School District is following policy regarding the marking of district vehicles.

NOTE: Please be advised, a copy of this report is made available to the Mississippi State Board of Education and the Commission on School Accreditation as an element of review for administering the State performance-based accreditation system for public schools. As a result, any adverse findings in this report may affect your accreditation status. In addition, if you have any vehicles that were not properly



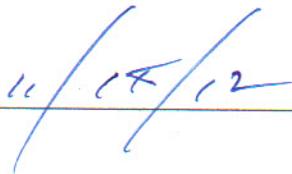
marked, you have five days to correct this. If the correction is not made, vehicles will be impounded by the State Auditor's Office and the Tax Commission will be notified to withhold any sales and excise tax due.

I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to me, at P O 3937, Brookhaven, MS 39603-7937, **within one week from today**. If you have questions or comments, please feel free to contact myself or Keyla Bradford, Project Manager, at 601-576-2800.

By signing below you agree that you have received a copy of this report and a brief explanation of the exceptions.



Superintendent Signature



Date

Prentiss High School

Corrective Plan of Action

On November 14, 2012, Mr. Robinson conducted a school exit conference with me. During this exit conference, Mr. Robinson discussed the following findings from his audit.

Modified MSIS Review:

Student Enrollment:

- I. Mr. Robinson determined whether the number of students enrolled in school is being accurately reported. As a result, Mr. Robinson found the following:
 - o *Prentiss High is not reporting the number of students enrolled accurately. The enrollment report ran on October 17, 2012 shows 466 children enrolled, and the head count performed on October 17, 2012 shows 477 enrolled.*
- A. PHS Plan of Action: (A difference of 11 students)
 - o In the Day Treatment classroom, we have 2 BHS students in the classroom. These students are not counted on PHS enrollment.
 - o In Mrs. Jefferson classroom, we have 7 BHS students in the classroom. These students are not counted on PHS enrollment.
 - o In the GED Program, we have 2 BHS students in the classroom. These students are not counted on PHS enrollment.
 - o We will post inside each of these classrooms the names and count of BHS students only.

II. Mr. Robinson determined whether the school is following policy regarding student enrollment records. As a result, Mr. Robinson found the following:

- *Prentiss High is not following policy regarding student enrollment. Of the records reviewed, 18 out of 22 had missing, incomplete, or invalid proof of residency.*

B. PHS Plan of Action:

- The following procedures will begin with the 7th and 8th. We will continue the procedures with the High School. (9th, 10th, 11th, and 12th)
 - Mrs. McDonald, the counselor, will form a team to help assist in this process. Using the Cumulative Folder checklist, each team member will be assigned a particular task to check on the students' cumulative folders. As the task is completed, the team member will be required to place their initials beside the assigned task. Mrs. McDonald will utilize the Parent Liaison. The Parent Liaison will contact parents whose child proof of residency is invalid. Mrs. Sims will be required to make sure the new information is placed into MSIS, and Ms. Anderson or Ms. McDonald will follow up to ensure the task is handled with fidelity. Central Office personnel will monitor the progress by hosting unannounced mock audits.

III. Mr. Robinson determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, Mr. Robinson found the following:

- *At Prentiss High, the selected student's information in the student package is not the same as the information kept in the student's record. Of the records reviewed, 15 out of*

22 student's information did not match information in the student package.

C. PHS Plan of Action:

Mrs. Sims will begin with the Junior High School student's enrollment package. Mrs. Sims will check to see if the information in the package is different than the information in MSIS. If the information is different, Mrs. Sims will put the new information into MSIS. If a child did not return an enrollment package, the child's parent will be required to come to the school to complete the enrollment package. Ms. Anderson or Ms. McDonald will follow up to ensure the task is handled with fidelity. Central Office personnel will monitor the progress by hosting unannounced mock audits.

Student Attendance/Absenteeism:

- I. Mr. Robinson determined whether the school is following policy regarding attendance and absenteeism. As a result, Mr. Robinson found the following:
- o Prentiss High is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 7 out of 26 did not contain enough information to actually validate the excused absence; 4 out of 26 excuses did not comply with district and/or school policies.

D. PHS Plan of Action:

Mrs. Sims and I will review the district policy regarding attendance and absenteeism. We will create a form. The first day the student returns to school after an absence, the student will be required to come to the office and pick up the newly created absentee form. The form will require the parent to include all necessary information. This will help PHS comply

with the district policy. Ms. Anderson or Ms. McDonald will follow up to ensure the task is handled with fidelity. Central Office personnel will monitor the progress by hosting unannounced mock audits.

School Attendance Reporting:

II. Mr. Robinson determined whether the school is following policy regarding the reporting of unexcused absences, As a result, Mr. Robinson found the following:

- *Prentiss High is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 5 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.*

E. PHS Plan of Action:

Mrs. Sims will be required to print a daily report of students with five or more unexcused absences. If there are students on the report fitting the criteria, Mrs. Sims will be required to print the individual student report, have Ms. Anderson to sign these reports, and give a copy to Mrs. Holloway. Mrs. Holloway will sign a form indicating receipt of the reports. (The law says 2 working days or 5 calendar days) Central Office personnel will monitor the progress by hosting unannounced mock audits.

III. Mr. Robinson determined whether the school is following policy regarding the reporting of suspensions. As a result, Mr. Robinson found the following:

- *Prentiss High is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 5 out of 6 were not reported to the school attendance officer when they occurred, and 5 out of 6 suspensions were not coded as an unexcused absence, as required by law.*

F. PHS Plan of Action:

If a student is suspended, and the parent picks up the student, the discipline report will show that the suspension date will begin on the next day. Mrs. Sims will report the suspension as unexcused absence. Ms. Anderson or Ms. McDonald will follow up to ensure the task is handled with fidelity. Central Office personnel will monitor the progress by hosting unannounced mock audits.

Posting of Historical Documents:

- I. **Mr. Robinson determined whether the school is posting the required historical documents. As a result, Mr. Robinson found the following:**
 - *Prentiss High is not posting the required historical documents. Of the classrooms reviewed, 2 out of 37 did not have the required historical documents.*

G. PHS Plan of Action:

Mr. Sinclair did not have the In God We Trust Sign posted in his shop or classroom. We will post the sign in the two areas.

Textbooks:

- II. **Mr. Robinson determined whether each child in the school is assigned a textbook in each applicable class. As a result, Mr. Robinson found the following:**

- *Of the classes reviewed at Prentiss High, in 6 out of 20 classes, 239 out of 459 students were not assigned textbooks.*

H. PHS Plan of Action:

Ms. Hammond has surveyed the classrooms utilizing classroom sets of books. Ms. Hammond has completed a requisition for each classroom. At the end of the school year, each teacher will be required to complete a Textbook Needs Form for the upcoming school year, and the appropriate number of books will be ordered, carded, (book cards) and distributed to each student. Ms. Anderson or Ms. McDonald will follow up to ensure the task is handled with fidelity. Central Office personnel will monitor the progress by hosting unannounced mock audits.

*******It is also the intention of the Central Office to hire MSIS personnel for each campus if the funding can be secured.**



J. E. Johnson Elementary School

"Investing in Learning Today for a Richer Tomorrow"

150 J. E. Johnson Road • Prentiss, MS 39474 • Phone: 601-792-8338 • Fax: 601-792-2656

Mrs. Tawanna Thornton
Lead Teacher

Dr. Sametra D. Chisolm
Principal

Mrs. Rochland S. Porter
Counselor

November 15, 2012

Student Enrollment

3. J. E. Johnson Elementary School is not following policy regarding student enrollment. Of the records reviewed, 18 out of 20 had missing, incomplete, or invalid proof of residency.

4. At J. E. Johnson School, the selected student's information in the student package is not the same as the information kept in the student's record. Of the records, reviewed, 1 out of 20 students' information did not match information in the student package.

Corrective Action Plan

On November 6, 2012, we sent a packet to parents via the students requesting them to update student information and provide two proofs residency. In the packet, we included an affidavit of residency if needed (see attached). Students were offered a free dress pass for a week if the requested information was turned in on or before November 15, 2012, which is FAMILY DAY at Johnson. However, for the month of November through December 3rd, we are asking ALL families to update information (address and telephone numbers) and provide two proofs of residence. During this same time frame until completed, Mrs. Porter and staff will be updating the information in SAM.

To avoid this in the future, the district will conduct registration in the weeks prior to the first day of school with each school having designated weeks and/or times for the students to enroll and provide proofs of residency and information so that it can be updated in SAM prior to the first day of school. In addition, parents will be given another opportunity to update this information during report card pick-up in October and January.

Student Attendance/Absenteeism

2. J. E. Johnson Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 9 out of 24 did not contain enough information to actually validate the excused absence; 10 out of 24 excuses did not comply with district and/or school policies; and 10 out of 24 did not have a valid excuse on file.

Corrective Action Plan

At the beginning of the school year, the MSIS clerk was instructed to create a file folder on every student to file individual excuses as well as run an attendance



J. E. Johnson Elementary School

"Investing in Learning Today for a Richer Tomorrow"

150 J. E. Johnson Road • Prentiss, MS 39474 • Phone: 601-792-8338 • Fax: 601-792-2656

Mrs. Tawanna Thornton
Lead Teacher

Dr. Sametra D. Chisolm
Principal

Mrs. Rochland S. Porter
Counselor

report each day to be kept in a binder. She was also instructed to check the sign in book daily to verify late check in and adjust accordingly before generating reports. On November 2, 2012, a reminder memo (see attached) was sent to the MSIS clerk, truancy officer, lead teacher, and counselor regarding information needed in excuses to validate the excused absences, reporting the absence as excused and/or unexcused, and having the actual excuse on file for the individual student. A follow up memo (see attached) was sent on November 15, 2012 stating that the MSIS clerk is to stamp date received, read, and sign excuses for validity before filing. In addition to the above checks and balances that will be continued, the principal will monitor the MSIS Clerk to ensure that data is being entered correctly and in a timely manner. At the central office level, unannounced mock audits will occur on a regular basis. Central office will also instruct principals to make sure that the MSIS Clerk is not being pulled for other duties until the duties above have been completed.

On November 15, 2012, parents received J. E. Johnson's Elementary Procedures for Reporting Student Absences at Family Day activities and via students to take home.

School Attendance Reporting

1. J. E. Johnson Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, and 3 out of 4 students were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Corrective Action Plan

At the beginning of the school year, the MSIS clerk was instructed to follow district policy regarding reporting excessive absence. On November 2, 2012, a reminder memo (see attached) was sent to the MSIS clerk, truancy, lead teacher, and counselor regarding generating excessive absence reports daily for my signature and turning in to the truancy officer within the proper time frame. The MSIS clerk was also reminded to check the sign in book daily and verify late check in before generating the reports. A follow up memo (see attached) was sent on November 15, 2012 stating that the MSIS clerk is to set the school attendance reporting to a minimum of 5 days, run the excessive absence report daily, get my signature, and turn in signed reports to truancy officer within 2-5 days. At the central office level, unannounced mock audits will occur on a regular basis. Central office will also instruct principals to make sure that the MSIS Clerk is not being pulled for other duties until the duties above have been completed.



J. E. Johnson Elementary School

"Investing in Learning Today for a Richer Tomorrow"

150 J. E. Johnson Road • Prentiss, MS 39474 • Phone: 601-792-8338 • Fax: 601-792-2656

Mrs. Tawanna Thornton
Lead Teacher

Dr. Sametra D. Chisolm
Principal

Mrs. Rochland S. Porter
Counselor

Reporting of Suspensions

1. J. E. Johnson Elementary School is not following policy regarding the reporting of suspensions. Of the suspension reviewed, 2 out of 2 suspension were not coded as an unexcused absence, as required by law.

Corrective Action Plan

On November 2, 2012, the MSIS clerk, truancy office, lead teacher, and counselor were sent a reminder memo (see attached) that the lead teacher must give a hard copy of the referral of any student who is suspended to the truancy office and the MSIS clerk every time. According to the auditor, all discipline must be sent up to the state. I was to get clarification from the auditor when I had my exit interview. From the exit interview on November 14, 2012, all suspensions have to be reported to the state, which requires an N coding in the holding area for MSIS. A follow up memo (see attached) was sent today. At the central office level, unannounced mock audits will occur on a regular basis. Central office will also instruct principals to make sure that relative personnel are not being pulled for other duties until the duties above have been completed.

Textbooks

1. Of the classes reviewed at J. E. Johnson Elementary School, in 3 out of 20 classes, 69 out of 412 students were not assigned textbooks.

Corrective Action Plan

These three classes were K (all subjects), 1st (language and math) 2nd (math), which only use consumables (workbooks) that are ordered every year. Each student has a workbook and are assigned pages associated with the lesson as supported in the teachers' lesson plans.

On November 15, 2012 in a memo to the K-2 teachers (see attached), all students must be assigned textbooks whether hardback or consumable. To assign consumables, teachers write the student's name on the front in permanent marker. Each workbook will be assigned a number. The teacher will write the number on the front of the book in permanent marker. The teacher will also, fill in the information on the JEJ Textbook Checkout Form and place a C for *consumable* in the *Years Used* and *Issued Condition of Book* columns. At the central office level, unannounced mock audits will occur on a regular basis to



J. E. Johnson Elementary School

"Investing in Learning Today for a Richer Tomorrow"

150 J. E. Johnson Road • Prentiss, MS 39474 • Phone: 601-792-8338 • Fax: 601-792-2656

Mrs. Tawanna Thornton
Lead Teacher

Dr. Sametra D. Chisolm
Principal

Mrs. Rochland S. Porter
Counselor

ensure that the above is done. Central office has also approved for books to be ordered for **each** student immediately.

Respectfully submitted,

Sametra D. Chisolm

***Please see documentation below that all responsible parties have been notified.

Dr. Sametra D. Chisolm

To: Miri Sims, Diane Holloway, Tawanna Thornton, Rochland Porter

From: Dr. Sametra D. Chisolm

CC: Ike Haynes, Timothy Bryant, Dr. Scherrine Davenport-Gray

Date: November 15, 2012

Re: Procedures

The following procedures are in accordance with district and/or school policy and must be adhered to:

Student Enrollment

1. Information must be updated in SAM7 annually at the beginning of each school year. This includes Blackboard connect and cumulative records. If we are not approved for registration dates for the summer, all information must be updated before the Labor Day holiday of each school year. If we are approved for registration dates, the information must be updated prior to the first day of school. The Labor Day holiday is the absolute deadline for all students.

Student Attendance/Absenteeism

1. All parent notes must contain the student's name, the parent's name and signature, a valid phone number, the dates missed, and the reason for the absence. It must be turned in to the MSIS clerk the next day (when the student returns to school.)
2. Doctor's excuses must be turned in to the MSIS clerk within three (3) days of the absence.



J. E. Johnson Elementary School

"Investing in Learning Today for a Richer Tomorrow"

150 J. E. Johnson Road • Prentiss, MS 39474 • Phone: 601-792-8338 • Fax: 601-792-2656

Mrs. Tawanna Thornton
Lead Teacher

Dr. Sametra D. Chisolm
Principal

Mrs. Rochland S. Porter
Counselor

3. The MSIS clerk is to stamp date received, read, sign each parent note and doctor's excuse before filing into student's folder and entering the absence as excused in the system. If there are any questions regarding the parent note, it is the MSIS clerk's responsibility to contact the parent for further information.

School Attendance Reporting

1. The MSIS clerk is to set the unexcused absence reporting system to a minimum of 5 days. It is her responsibility to check the sign -in book for late check-ins each day and adjust accordingly before generating reports. She is to run the excessive absence report daily for the principal's signature. Once the principal signs, she has 2-5 school days to turn signed forms into the truancy officer.

Reporting of Suspensions

1. The lead teacher will enter discipline daily. She must give a hard copy of the referral of any student who is suspended to the truant officer and the MSIS clerk on the same day every time.
2. Suspensions have to be a full day and must be coded as N in the holding area on the MSIS report; therefore suspensions must be reported to the state.
3. Once I get clarification on other disciplinary actions, I will update the MSIS clerk and lead teacher.

Textbooks

All students must be assigned textbooks whether hardback or consumable. To assign consumables, write the students name on the front in permanent marker. Give each workbook a number. Write the number on the front of the book in permanent marker. Fill in the information on the JEJ Textbook Checkout Form and place a C for *consumable* in the *Years Used* and *Issued Condition of Book* columns. Follow J E Johnson's procedures on issuing textbooks located in the Faculty Handbook.

Fixed Assets

No one is to remove, transfer, and/or move any item on fixed assets without proper paperwork and approval from the lead teacher. The lead teacher is to sign off on all fixed assets for J. E. Johnson Elementary after proper identification and location has been done.

You forwarded this message on 11/2/2012 9:56 AM.

Sametra Chisolm

From: Sametra Chisolm **Sent:** Fri 11/2/2012 9:17 AM
To: Miri Sims; Diane Holloway; Rochland Porter; Tawanna Thornton
Cc:
Subject: Procedures
Attachments:

Ladies, please adhere to the following procedures as we work together to correct issues from our recent audit.

1. Excessive absence reports should be generated daily and given to me for my signature. Truancy must be reported in a timely manner, therefore, if we adhere to this procedure, we will be within state guidelines.
2. All excuses must have a reason, parent name, and telephone number.
3. For any student NO EXCEPTIONS
4. Mrs. Sims must check the sign in book daily and verify late check in each day before generating the absence reports.
5. Mrs. Thornton must give a hard copy of the referral of any student who is suspended to Mrs. Holloway and Mrs. Sims every time.
6. According to the auditor, all discipline must be sent up to the state. I will get clarification from him when I have my exit interview.

Thank you. If you have any questions or concerns, please see me.

Sametra D. Chisolm, Ed.D.

Principal

J E Johnson Elementary School

601.792.8338 (phone)

601.792.2656 (fax)

schisolm@jeffdavis.k12.ms.us

"Investing in Learning Today for a Richer Tomorrow"

Sametra Chisolm

From: Sametra Chisolm
To: Miri Sims
Cc:
Subject: FW: Procedures
Attachments:

Sent: Fri 11/2/2012 9:56 AM

Sametra D. Chisolm, Ed.D.

Principal

J E Johnson Elementary School

601.792.8338 (phone)

601.792.2656 (fax)

schisolm@jeffdavis.k12.ms.us*"Investing in Learning Today for a Richer Tomorrow"*

From: Sametra Chisolm**Sent:** Fri 11/2/2012 9:17 AM**To:** Miri Sims; Diane Holloway; Rochland Porter; Tawanna Thornton**Subject:** Procedures

Ladies, please adhere to the following procedures as we work together to correct issues from our recent audit.

1. Excessive absence reports should be generated daily and given to me for my signature. Truancy must be reported in a timely manner, therefore, if we adhere to this procedure, we will be within state guidelines.
2. All excuses must have a reason, parent name, and telephone number.
3. For any student NO EXCEPTIONS
4. Mrs. Sims must check the sign in book daily and verify late check in each day before generating the absence reports.
5. Mrs. Thornton must give a hard copy of the referral of any student who is suspended to Mrs. Holloway and Mrs. Sims every time.
6. According to the auditor, all discipline must be sent up to the state. I will get clarification from him when I have my exit interview.

Thank you. If you have any questions or concerns, please see me.

Sametra D. Chisolm, Ed.D.

Principal

J E Johnson Elementary School

601.792.8338 (phone)

601.792.2656 (fax)

schisolm@jeffdavis.k12.ms.us*"Investing in Learning Today for a Richer Tomorrow"*

J.E. Johnson Elementary
FAMILY DAY

Thursday, November 15, 2012

We are updating our records, so please bring:

Two proofs of residency

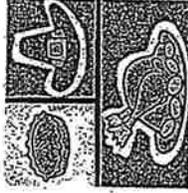
(MUST BE PHYSICAL ADDRESS, no P.O. Boxes)

Copy of Birth Certificate

Form 121- Immunization

Social Security Card

Your child will receive a free dress pass if your return
the requested information.



ON 10
Sept 11 2012

J. E. Johnson Elementary School

STUDENT UPDATE INFORMATION

Student's Name _____

Homeroom's Teacher _____

Parent/Guardian's Name _____

Current Physical Address _____

Current Telephone Number _____

PLEASE NOTE:

**ALL J.E. JOHNSON ELEMENTARY STUDENTS MUST
PROVIDE UPDATED PROOFS OF RESIDENCY TO
REMAIN ENROLLED AT J.E. JOHNSON
ELEMENTARY.**

Parents and Guardians:

November 2, 2012

In an effort to ensure that non-resident students are not attending J.E. Johnson Elementary School all families are required to provide annual proof of residency for their children each year. This requirement is part of the district wide procedures aimed at making sure that Jefferson Davis County taxpayers are not paying for the education of students who do not live in our school district.

During the month of November through December 3rd, we asking that **ALL** families update information(address and telephone numbers) and provide two proofs of residency. **If parents and guardians fail to provide this information, your child will be dismissed from J.E. Johnson's enrollment due to failure to comply.**

All families will need to provide proof of residency in the form of:

Proof of residence is defined as documentation by the parent or legal guardian that the child resides at an address within the school's attendance boundary. The documentation must be **within that school year**. Each year your child is responsible for providing a current proof of residency.

A. Preferred documentation that can be used for proofs of residence are:

1. Rental/lease agreement, mortgage document or current real property assessment document in the parent/guardian's name.
2. Utility bill for water, electric, gas or telephone that indicates that the billing is in the parent/guardian's name and is being sent to the house; and
3. If the parent or legal guardian cannot provide documentation of legal residence because **the parent/legal guardian is living with a**

relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulation:

- a. Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
- b. Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
- c. Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
- d. A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and
- e. Notarized statement must be signed by same name of relative/friend that is on the relative/friend's proof of legal residence.

B. Two proofs must be provided.

C. For a homeless child, please refer to the school selection and enrollment guidelines that are provided by the McKinney-Vento Education for Homeless Children & Youth Program (as reauthorized by the NCLB Act of 2001).

Rochland.S. Porter, School Counselor

* Notarized Statement *

J. E. Johnson Elementary
P. O. Box 1408 - 150 J. E. Johnson Road
Prentiss, MS 39474

STATE OF MISSISSIPPI COUNTY OF JEFFERSON DAVIS

AFFIDAVIT OF RESIDENCY
(Custodial Adults other than parent or guardian)

Personally appeared before me, the undersigned legal authority in and for the jurisdiction aforesaid, the within named, _____, who states under oath and penalty of perjury the following:

- 1. I reside at _____, which is located within the Jefferson Davis County School District.
- 2. The relationship between _____ and affiant is _____
- 3. _____ lives in my home full time.
- 4. The reasons why _____ is living with me are as follows:

- 5. _____ is not living with me for the purpose of attending school in the Jefferson Davis County School District.
- 6. I understand that _____ will not be allowed to enroll in the Jefferson Davis County School District if he/she is living with me for the purpose of attending said school.

SWORN TO AND SUBSCRIBED before me on this _____ day of _____, A.D. 20 _____

MY COMMISSION EXPIRES _____

J.E. Johnson Elementary

Procedures for Reporting Student Absences

According to page 17, of the Jefferson Davis County Student Handbook for 2012 – 2013, a student absence is excused when there is: illness, health reasons such as isolation, medical or dental appointment, religious event, court appointment, death of a family member, pre-approved travel, education opportunities, or absences approved by Superintendent.

An absence is unexcused when any of the above excused absences is not applicable.

For ANY absence, the student must bring a note from the parent/guardian or doctor to validate the absence and this note must be brought to the school the next day (when the student returns to school).

If the student went to the doctor, dentist, eye doctor, or other medical professional, a doctor's excuse must be presented. **No doctor's excuse will be considered as an excuse if it is not presented within three (3) days of the absence.**

If the student did not go to the doctor, or the student is absent for reasons other than illness, a parent note must be presented.

This note must state the following:

1. The student's name
2. The parent's name and signature
3. A valid phone number for verification
4. The dates missed
5. The reason for the absence

There is a limit of 4 parent notes per semester.

If you have questions regarding these policies, please call the school office at 601-792-8338.



J. E. Johnson Elementary School

"Investing in Learning Today for a Richer Tomorrow"

150 J. E. Johnson Road • Prentiss, MS 39474 • Phone: 601-792-8338 • Fax: 601-792-2656

Mrs. Tawanna Thornton
Lead Teacher

Dr. Sametra D. Chisolm
Principal

Mrs. Rochland S. Porter
Counselor

To: K – 2 teachers

CC: Dr. Chisolm

From: Tawanna Thornton *T.A.*

RE: Issuing Textbooks

Date: November 15, 2012

All students must be assigned textbooks whether hardback or consumable. To assign consumable textbooks, write the students name on the front in permanent marker. Give each book a number. Write it on the front of the book in permanent marker. Fill in the information on the *Textbook Checkout Form*. In the *Years Used* and *Issued Condition of Book* columns write *C* for *consumable*.

I need copies of all your forms (including those you have already completed for non-consumable books by 1:00 pm on Friday, November 16, 2012. Thanks for seeing to this matter. I appreciate everything you do.

Textbook Checkout Forms are attached.

PURCHASE REQUISITION

P.O.#

Vendor Information:
School Book Supply of MS
4365 Michael Avalon Dr.
P.O. Box 1059
Jackson, MS 39215-1059

Ship To: Tawanna Thornton
150 J.E. Johnson Rd.
Prentiss, MS 39474
601.792.8338

Textbooks

FUNDING SOURCES:

Qty	Unit	Item #	Description	Unit Cost	Total
90	ea	8010	HBJ-HSP Math, 2009, GR K - Consumable	\$ 22.35	\$ 2,011.50
90	ea	8016	HBJ-HSP Math, 2009, GR 1- Consumable	\$ 31.50	\$ 2,835.00
70	ea	8020	HBJ-HSP Math, 2009, GR 2 - Consumable	\$ 31.50	\$ 2,205.00
8	ea	8030	HBJ - HSP Math, 2009, GR 5 - ISBN # 9780153730672	\$ 57.50	\$ 460.00
5	ea	8033	HBJ - HSP Math, 2009, GR 6 - ISBN # 97801530689	\$ 57.50	\$ 287.50
90	ea	7016	HBJ - Harcourt Language, 2007, GR 1 - Consumable	\$ 21.99	\$ 1,979.10
80	ea.	35523	PHC - My World Geopgraphy and Citizenship for MS	\$ 78.97	\$ 6,317.60
4	ea	4017	MAC Social Studies Kit for K with TE	\$ 639.00	\$ 2,556.00
TOTAL					\$ 18,651.70

Requested by	Date
<i>Tawanna Thornton</i>	5/25/12

Federal Programs Director	Date

Approved by (Principal/Department Head)	Date
<i>Schoolm</i>	5/25/12

Site Coordinator	Date

Business Manager	Date

Superintendent	Date

Technology Coordinator	Date

PURCHASE REQUISITION

FUNDING SOURCES: _____

Qty	Unit	Item #	Description	Unit Cost	Total
90	ea	4018	MS People and Places, 2005 GR 1 ISBN# 0021502897	36.09	3,248.10
70	ea	4020	MS We Live Together, 2005 GR 2 ISBN# 0021502803	36.09	2,526.30
65	ea	4021	MS Our Communities, 2005 GR 3 ISBN # 0021502811	40.59	2,638.35
55	ea	4022	Our Mississippi, 2005, GR 4 ISBN# 002150282X	47.49	2,611.95
4	ea	1226	MS Science A Closer Look Grade K Flipbook, 2011, GR K	421.2	1,684.80
90	ea	10251	MS Science A Closer Look 2011 GR 1 ISBN # 9780022878368	48.48	4,363.20
70	ea	10298	MS Science A Closer Look 2011 GR 2 ISBN # 9780022878375	48.48	3,393.60
53	ea	10479	MS Science A Closer Look 2011 GR 6 ISBN # 9780022878429	59.10	3,132.30
					-
					-
					-
					-
					-
					-
					-
SUBTOTAL					11,024.70
TOTAL					29,676.40

Requested by	Date
<i>Zawanna Wilson</i>	5/25/12

Federal Programs Director	Date

Approved by (Principal/Department Head)	Date
<i>J. Chisolm</i>	5/25/12

Site Coordinator	Date

Business Manager	Date

Superintendent	Date

Technology Coordinator	Date

PURCHASE REQUISITION

P.O.#

Vendor Information:
School Book Supply of MS
4365 Michael Avalon Dr.
P.O. Box 1059
Jackson, MS 39215-1059

Ship To: Tawanna Thornton
150 J.E. Johnson Rd.
Prentiss, MS 39474
601.792.8338

Textbooks

FUNDING SOURCES:

Qty	Unit	Item #	Description	Unit Cost	Total
90	ea	8010	HBJ-HSP Math, 2009, GR K - Consumable	\$ 22.35	\$ 2,011.50
90	ea	8016	HBJ-HSP Math, 2009, GR 1- Consumable	\$ 31.50	\$ 2,835.00
70	ea	8020	HBJ-HSP Math, 2009, GR 2 - Consumable	\$ 31.50	\$ 2,205.00
8	ea	8030	HBJ - HSP Math, 2009, GR 5 - ISBN # 9780153730672	\$ 57.50	\$ 460.00
5	ea	8033	HBJ - HSP Math, 2009, GR 6 - ISBN # 97801530689	\$ 57.50	\$ 287.50
90	ea	7016	HBJ - Harcourt Language, 2007, GR 1 - Consumable	\$ 21.99	\$ 1,979.10
80	ea.	35523	PHC - My World Geopgraphy and Citizenship for MS	\$ 78.97	\$ 6,317.60
4	ea	4017	MAC Social Studies Kit for K with TE	\$ 639.00	\$ 2,556.00
TOTAL					\$ 18,651.70

Requested by	Date
	7/17/12

Federal Programs Director	Date

Approved by (Principal/Department Head)	Date
	7/17/12

Site Coordinator	Date

Business Manager	Date

Superintendent	Date

Technology Coordinator	Date

JEFFERSON DAVIS COUNTY SCHOOLS
 P.O. BOX 1197 PRENTISS
 Phone: 601-792-4267 Fax: 601-792-2251

MS 39474-1197

P.O. NUMBER
 38380

REQ
 00000000

DATE
 7/19/2012

PAGE
 1

BILL TO JEFFERSON DAVIS COUNTY SCHOOLS
 P.O. BOX 1197
 1025 THIRD STREET
 PRENTISS, MS 39474-1197

Fund-Glc-Func-Pgm-Obj-Ut
 1120-900-1120-000-651-12

Amount
 \$16,095.70
 \$16,095.70

TOTAL AMOUNT

SHIP TO S. CHISOLM
 J E JOHNSON ELEMENTARY SCHOOL
 150 J E JOHNSON RD
 P O BOX 1408
 PRENTISS, MS 39474

VENDOR 7524 Fax 601-352-0235
 SCHOOL BOOK SUPPLY CO. OF MS
 4365 MICHAEL AVALON DRIVE
 POST OFFICE BOX 1059
 JACKSON, MS 39215-1059

NO BACKORDERS *MR*

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
90	EA	8010-HBJ-HSP MATH, 2009, GR K-CONSUMABLE		\$22.35	\$2,011.50
90	EA	8016--HBJ-HSP MATH, 2009, GR1-CONSUMABLE		\$31.50	\$2,835.00
70	EA	8020--HBJ-HSP MATH, 2009 GR-2-CONSUMABLE		\$31.50	\$2,205.00
0	NA	8030--HBJ-HSP MATH, 2009, GR-5		\$0.00	\$0.00
8	EA	ISBN# 9780153730672		\$57.50	\$460.00
0	NA	8033--HBJ-HSP MATH, 2009, GR-6		\$0.00	\$0.00
5	EA	ISBN# 97801530689		\$57.50	\$287.50
0	NA	7016--HBJ-HARCOURT LANGUAGE, 2007		\$0.00	\$0.00
90	EA	GR 1-CONSUMABLE		\$21.99	\$1,979.10
0	NA	35523--PHC-MY WORLD GEOGRAPHY AND		\$0.00	\$0.00
80	EA	CITIZENSHIP FOR MS		\$78.97	\$6,317.60
				Page Total:	\$16,095.70
				Total Order:	\$16,095.70

NOTE: 1.JDCSD is a tax exempt agency.(IRS Identification Number 64-6009027)
 2.Cancel order on any items not in stock.
 3.Mail invoice to pre-printed address at top of page.
 4.Purchase Order Number must appear on all correspondence.

APPROVED BY:

S. Apeland
 SUPERINTENDENT/PURCHASING AGENT

7/19/12

PURCHASE REQUISITION

P.O.#

Vendor Information:	
School Book Supply of MS	
4365 Michael Avalon Dr.	
P.O. Box 1059	
Jackson, MS 39215-1059	

Ship To: Tawanna Thornton
150 J.E. Johnson Rd.
Prentiss, MS 39474
601.792.8338

Textbooks

FUNDING SOURCES:

Qty	Unit	Item #	Description	Unit Cost	Total
3	ea	4017	MAC Social Studies Kit for K with TE	\$ 639.00	\$ 1,917.00
80	ea	4018	MS People and Places, 2005 GR 1 ISBN# 0021502897	\$ 36.09	\$ 2,887.20
65	ea	4020	MS We Live Together, 2005 GR 2 ISBN# 0021502803	\$ 36.09	\$ 2,345.85
55	ea	4021	MS Our Communities, 2005 GR 3 ISBN# 0021502811	\$ 40.59	\$ 2,232.45
52	ea	4022	Our Mississippi, 2005, GR 4 ISBN # 002150282X	\$ 47.49	\$ 2,469.48
3	ea	1226	MS Science A Closer Look Grade K Flipbook, 2011, GR K	\$ 421.20	\$ 1,263.60
80	ea	10251	MS Science A Closer Look 2011, GR 1 ISBN # 9780022878368	\$ 48.48	\$ 3,878.40
65	ea	10298	MS Science A Closer Look GR 2 ISBN # 9780022878375	\$ 48.48	\$ 3,151.20
TOTAL					\$ 20,145.18

Requested by	Date
<i>Tawanna Thornton</i>	10-25-12

Federal Programs Director	Date

Approved by (Principal/Department Head)	Date
<i>S. Scholm</i>	10/25/12

Site Coordinator	Date

Business Manager	Date

Superintendent	Date

Technology Coordinator	Date

JEFFERSON DAVIS COUNTY SCHOOLS
 P.O. BOX 1197
 Phone: 601-792-4267

PRENTISS
 Fax: 601-792-2251

MS 39474-1197

P.O. NUMBER 40067
 REQ 00000000
 DATE 11/13/2012
 PAGE 1

BILL TO JEFFERSON DAVIS COUNTY SCHOOLS
 P.O. BOX 1197
 1025 THIRD STREET
 PRENTISS, MS 39474-1197

Fund-Glc-Func-Pgm-Obj-Ut Amount
 1120-900-1120-028-651-12 \$22,981.98
TOTAL AMOUNT \$22,981.98

SHIP TO TAWANNA THORTON
 J E JOHNSON ELEMENTARY SCHOOL
 150 J E JOHNSON RD
 P O BOX 1408
 PRENTISS, MS 39474

VENDOR 7524 Fax: 601-352-0235 Ph: 601-352-7272
 SCHOOL BOOK SUPPLY CO. OF MS
 4365 MICHAEL AVALON DRIVE
 POST OFFICE BOX 1059
 JACKSON, MS 39215-1059

NO BACKORDERS

QTY	UNIT	DESCRIPTION
0	NA	4017--MAC SOCIAL STUDIES KIT FOR K WITH
3	EA	TE
0	NA	4018--MS PEOPLE AND PLACES, 2005 GR 1
80	EA	ISBN# 0021502897
0	NA	4020--MS WE LIVE TOGETHER, 2005 GR 2
65	EA	ISBS# 0021502803
0	NA	4021--MS OUR COMMUNITIES, 2005 GR 3
55	EA	ISBN# 0021502811
0	NA	4022--OUR MISSISSIPPI. 2005, GR 4
52	EA	ISBN# 002150282X
0	NA	1226--MS SCIENCE A CLOSER LOOK GRADE K
3	EA	FLIPBOOK, 2001, GR K
0	NA	10251--MS SCIENCE A CLOSER LOOK 2001,
80	EA	GRADE 1, ISBN# 9780022878368
0	NA	10298--MS SCIENCE A CLOSER LOOK GR 2
65	EA	ISBN# 9780022878375
0	NA	140479--SCIENCE A CLOSER LOOK, 2011,GR6
48	EA	ISBN# 978002287

CATALOG NUMBER	UNIT PRICE	TOTAL
	\$0.00	\$0.00
	\$639.00	\$1,917.00
	\$0.00	\$0.00
	\$36.09	\$2,887.20
	\$0.00	\$0.00
	\$36.09	\$2,345.85
	\$0.00	\$0.00
	\$40.59	\$2,232.45
	\$0.00	\$0.00
	\$47.49	\$2,469.48
	\$0.00	\$0.00
	\$421.20	\$1,263.60
	\$0.00	\$0.00
	\$48.48	\$3,878.40
	\$0.00	\$0.00
	\$48.48	\$3,151.20
	\$0.00	\$0.00
	\$59.10	\$2,836.80
Page Total:		\$22,981.98
Total Order:		\$22,981.98

NOTE: 1.JDCSD is a tax exempt agency.(IRS Identification Number 64-6009027)
 2.Cancel order on any items not in stock.
 3.Mail invoice to pre-printed address at top of page.
 4.Purchase Order Number must appear on all correspondence

APPROVED BY:

J. Copeland

11/13/12

SUPERINTENDENT/PURCHASING AGENT

JEFFERSON DAVIS COUNTY SCHOOLS
 P.O. BOX 1197 PRENTISS
 Phone: 601-792-4267 Fax: 601-792-2251

MS 39474-1197

P.O. NUMBER
 38440

REQ
 00000000

DATE
 7/24/2012

PAGE
 1

BILL TO JEFFERSON DAVIS COUNTY SCHOOLS
 P.O. BOX 1197
 1025 THIRD STREET
 PRENTISS, MS 39474-1197

Fund-Glc-Func-Pgm-Obj-Ut
 1120-900-1120-028-651-12

Amount
 \$47,254.15
 TOTAL AMOUNT \$47,254.15

SHIP TO S. CHISOLM
 J E JOHNSON ELEMENTARY SCHOOL
 150 J E JOHNSON RD
 P O BOX 1408
 PRENTISS, MS 39474

VENDOR 7524 Fax 601-352-0235
 SCHOOL BOOK SUPPLY CO. OF MS
 4365 MICHAEL AVALON DRIVE
 POST OFFICE BOX 1059
 JACKSON, MS 39215-1059

NO BACKORDERS *ME*

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
0	NA	32281-HM-CC JOURNEYS KINDERGARTEN		\$0.00	\$0.00
3	EA	KIT 2012		\$2,395.50	\$7,186.50
0	NA	32281T1--HM-TE CC JOURNEYS SET UNITS		\$0.00	\$0.00
0	NA	1-6 GR. K 2012		\$0.00	\$0.00
0	NA	32281T2--HM-TE CC JOURNEYS MISSISSIPPI		\$0.00	\$0.00
0	NA	2012 GR K		\$0.00	\$0.00
0	NA	32456--HM-CC JOURNEYS REA ADVENTURES		\$0.00	\$0.00
92	EA	SE AND MAGAZINE		\$0.00	\$0.00
0	NA	32456T1--HM-CC JOURNEYS UNIT 1-6 2012		\$149.20	\$13,726.40
0	NA	GRADE 1		\$0.00	\$0.00
0	NA	HM-TE CC TABS CC JOURNEYS MISSISSIPPI		\$0.00	\$0.00
0	NA	2012 GRADE 2		\$0.00	\$0.00
0	NA	HM-CC JOURNEYS SE & MAGAZINE SET		\$0.00	\$0.00
70	EA	2012 GRADE 2		\$0.00	\$0.00
0	NA	32556T1--HM-TEC CC JOURNEYS UNIT 1-6		\$90.70	\$6,349.00
0	NA	2012 GR 2		\$0.00	\$0.00
0	NA	32556T2--HM-TEC TABS JOURNEYS		\$0.00	\$0.00
0	NA	MISSISSIPPI 2012 GR 2		\$0.00	\$0.00
0	NA	32634--HM-CC JOURNEYS SE & MAGAZINE		\$0.00	\$0.00
65	EA	SET 2012 GR 3		\$0.00	\$0.00
0	NA	32634T1--HM-TEC CC JOURNEYS UNIT 1-6		\$93.65	\$6,087.25
0	NA	2012 GR 3		\$0.00	\$0.00
0	NA	32634T2--HE-TE TABS JOURNEYS MISSISSIPPI		\$0.00	\$0.00
0	NA	2012 GR 3		\$0.00	\$0.00
0	NA	32701--HM-CC JOURNEYS SE & MAGAZINE SET		\$0.00	\$0.00
				\$0.00	\$0.00
				Page Total:	\$33,349.15
				Total Order:	\$47,254.15

NOTE: 1.JDCSD is a tax exempt agency.(IRS Identification Number 64-6009027)
 2.Cancel order on any items not in stock.
 3.Mail invoice to pre-printed address at top of page.
 4.Purchase Order Number must appear on all correspondence.

APPROVED BY:

S. Copeland

7/24/12

SUPERINTENDENT/PURCHASING AGENT



BASSFIELD HIGH SCHOOL



891 Bass-Burkett Road P. O. Box 370 Bassfield, MS 39421

Phone: (601) 943-5391 Fax: (601) 943-5790

John Daley
Principal

Dameshia Donald
Assistant Principal

Cammie Reese
Lead Teacher

Renee West
Guidance Counselor

October 29, 2012

To: Superintendent Ike Haynes, Jefferson Davis County School District

From: John Daley

Re: Plan of Action Based on Audit Findings

Mr. Clint Robinson of the State Auditor's office conducted an audit of the accuracy and reliability of student and personnel data from October 24, 2012 – October 26, 2012. I have attached a copy of his findings, as well as a plan of action addressing deficiencies.



BASSFIELD HIGH SCHOOL



891 Bass-Burkett Road P. O. Box 370 Bassfield, MS 39421

Phone: (601) 943-5391 Fax: (601) 943-5790

John Daley
Principal

Dameshia Donald
Assistant Principal

Cammie Reese
Lead Teacher

Renee West
Guidance Counselor

October 15, 2012

To: Mr. Clint Robinson, Office of the State Auditor

From: John Daley

Re: Bassfield High School Student Total Enrollment Summary

During the headcount conducted by you today at Bassfield High School, your count totaled 341 students, while the Enrollment Summary in SAM7 indicated that we have 345 students. During a paper recount, the following was determined:

- Joel Hoxie, science teacher, posted 15 students as being enrolled in his 5th period class. He did not count a recently enrolled student. He has 16 students enrolled in his 5th period class and should have indicated so when displaying his enrollment.
- Latoya Bradley, band director, posted 10 students as being enrolled in her 5th period class. She did not count a student who was serving In-School-Suspension today. She has 11 students enrolled in her 5th period class and should have indicated so when displaying her enrollment.
- Two individuals, [REDACTED] were populated in SAM7 as 12th grade students. These individuals have completed 12th grade, but are non-graduates due to failing part of the MDE Subject Area Testing Program. They never enrolled as students at Bassfield High School during the 2012-2013 school term and should not have been part of our enrollment summary. Both have been dropped.

I would be happy to discuss these issues further at your convenience if necessary. Thank you.

**Bassfield High School
Plan of Corrective Action**

Finding	Action Plan	Responsible Personnel	Dates
<p>Bassfield High School is not reporting the number of students enrolled accurately. The enrollment report ran on October 24, 2012 shows 345 children enrolled, and head count performed on October 24, 2012 shows 341 enrolled.</p>	<p>Memo to Mr. Robinson attached. Two teachers (Mr. Hoxie & Ms. Bradley) posted enrollment incorrectly. Two students were listed as seniors. These students are not enrolled. Both have completed senior school year but have not passed all areas of SATP to meet graduation requirements. These two were dropped October 24, 2012. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<ul style="list-style-type: none"> • John Daley, Principal • Amy Island, MSIS Clerk 	<p>Completed October 24, 2012</p>
<p>Bassfield High School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 18 had missing, incomplete, or invalid proof of residency.</p>	<p>New enrollment data sheets will be sent to parents. Current addresses and phone numbers must be provided. New proofs of residency that match information provided on data sheets will be required for all students not in compliance. A connect-ed message will be sent in addition to notices sent home by students as soon as possible. Parents will have additional opportunities to provide correct information during report card pick-up in October and January of each year. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<ul style="list-style-type: none"> • John Daley, Principal • Renee West, Guidance Counselor 	<p>November 15, 2012</p>
<p>At Bassfield High School, the selected student's information in the student package is not the same as the information kept in the</p>	<p>New enrollment data sheets will be sent to parents. Current addresses and phone numbers must be provided. New proofs of residency that match information provided</p>	<ul style="list-style-type: none"> • John Daley, Principal • Renee West, Guidance 	<p>November 15, 2012</p>

<p>student's record. Of the records reviewed, 6 out of 18 student's information did not match information in the student package.</p>	<p>on data sheets will be required for all students not in compliance. A connect-ed call will be made in addition to notices sent home by students. Parents will have additional opportunities to provide correct information during report card pick-up in October and January of each year. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<p>Counselor</p>	
<p>Bassfield High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 3 out of 13 excuses did not comply with district and/or school policies.</p>	<p>Parents will be notified that phone numbers must be included on parental excuses in order for absence from school to be excused. A connect-ed message will be sent. Parents will have additional opportunities to provide correct information during report card pick-up in October and January of each year. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<ul style="list-style-type: none"> • John Daley, Principal • Amy Island, MSIS Clerk 	<p>Connect will go out October 29, 2012; October 30, 2012; and November 1, 2012.</p>
<p>Bassfield High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 1 out of 3 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 3 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.</p>	<p>Within two days of a student accumulating five (5) unexcused absences, the MSIS Clerk will notify Ms. Diane Holloway, truancy officer for the Jefferson Davis County School District. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<ul style="list-style-type: none"> • John Daley, Principal • Amy Island, MSIS Clerk 	<p>Within two days of 5th unexcused absence.</p>
<p>Bassfield High School is not</p>	<p>All suspensions will be entered into SAM7</p>	<ul style="list-style-type: none"> • John Daley, 	<p>Entered in SAM7</p>

<p>following policy regarding the reporting of suspensions. Of the suspensions reviewed, 6 out of 9 suspensions were not coded as an unexcused absence, as required by law.</p>	<p>on the same day that suspension is given. All suspensions will be coded as unexcused absences. Within two days of a student being suspended, Ms. Diane Holloway, truancy officer for the Jefferson Davis County School District will be notified. All suspensions will begin the following school day following the incident that led to suspension. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<p>Principal</p> <ul style="list-style-type: none"> • Amy Island, MSIS Clerk 	<p>same day as suspension is given. Reported to truancy officer within two days of suspension.</p>
<p>Of the classes reviewed at Bassfield High School, in 7 out of 20 classes, 101 out of 440 students were not assigned textbooks.</p>	<p>Additional textbooks have been requisitioned that would allow for <u>all</u> students to be assigned a textbook for classes in which we have classroom sets. Book cards will also be issued for each student. At the Central Office level, unannounced mock audits will be conducted regularly.</p>	<ul style="list-style-type: none"> • John Daley, Principal • Cammie Reese, Lead Teacher 	<p>Requisition submitted October 22, 2012</p>