



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

February 26, 2014

Claiborne County School District

Beginning on Friday, February 14, 2014, 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:

Arthur W Watson Junior Elementary School does have a written policy on enrollment requirements and procedures.

Port Gibson Middle School does have a written policy on enrollment requirements and procedures.

Port Gibson 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:

Port Gibson Middle School is reporting the number of students enrolled accurately.

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

Arthur W Watson Junior Elementary School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 24 had missing, incomplete, or invalid proof of residency.

Port Gibson Middle School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 19 had missing, incomplete, or invalid proof of residency.

Port Gibson High School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 23 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 Arthur W Watson Junior 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, 4 out of 24 student's information **did not match** information in the student package.

At Port Gibson Middle 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 19 student's information **did not match** information in the student package.

At Port Gibson 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, 4 out of 23 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:

Arthur W Watson Junior Elementary School does have a written policy on monitoring and reporting student absences.

Port Gibson Middle School does have a written policy on monitoring and reporting student absences.

Port Gibson 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:

Arthur W Watson Junior Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 4 out of 37 excuses did not comply with district and/or school policies.

Port Gibson Middle School is following policy regarding attendance and absenteeism.

Port Gibson High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 9 out of 22 did not have a valid excuse on file.



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:

Arthur W Watson Junior Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 8 out of 17 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 17 students reviewed was not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Port Gibson Middle School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 8 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 4 out of 8 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Port Gibson High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 6 out of 18 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 7 out of 18 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:

Arthur W Watson Junior Elementary School attendance officer is following policy regarding the reporting of unexcused absences.

Port Gibson Middle School attendance officer is following policy regarding the reporting of unexcused absences.

Port Gibson 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:

Arthur W Watson Junior Elementary School did not have any suspensions.

Port Gibson Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 2 were not reported to the school attendance officer as they occurred; and 2 out of 2 suspensions were not coded as an unexcused absence, as required by law.



Port Gibson High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 6 out of 6 were not reported to the school attendance officer as they occurred; and 5 out of 6 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:

Arthur W Watson Junior Elementary School is posting the required historical documents.

Port Gibson Middle School is posting the required historical documents.

Port Gibson 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 Arthur W Watson Junior Elementary School, all the teachers reviewed have proper endorsements for the subjects they teach.

At Port Gibson Middle School, all the teachers reviewed have proper endorsements for the subjects they teach.

At Port Gibson 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 Arthur W Watson Junior Elementary School, 9 out of 20 classes did not assigned textbooks to all students enrolled.

Of the classes reviewed at Port Gibson Middle School, 16 out of 20 classes did not assigned textbooks to all students enrolled.

Of the classes reviewed at Port Gibson High School, 20 out of 20 classes did not assigned textbooks to all students enrolled.



Note: If you are found not in compliance in this area, it is in no way OSA's intention for you to purchase textbooks for each student in your district. OSA is simply pointing out the lack of compliance with this law as it is currently written. At this time, OSA is working diligently with the MS Legislature to amend this law in such a manner that the intent of the law is met, but there is no undue burden placed on the district/school.

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

Claiborne County School District is not in compliance with all required safety laws and policies.

Schools

Arthur W Watson Junior Elementary School is not in compliance with all required safety laws and policies.

Port Gibson Middle School is not in compliance with all required safety laws and policies.

Port Gibson High School is not 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:

Claiborne County School District has written internal controls related to property but is not adhering to those controls. 4 out of 20 items reviewed did not follow the district's internal control procedures; the information on the purchase order did not match the information in the inventory system for 2 out of 20 items reviewed; and 2 out of 20 items reviewed were unable to determine if the actual items listed on the inventory report were the same items seen due to missing asset tags and serial numbers.

Vehicles

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

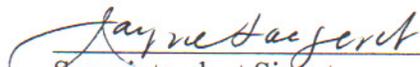
Claiborne County School District is not following policy regarding the marking of district vehicles. 2 out 3 vehicles reviewed were not marked as specified by law.

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.

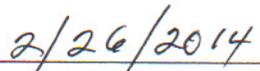


I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to me, at P.O. Box 11183, Jackson, MS 39283, **within one week from 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

Claiborne County School District

Performance Audit Report – Action Plan

For February 2014

School Site: **School District** **Elementary** **Middle School** **High School**

Indicator	Plan of Action/ Recommendation	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures
<p>Safety</p> <p>Claiborne County School District is not in compliance with all required safety laws and policies.</p>	<p>1. The district has a safety and crisis response plan in place but it was not in compliance in all areas as required by law.</p> <p>2. The district revised and updated the current plan. The plan was ready for the Conservator’s approval on February 12, 2014, but because of inclement weather the scheduled meeting was cancelled.</p> <p>3. The district safety and crisis response plan was approved by the Conservator on February 19, 2014.</p> <p>4. The district safety and crisis response plan will be reviewed yearly to include updates and changes.</p>	<p>School Resource Officer</p> <p>Principal</p> <p>Conservator</p>	<p>February 2014-ongoing</p>	<p>1. Copy of the revised and updated CCSD Safety and Crisis Response Plan.</p>
<p>Property Internal Controls</p> <p>Claiborne County School District has written internal controls related to property but is not adhering to those controls, 4 out of 20</p>	<p>1. Reinforce the district’s internal control procedures.</p> <p>2. Provide additional training for inventory stewards at each school and the new fixed asset assistant.</p> <p>3. Items entered will be reviewed carefully to ensure purchase order and inventory system is compatible.</p>	<p>Business Manager</p> <p>Fixed Assets Clerk</p> <p>School Inventory Stewards</p>	<p>February 2014-ongoing</p>	<p>1. Copies of the corrected purchase orders.</p>

<p>items reviewed did not follow the district's internal control procedures; the information on the purchase order did not match the information in the inventory system for 2 out 20 items reviewed; and 2 out 20 items reviewed were unable to determine if the actual items listed on the inventory report were the same items seen due to missing asset tags and serial numbers.</p>	<p>4. Items will be tagged and written with a permanent marker to ensure all property is marked correctly and permanently.</p>			<ol style="list-style-type: none"> 2. Copy of the police report and lost and stolen report for radio. 3. The fixed asset manager has correctly tagged or marked the 2 items reviewed. 4. Copy of transfer paper for dryer and refrigerator. 5. The fixed asset manager and school inventory clerks will conduct a periodic walk through to ensure all inventory is properly tagged and/or marked.
--	--	--	--	---

Vehicles	<ol style="list-style-type: none"> 1. The new transportation director has reviewed the specification of the law and will ensure that all district vehicles have the proper markings/decals. 2. The district has purchased the proper markings/decals for each vehicle. 	Transportation Director	February 2014-ongoing	<ol style="list-style-type: none"> 1. Pictures of vehicles.
<p>Claiborne County School District is not following policy regarding the marking of district vehicles. 2 out of 3 reviewed were not marked as specified by law.</p>				

Claiborne County School District

Performance Audit Report – Action Plan

For February 2014

School Site: School District **Elementary** Middle School High School

Indicator	Plan of Action/ Recommendation	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures
<i>Student Enrollment</i>	<p>All students' cumulative folders will be checked for two of the following current proofs of residency:</p> <ol style="list-style-type: none"> 1. Filed Homestead Exemption Application form 2. Mortgage documents or property deed 3. Apartment or home lease 4. Utility bills 5. Driver's license 6. Voter precinct identification 7. Automobile registration 8. Affidavit and/or personal visit by a designated school district official 9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district. 10. Certified copy of filed petition for guardianship if pending and final decree when granted * <p>Parent(s) or Guardian(s) registering any child in the future must provide two current proofs of residency for that current school term.</p> <p>* Place an advertisement in the local newspapers explaining to the parents the items that may be submitted for verification of residence.</p> <ul style="list-style-type: none"> • Registrations will be held in April for Pre- 	<ul style="list-style-type: none"> • Counselor • Principal 	<p>February 2014 and ongoing</p>	<ol style="list-style-type: none"> 1 Students' cumulative folders will be reviewed during the end of the school year and the first month of the current school year. 2. Parents of new enrollees and continuing students will be required to present two proofs of residency upon registration or within 30 days after registration. 3. The counselor will complete a verification form and place in student's record as evidence of parent providing and meeting the two proofs of residency policy. 4. The counselor has corrected the 3 out of 24 records missing,
<p>A.W. Watson Elementary is not following policy regarding student enrollment. Of the records reviewed, 3 out of 24 had missing, incomplete, or invalid proof of residency.</p>				

	<p>Kindergarten and Kindergarten Students at A.W. Watson Elementary School. To ensure all proofs of residency and all other student information is kept updated it will be a requirement for all new and returning students in grades 1-12 to register in June and July on a yearly basis.</p> <ul style="list-style-type: none"> • * Use prior class rosters to make sure that all parents have completed the registration process correctly • *Those parent(s)/guardian(s) who have not submitted the two current proofs of residency at the beginning of school or upon registration will be allowed an additional 30 days to correctly complete the registration process. • Include Verification of Address Affidavit as a part of the registration packet. 		Starting April 2014	incomplete, or invalid proof of residency.
<p>At A.W. Watson 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, 4 out of 24 student's information did not match information in the student package.</p>	<p>Student's current information provided in the enrollment package will be used to compare and correct student's information that's found in the student's record and in SAM7.</p> <ul style="list-style-type: none"> • Continue to distribute 'Student Information Update' forms on all Parent/Teacher Days and any other special parent meetings. • Once a change of address or phone number is submitted to the office, the Secretary, Data Clerk or designee will enter this data and forward to counselor. 	<p>Counselor Data Clerk Parent Coordinator</p>	<p>February 2014-ongoing</p>	<ol style="list-style-type: none"> 1. Copy of Student Update Form. 2. The parent coordinator will include in their monthly newsletter a section requesting parent(s)/guardian(s) to notify the school of any changes in student's enrollment information. 3. The counselor has

	<ul style="list-style-type: none"> • Place in the parent newsletter each month a request asking parent(s)/guardian(s) to submit any changes in the student's enrollment package to the counselor's office. • When teacher notices that parent number is not current when using Parent Contact Log, the student will be given a 'Student Information Update' form by the parent coordinator. • Current proof of residency (no more than 1 month old) secured at: 1) mass student registration and 2) new student registration. 			corrected the 4 out of 24 student's information that did not match information in the student package.
Student Attendance/Absenteeism	* Revisit the school district's policy on excused and unexcused days.	Secretary Parent Coordinator Principal	February 2014- Ongoing	1. Display district policy on excused and unexcused absentees
A.W Watson Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 4 out of 37 excuses did not comply with district and/or school policies.	* Make an announcement each morning asking that all faculty, staff and students submit any unexcused absences to the principal's office. *The parent coordinator will make calls to parents/guardian reminding them to bring doctor excuses. * Run daily report from SAM7 on students excused and unexcused absences and keep a log on students accumulating excessive absentees. *Notify parent(s) that their child or children is/are in danger of being referred to the District Attendance Officer because of failure to submit excuses in a timely manner.			2. Copies of daily absentee report 3. Copy of Parent Notification Log

<p align="center">Student Attendance Reporting</p>	<p>* The secretary or designee will use the daily absentee report to identify those students that have accumulated 5 or more unexcused absentees and compare the report to the Notice of Unexcused absentee report to ensure student are reported accurately and timely. (reports to be run daily)</p> <ul style="list-style-type: none"> • The secretary, parent liaison or data clerk will run daily absentee report to identify students that have accumulated 3 or more unexcused absentees and contact parent/guardian. <p>* The secretary or designee will report the name(s) of student(s) that have accumulated five (5) or more absentees to the District Attendance Officer via email, fax, and phone call or bring to the district office within the designated time period.</p>	<p>Data Clerk</p> <p>Principal</p> <p>Parent Coordinator</p>	<p>February 2014-Ongoing</p>	<ol style="list-style-type: none"> 1. Record of daily absentee report. Check daily for student with 5 or more absentees. 2. Send by email, fax and take to the district office where attendance officer is housed. 3. Retain a copy of the email, fax cover sheet or copy of verification of A.O. signature. 4. Copy of district attendance officer official report of unexcused absences
<p align="center">Textbooks</p>	<ul style="list-style-type: none"> • Teachers will use the classroom rosters to check book cards to make sure each child has been assigned the necessary textbooks. • Teachers' requests will be submitted to textbooks inventory stewards to inform them on textbook shortages. • Teachers will receive training on how to properly complete book cards and on how to inventory books. • Teachers will fill out book cards and forms according to per period and per subject. 	<p>District Textbook Coordinator</p> <p>Textbooks Inventory Stewards</p> <p>Teachers</p> <p>Principal</p>	<p>February 2014-Ongoing</p>	<ol style="list-style-type: none"> 1. Purchase Orders 2. Budget Narrative
<p>A.W. Watson Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 8 out of 17 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 17 students reviewed was not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.</p> <p>Of the classes reviewed at A.W. Watson Elementary School, 9 out of 20 classes did not assigned textbooks to all students enrolled.</p>				

	<p>*Request enough money in the textbook budget to make sure that each child receives the necessary textbook(s).</p> <ul style="list-style-type: none"> • Students will return textbooks prior to the last day of school to properly assess book count. • Contact TIMS for any additional books needed for students that will be adopted within one year. <p>Note: <i>At the time the Conservator came to Claiborne County Schools (September 2013), only classroom sets of textbooks were being used. Since that time, the district has purchased textbooks for each student in all state tested subjects, excluding Algebra I since this is the adoption year for 7-12. Nevertheless, Algebra I textbooks are scheduled to be purchased for school year 2014-2015. The district will continue the purchase of textbooks for each student based on the subject area to be adopted each year. We are following this process so that Claiborne County School District may ensure the most recent textbook adoption per subject, per grade for each student.</i></p>			
Safety	<p>The District’s safety plan was ready for the Conservator’s approval on February 12, 2014 but because of inclement weather the scheduled Board meeting was cancelled.</p>	<p>School Resource Officer Principal</p>	<p>February 2014- Ongoing</p>	<p>1. Copy of the CCSD Safety and Crisis Response Plan.</p>
<p>A.W. Watson Elementary School is not in compliance with all required safety laws and policies.</p>	<p>The district’s safety and crisis response plan was approved by the Conservator on February 19, 2014. The district safety and crisis response plan will be review yearly to include updates and changes.</p>			

Claiborne County School District

Performance Audit Report – Action Plan

For February 2014

School Site: School District Elementary Middle School High School

Indicator	Plan of Action/ Recommendation	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures
<p><i>Student Enrollment</i></p> <p>Port Gibson Middle School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 19 missing, incomplete, or invalid proof of residency.</p>	<p>All students’ cumulative folders will be checked for two of the following current proofs of residency:</p> <ol style="list-style-type: none"> 1. Filed Homestead Exemption Application form 2. Mortgage documents or property deed 3. Apartment or home lease 4. Utility bills 5. Driver's license 6. Voter precinct identification 7. Automobile registration 8. Affidavit and/or personal visit by a designated school district official 9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district. 10. Certified copy of filed petition for guardianship if pending and final decree when granted * Parent(s) or Guardian(s) registering any child in the future must provide two current proofs of residency for that current school term. <p>* Place an advertisement in the local newspapers explaining to the parents the items that may be submitted for verification of residence.</p> <ul style="list-style-type: none"> • Registrations will be held in April for Pre-Kindergarten and Kindergarten Students at A.W. Watson Elementary School. To ensure 	<ul style="list-style-type: none"> • Counselor • Principal 	<p>February 2014 and ongoing</p>	<ol style="list-style-type: none"> 1 Students’ cumulative folders will be reviewed during the end of the school year and the first month of the current school year. 2. Parents of new enrollees and continuing students will be required to present two proofs of residency upon registration or within 30 days after registration. 3. The counselor will complete a verification form and place in student’s record as evidence of parent providing and meeting the two proofs of residency policy. 4. The counselor has corrected the 7 out of 19 records missing, incomplete, or invalid

	<p>all proofs of residency and all other student information is kept updated it will be a requirement for all new and returning students in grades 1-12 to register in June and July on a yearly basis.</p> <p>* Use prior class rosters to make sure that all parents have completed the registration process correctly</p> <ul style="list-style-type: none"> *Those parent(s)/guardian(s) who have not submitted the two current proofs of residency at the beginning of school or upon registration will be allowed an additional 30 days to correctly complete the registration process. Include Verification of Address Affidavit as a part of the registration packet. 			proof of residency.
<p>At Port Gibson Middle 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 19 student's information did not match information in the student package.</p>	<p>Student's current information provided in the enrollment package will be used to compare and correct student's information that's found in the student's record and in SAM7.</p> <ul style="list-style-type: none"> Continue to distribute 'Student Information Update' forms on all Parent/Teacher Days and any other special parent meetings. Once a change of address or phone number is submitted to the office, the Secretary, Data Clerk or designee will enter this data and forward to counselor. Place in the parent newsletter each month a request asking parent(s)/guardian(s) to submit any changes in the student's enrollment package to the counselor's office 	<p>Counselor</p> <p>Data Clerk</p> <p>Parent Coordinator</p>	<p>Starting April 2014</p> <p>February 2014-ongoing</p>	<ol style="list-style-type: none"> 1. Copy of Student Update Form. 2 The parent coordinator will include in their monthly newsletter a section requesting parent(s)/guardian(s) to notify the school of any changes in student's enrollment information. 3. The counselor has corrected the 1 out of 19 student's information that did not match information in the

- When teacher notices that parent number is not current when using Parent Contact Log, the student will be given a 'Student Information Update' form by the parent coordinator
- Current proof of residency (no more than 1 month old) secured at: 1) mass student registration and 2) new student registration.

student package.

<p>Student Attendance Reporting</p>	<p>* The secretary or designee will use the daily absentee report to identify those students that have accumulated 5 or more unexcused absentees and compare the report to the Notice of Unexcused absentee report to ensure student are reported accurately and timely.</p> <ul style="list-style-type: none"> • The secretary or designee will run daily absentee report to identify students that have accumulated 3 or more unexcused absentees and contact parent/guardian. <p>* The secretary or designee will report the name(s) of student(s) that have accumulated five (5) or more absentees to the District Attendance Officer via email, fax, phone call or bring to the district office within the designated time period.</p>	<p>Data Clerk Principal Parent Coordinator</p>	<p>February 2014-Ongoing</p>	<ol style="list-style-type: none"> 1. Record of daily absentee report. Check daily for student with 5 or more absentees. 2. Send by email, fax and take to the district office where attendance officer is housed. 3. Retain a copy of the email, fax cover sheet or copy of verification of A.O. signature. 4. Copy of district attendance officer official report of unexcused absences
<p>Reporting of Suspensions</p>	<ul style="list-style-type: none"> • Revisit policy on reporting suspensions as they occur to Attendance Officer. • Revisit policy on coding suspended students. • The Assistant Principal will ensure that the Data Clerk receives all suspensions or any discipline referrals in a timely manner. • Student's absences due to suspensions will 	<p>Data Clerk Principal Asst. Principal</p>	<p>February 2014-ongoing</p>	<ol style="list-style-type: none"> 1. The data clerk will run daily discipline reports (SAM7) to ensure all suspension are reported in a timely manner. 2. Send by email, fax

<p>suspensions reviewed, 2 out of 2 suspensions were not reported to the school attendance officer as they occurred; and 2 out of 2 suspensions were not coded as an unexcused absence, as required by the law.</p>	<p>be coded as unexcused absences.</p> <ul style="list-style-type: none"> • Teachers will report all suspensions on the daily absentee report. • Out of School Suspension report will be used monthly to ensure that all suspensions are reported accurately. 			<p>or take to the district office where attendance officer is housed.</p> <ol style="list-style-type: none"> 3. Retain a copy of the email, fax cover sheet or copy of verification sheet of A.O. signature.
<p><i>Textbooks</i></p>	<ul style="list-style-type: none"> • Teachers will use the classroom rosters to check book cards to make sure each child has been assigned the necessary textbooks. • Teachers' requests will be submitted to textbooks inventory stewards to inform them on textbook shortages. • Teachers will receive training on how to properly complete book cards and on how to inventory books. • Teachers will fill out book cards and forms according to per period and per subject. <p>*Request enough money in the textbook budget to make sure that each child receives the necessary textbook(s).</p> <ul style="list-style-type: none"> • Students will return textbooks prior to the last day of school to properly assess book count. • Contact TIMS for any additional books needed for students that will be adopted within one year. 	<p>District Textbook Coordinator</p> <p>Textbooks Inventory Stewards</p> <p>Principal</p> <p>Teachers</p>	<p>February 2014-Ongoing</p>	<ol style="list-style-type: none"> 1. Purchase Orders 2. Budget Narrative
<p>Of the classes reviewed at Port Gibson Middle School, 16 out of 20 classes did not assigned textbooks to all students enrolled.</p>				

	<p>Note: <i>At the time the Conservator came to Claiborne County Schools (September 2013), only classroom sets of textbooks were being used. Since that time, the district has purchased textbooks for each student in all state tested subjects, excluding Algebra I since this is the adoption year for 7-12. Nevertheless, Algebra I textbooks are scheduled to be purchased for school year 2014-2015. The district will continue the purchase of textbooks for each student based on the subject area to be adopted each year. We are following this process so that Claiborne County School District may ensure the most recent textbook adoption per subject, per grade for each student.</i></p>			
<p>Safety</p>	<p>The District's safety plan was ready for the Conservator's approval on February 12, 2014 but because of inclement weather the scheduled Board meeting was cancelled.</p> <p>The district safety and crisis response plan was approved by the Conservator on February 19, 2014. The district safety and crisis response plan will be review yearly to include updates and changes.</p>	<p>School Resource Officer Principal</p>	<p>February 2014- Ongoing</p>	<p>1. Copy of the CCSD Safety and Crisis Response Plan.</p>
<p>Port Gibson Middle School is not in compliance with all required safety laws and policies.</p>				

Claiborne County School District

Performance Audit Report – Action Plan

For February 2014

School Site: School District Elementary Middle School High School

Indicator	Plan of Action/ Recommendation	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures
<i>Student Enrollment</i>	<p>*All students’ cumulative folders will be checked for two of the following current proofs of residency:</p> <ol style="list-style-type: none"> 1. Filed Homestead Exemption Application form 2. Mortgage documents or property deed 3. Apartment or home lease 4. Utility bills 5. Driver's license 6. Voter precinct identification 7. Automobile registration 8. Affidavit and/or personal visit by a designated school district official 9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district. 10. Certified copy of filed petition for guardianship if pending and final decree when granted * Parent(s) or Guardian(s) registering any child in the future must provide two current proofs of residency for that current school term. <p>* Place an advertisement in the local newspapers explaining to the parents the items that may be submitted for verification of residence.</p> <p>* Use prior class rosters to make sure that all parents have completed the registration process correctly.</p>	Counselor Principal	February 2014- Ongoing	<ol style="list-style-type: none"> 1. Students’ cumulative folders will be reviewed during the end of the school year and the first month of the current school year. 2. Parents of new enrollees will be required to present two proofs of residency upon registration or within 30 days after registration 3. The counselor will complete a verification form and place in student’s record as evidence of parent providing and meeting the two proofs of residency policy. 4. The counselor has corrected the 2 out of 23 records missing, incomplete, or invalid proof of residency.
<ol style="list-style-type: none"> 1. Port Gibson High School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 23 have missing, incomplete, or invalid proof of residency. 				

	<ul style="list-style-type: none"> • Registrations will be held in April for Pre-Kindergarten and Kindergarten Students at A.W. Watson Elementary School. To ensure all proofs of residency and all other student information is kept updated it will be a requirement for all new and returning students in grades 1-12 to register in June and July on a yearly basis. <p>*Those parent(s)/guardian(s) who have not submitted the two current proofs of residency at the beginning of school or upon registration will be allowed an additional 30 days to correctly complete the registration process.</p> <p>* Include Verification of Address Affidavit as a part of the registration packet.</p>		Starting April 2014	
<p>4. At Port Gibson 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, 4 out of 23 student's information did not match information in the student package.</p>	<p>* Student's current information provided in the enrollment package will be used to compare and correct student's information that's found in the student's record and in SAM7.</p> <ul style="list-style-type: none"> • Continue to distribute 'Student Information Update' forms on all Parent Days. • Once a change of address or phone number is submitted to the office, the Secretary, Data Clerk or designee will enter this data and forward to counselor. • Place in the parent newsletter each month a request asking parent(s)/guardian(s) to submit any changes in the student's enrollment package to the counselor's office. • When teacher notices that parent number is not current when using Parent Contact Log, then the student will be given a 'Student Information Update' form by the parent coordinator • Current proof of residency (no more than 1 month old) secured at: 1) mass student registration and 2) new student registration. 	<p>Counselor</p> <p>Secretary</p> <p>Parent Coordinator</p>	February 2014- On going	<ol style="list-style-type: none"> 1. Copy of Student Update Form. 2. The parent coordinator will include in their monthly newsletter a section requesting parent(s)/guardian(s) to notify the school of any changes in student's enrollment information. 3. The counselor has corrected the 4 out of 23 student's information that did not match information in the student package.

Student Attendance/ Absenteeism				
<p>2. Port Gibson High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 9 out of 22 did not have a valid excuse on file.</p>	<p>* Revisit the school district’s policy on excused and unexcused days.</p> <p>* Make an announcement each morning asking that all faculty, staff and students submit any unexcused absences to the principal’s office.</p> <p>*The parent coordinator will make calls to parents/guardian reminding them to bring doctor excuses.</p> <p>* Run daily report from SAM7 on students excused and unexcused absences and keep a log on students accumulating excessive absentees.</p> <p>*Notify parent(s) that their child or children is/are in danger of being referred to the District Attendance Officer because of failure to submit excuses in a timely manner.</p>	<p>Secretary Parent Coordinator Principal</p>	<p>February 2014- Ongoing</p>	<p>1. Display district policy on excused and unexcused absentees.</p> <p>2. Copies of daily absentee report.</p> <p>3. Copy of Parent Notification Log.</p>
School Attendance Reporting	<p>* The secretary or designee will use the daily absentee report to identify those students that have accumulated 5 or more unexcused absentees and compare the report to the Notice of Unexcused absentee report to ensure student are reported accurately and timely. (reports to be run daily)</p>	<p>Secretary Data Clerk Parent Coordinator Principal</p>	<p>February 2014 - Ongoing</p>	<p>1. Record of daily absentee report. Check daily for student with 5 or more absentees.</p>
<p>1. Port Gibson High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 6 out of 18 students reviewed were not reported to the school</p>	<ul style="list-style-type: none"> The secretary, parent coordinator or data clerk will run daily absentee report to identify students that have accumulated 3 or more unexcused absentees and contact parent/guardian. 			<p>2. Send by email, fax and take to the district office where attendance officer is housed.</p> <p>3. Retain a copy of the email, fax cover sheet or copy of verification of A.O. signature.</p>

<p>attendance officer after accumulating five (5) or more unexcused absences; and 7 out of 18 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.</p>	<p>* The secretary or designee will report the name(s) of student(s) that have accumulated five (5) or more absentees to the District Attendance Officer via email, fax, and phone call and/ or bring to the district office within the designated time period.</p>			<p>4. Ensure the district attendance officer receives all official reports of unexcused absences.</p>
<p>Reporting of Suspensions</p> <p>1. Port Gibson High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 6 out of 6 suspensions were not reported to the school attendance officer as they occurred; and 5 out of 6 suspensions were not coded as an unexcused absence, as required by law.</p>	<ul style="list-style-type: none"> • Revisit policy on reporting suspensions as they occur to Attendance Officer. • Revisit policy on coding suspended students. • The Assistant Principal will ensure that the Secretary receives all suspensions or any discipline referrals in a timely manner. • Student’s absences due to suspension will be coded as unexcused absences. • Teachers will report all suspensions on the daily absentee report. • Out of School Suspension report will be used monthly to ensure that all suspensions are reported accurately. 	<p>Secretary Asst. Principal Principal</p>	<p>February 2014 - Ongoing</p>	<ol style="list-style-type: none"> 1. The secretary or data clerk will run daily discipline reports (SAM7) to ensure all suspension are reported in a timely manner. 2. Send by email, fax or take to the district office where attendance officer is housed. Retain a copy of the email, fax cover sheet or copy of verification sheet of A.O. signature.)

<p style="text-align: center;">Textbooks</p>	<ul style="list-style-type: none"> • Teachers will use the classroom rosters to check book cards to make sure each child has been assigned the necessary textbooks. 	<p>District Textbook Coordinator</p>	<p>February 2014-Ongoing</p>	<ol style="list-style-type: none"> 1. Purchase Orders 2. Budget Narrative
<p>Of the classes reviewed at Port Gibson High School, 20 out of 20 classes did not assigned textbooks to all students enrolled.</p>	<ul style="list-style-type: none"> • Teachers' requests will be submitted to textbooks inventory stewards to inform them on textbook shortages. • Teachers will receive training on how to properly complete book cards and on how to inventory books. • Teachers will fill out book cards and forms according to per period and per subject. • Request enough money in the textbook budget to make sure that each child receives the necessary textbook(s). • Students will return textbooks prior to the last day of school to properly assess book count. • Contact TIMS for any additional books needed for students that will be adopted within one year. <p>Note: <i>At the time the Conservator came to Claiborne County Schools (September 2013), only classroom sets of textbooks were being used. Since that time, the district has purchased textbooks for each student in all state tested subjects, excluding Algebra I since this is the adoption year for 7-12. Nevertheless, Algebra I textbooks are scheduled to be purchased for school year 2014-2015. The district will continue the purchase of textbooks for each student</i></p>	<p>Textbooks Inventory Stewards</p> <p>Teachers</p> <p>Principal</p>		

	<i>based on the subject area to be adopted each year. We are following this process so that Claiborne County School District may ensure the most recent textbook adoption per subject, per grade for each student.</i>			
Safety	<p>The District's safety plan was ready for the Conservator's approval on February 12, 2014 but because of inclement weather the scheduled Board meeting was cancelled.</p> <p>The district safety and crisis response plan was approved by the Conservator on February 19, 2014. The district safety and crisis response plan will be review yearly to include updates and changes.</p>	School Resource Officer Principal	February 2014- Ongoing	1 Copy of the CCSD Safety and Crisis Response Plan.
Port Gibson High School is not in compliance with all required safety laws and policies.				

Claiborne County Public Schools
REQUEST FOR PERMANENT TRANSFER

TO: PROPERTY MANAGER

FROM: Tracy M. Wilson

RM# B5

SCHOOL: PGHS

DATE: 3-6-14

It is requested that the following items for which I am currently responsible be transferred to:

Tracy M. Wilson
(Employee's Name)

Sped
(Department/Division)

Description of Item	Serial Number	Property Number
<u>AMAAR DRYER</u>	<u>M13902135</u>	<u>2242</u>
<u>FRIGIDAIRE REFRIGERATOR</u>	<u>BA23723943</u>	<u>2243</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer Authorized and Preapproved by Principal's signature: [Signature]

Date: 3-6-14 Property Manager: Terrance Young

I accept responsibility for the above inventory items: Glenda Warner
(Employee receiving inventory)

3-6-2014 A-1
Date Room Number

NOTICE: Effective immediately

If this equipment is removed from its' original location whether it's for 1 minute or 1 day to someone else to use or to the technology person for repairs or for testing purposes **this form must be filled out in its entirety.** When the equipment is returned, please have the receiver to sign on this here:

40014

1970

1971

1972

Barcode-49767

Serial #BD1580763

Home Activities Reports Setup Help Helpdesk

Print Purchase Order

2 of 2 Find | Next

Show Filter...

CLAIBORNE COUNTY SCHOOL
 404 MARKET STREET PORT GIBSON MS 39150
 Phone: -- Fax: --

P.O. NUMBER REQ DATE PAGE
719383 00016974 10/31/2013 1

BILL TO **CLAIBORNE COUNTY SCHOOL**
 404 MARKET STREET
 PORT GIBSON, MS 39150

Fund-Glc-Func-Pgm-Obj-Ut	Amount
1120-900-1120-000-651-002	\$54,522.96
TOTAL AMOUNT	\$54,522.96

SHIP TO YOKENIA GRAHAM
A W WATSON ELEMENTARY SCHOOL
 880 ANTHONY STREET
 PORT GIBSON, MS 39150

VENDOR 663 Fax: 601-352-0235 Ph: 601-352-7272
SCHOOL BOOK SUPPLY COMPANY
 POST OFFICE BOX 1059
 JACKSON, MS 39215-0000

NO BACKORDERS - PO EXPIRES IN 90 DAYS

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
138	EA	READING STREET GR. 3	9780328575039	\$45.97	\$6,343.86
138	EA	READING STREET GR.3	9780328575046	\$45.97	\$6,343.86
1	EA	TE READING STREET. GR. 3	9780326549986	\$0.00	\$0.00
128	EA	READING STREET. GR. 4	9780328575053	\$32.47	\$4,156.16
128	EA	READING STREET GR. 4	978032857060	\$32.47	\$4,156.16
1	EA	TE READING STREET GR. 4	9780328549993	\$0.00	\$0.00
120	EA	READING STREET. GR. 5	9780328575077	\$32.47	\$3,896.40
120	EA	READING STREET. GR. 5	9780328575091	\$32.47	\$3,896.40
1	EA	TE READING STREET GR. 5	9780328550005	\$0.00	\$0.00
138	EA	ENVISION MATH GR. 3	9780328672615	\$65.97	\$9,103.86
1	EA	ENVISION MATH PKG GR. 3	9780328757898	\$0.00	\$0.00
128	EA	ENVISION MATH GR. 4	9780326672622	\$65.97	\$8,444.16
1	EA	ENVISION MATH PKG GR. 4	9780328757015	\$0.00	\$0.00
120	EA	ENVISION MATH GR. 5	9780328672639	\$65.97	\$7,916.40
1	EA	ENVISION MATH PKG GR. 5	9780328757022	\$0.00	\$0.00
				Page Total:	\$54,257.26
				Total Order:	\$54,257.26

NOTE: 1.CLAIBORNE COUNTY PUBLIC SCHOOL DISTRICT is a tax exempt agency.
 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:

Jane Sargent

3/6/2014

AUTHORIZED BY:

Date

S S 2 S S

Home Activities Reports Setup Help Helpdesk

Print Purchase Order

1 of 2 Find | Next

Show Filter...

CLAIBORNE COUNTY SCHOOL
 404 MARKET STREET PORT GIBSON MS 39150
 Phone: -- Fax: --

P.O. NUMBER REQ DATE PAGE
719382 00016970 10/31/2013 1

BILL TO **CLAIBORNE COUNTY SCHOOL**
 404 MARKET STREET

Fund-Glc-Func-Pgm-Obj-Ut	Amount
1120-900-1130-000-651-004	\$37,554.06
TOTAL AMOUNT	\$37,554.06

PORT GIBSON, MS 39150

SHIP TO GAIL SHERMAN
PORT GIBSON MIDDLE
 161 RAMSEY DRIVE

PORT GIBSON, MS 39150

VENDOR 663 Fax: 601-352-0235 Ph: 601-352-7272
SCHOOL BOOK SUPPLY COMPANY
 POST OFFICE BOX 1059
 JACKSON, MS 39215-0000

NO BACKORDERS - PO EXPIRES IN 90 DAYS

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
90	EA	PH-MS SCIENCE EXPLORER, GR.8	9780558372170	\$74.97	\$6,747.30
150	EA	CC PRENTICE HALL MATH CRS	9781256737162	\$67.47	\$10,120.50
1	EA	TE PRENTICE HALL MATH	9781256737193	\$0.00	\$0.00
150	EA	CC PRENTICE HALL MATH CRS 2	9781256736783	\$68.47	\$10,270.50
1	EA	CC PRENTICE HALL MATH	9781256737490	\$0.00	\$0.00
150	EA	CC PRENTICE HALL MATH CRS 3	9781256737223	\$68.47	\$10,270.50
1	EA	CC PRENTICE HALL MATH CRS 3	9781256737247	\$0.00	\$0.00
1	EA	PH-TE MS SCIENCE EXPLORER GR.8	9780558374808	\$0.00	\$0.00
Page Total:					\$37,408.80
Total Order:					\$37,408.80

- NOTE:**
- 1.CLAIBORNE COUNTY PUBLIC SCHOOL DISTRICT is a tax exempt agency.
 - 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:



3/6/2014

AUTHORIZED BY:

Date

S S 1 S S

Home Activities Reports Setup Help Helpdesk

Print Purchase Order

1 of 1 Find | Next

Show Filter...

CLAIBORNE COUNTY SCHOOL
 404 MARKET STREET PORT GIBSON MS 39150
 Phone: -- Fax: --

P.O. NUMBER	REQ	DATE	PAGE
719381	00016969	10/31/2013	1

BILL TO CLAIBORNE COUNTY SCHOOL
 404 MARKET STREET

Fund-Glc-Func-Pgm-Obj-Ut	Amount
1120-900-1140-000-651-008	\$42,394.61
TOTAL AMOUNT	\$42,394.61

PORT GIBSON, MS 39150
SHIP TO MARY MCCAY
PORT GIBSON HIGH SCHOOL Ph: 601-437-4190
 159 OLD HWY 18 #1
 PORT GIBSON, MS 39150

VENDOR 663 Fax: 601-352-0235 Ph: 601-352-7272
SCHOOL BOOK SUPPLY COMPANY
 POST OFFICE BOX 1059
 JACKSON, MS 39215-0000

NO BACKORDERS - PO EXPIRES IN 90 DAYS

QTY	UNIT	DESCRIPTION	CATALOG NUMBER	UNIT PRICE	TOTAL
137	EA	HRW-ELEMENTS OF LANGUAGE GR. 10	9780030796821	\$60.95	\$8,350.15
122	EA	PH-MS SE MILLER & LEVINE BIOLOGY	9780133693478	\$81.47	\$9,939.34
141	EA	PH-SE MS US. HISTORY RECONSTRUCTION	9780132530729	\$87.47	\$12,333.27
137	EA	PH-CC PRENTICE HALL LITERATURE	9780133195569	\$84.97	\$11,640.89
Page Total:					\$42,263.65
Total Order:					\$42,263.65

- NOTE:**
1. CLAIBORNE COUNTY PUBLIC SCHOOL DISTRICT is a tax exempt agency.
 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:



3/6/2014

AUTHORIZED BY:

Date

S S 1 S S

Edit Asset: 00000006767

Asset No: 00000006767 Duplicate Asset #
Bar Code: 6767 Depreciate Donated

Description: PRINTER
Vendor: KIMBRELL'S DIGITAL SOLUTIONS

Location: PORT GIBSON MIDDLE - 004
Manufacturer: XEROX

Building: PGM - Port Gibson Middle School
Model No: 6015
Room: ADMIN - Room ADMIN
Serial No: BD1580763

Classification: 735 - OTHER FURNITURE AND EQUIPMENT <S>
Condition: Excellent
Group: FURNITURE AND EQUIPMENT - 008
Comments:

PO No: 717205 **PO Date:** 11/27/2012
Check No: 11204 **Claim No:** 10060

Asset Cost: 475.00 **Acq Date:** 07/03/2013
Useful Life: 7 **Salv Value:** 4.75
Book Value: 0.00 **Accum Dep:** 0.00

Disposed:
Code: **Date:**
Sale Amt: 0.00 **Calc Gain/Loss:**
Gain/Loss: 0.00

Next (7) **Filter (6)** **Save (3)** **Delete (4)** **Change Log (R)** **Journals (U)** **Refresh (I)** **Add (1)** **Auto Gen (2)**
Document Management

Expense Total: 475.00

Expensed To		Actions
Fund	Func	Expensed
1120	2410	475.00

Edit Asset: 000000006768

Asset No: 000000006768 x Duplicate Asset #
 Bar Code: 6768 Depreciate Donated

Location: PORT GIBSON MIDDLE - 004
 Vendor: KIMBRELLS DIGITAL SOLUTIONS | Lookup
 963466 - KIMBRELLS DIGITAL SOLUTIONS

Building: PGM - Port Gibson Middle School
 Manufacturer: XEROX
 Model No: 8015

Room: PRINCI - Room PRINCI
 Serial No: BD1580767

Classification: 735 - OTHER FURNITURE AND EQUIPMENT <\$1
 Condition: Excellent
 Group: FURNITURE AND EQUIPMENT - 008
 Comments:

PO No: 717205 | PO Date: 11/27/2012
 Check No: 11204 | Claim No: 10060
 Asset Cost: 475.00 | Acq Date: 01/03/2013
 Useful Life: 7 | Salv Value: 4.75
 Book Value: 0.00 | Accum Dep: 0.00

Disposed
 Code: Date:
 Sale Amt: 0.00
 Gain/Loss: 0.00

Next (7) | Filter (6) | Save (3) | Delete (4) | Change Log (R) | Journals (U) | Refresh (I) | Add (1) | Auto Gen (2)

Document Management

Expense Total: 475.00

Expensed To

Fund	Func	Expensed	Actors
1120	2410	475.00	Select

3:20 PM
 02/16/2014

**CLAIBORNE COUNTY SCHOOL DISTRICT
2014-2015 Student Information Update Form**

STUDENT'S NAME:

Address:

Mother's Information:

City:

Address:

State:

City:

Dear Parent or Guardian,

Please take time to fill out this student update form. If you have moved in the past 6 months please attach 2 proofs of residency. It is very important that we have accurate information in our files. Please return this form to your child's teacher as soon as possible.

State:

Telephone#:

Cell Phone#:

Father's Information:

Address:

City:

State:

Telephone#:

Cell Phone#:

2014-2015 Emergency Contacts

Name	Relationship Type	Address	Telephone#
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

LOST OR STOLEN AFFIDAVIT

Claiborne County Public SCHOOLS
404 Market Street
Port Gibson, Mississippi 39150

Location of Property: Port Gibson Middle School **Date:** 06-10-2013 (missing) 03-05-14

Description	Inventory	Serial #	Purchase Date	Cost or Value
VX-451-DO-5-B		1SB081352	11-29-2012	\$272.00
VX-451-DO-5-B		1S2B081353	11-29-2012	\$272.00

Detailed explanation or loss: (in case of theft, robbery or mysterious disappearance, show the name of the Sheriff's office notified and the date the loss was discovered, give a complete explanation of such failure.) *See Attached - documentations*

We hereby state under oath that the above facts are true and correct to the best of our knowledge.

3-7-2014
 Date
3-7-2014
 Date

 Date

Jayne Sargent
 Board President, *Conservator*
Jenane Yang
 Property Manager

 Employee Responsible for property

This date personally appeared before me, the undersigned authority, in and for Claiborne County, in the State of Mississippi, the above names individuals, who being first duly sworn, state on their oaths that the above facts are true and correct to the best of our knowledge.

Given Under My Hand and Official Seal, this 07th day of March 2014
Bridgette D. Muhammad



POLICE DEPARTMENT

City of Port Gibson

Date: 03/07/14

Complainant: Port Gibson Middle School

Address of comp: 161 Ramsey Dr.
Port Gibson, MS 39150

Nature of Complaint: B&E

Offender: Unknown

Description: Age: Race: Ht. Wt. Hair: Eyes:

Address of Offender: Unknown
Port Gibson, MS 39150

Location of Crime: P.G.M.S.
Port Gibson, MS 39150

Time: 1100 hrs

Officer Answering: P.G.P.D.

REPORT OF OFFICER

On the above date and time, Toni Clark (school resource officer) came in and reported that in June 2013, the school had a break-in and items were stolen from the school. Two (2) high performance radios were amongst the items that were taken from that during that time.

THIS MATTER WILL BE INVESTIGATED BY THE PORT GIBSON POLICE DEPARTMENT.

By Direction of the MAYOR Case # 2014-052

Calvin E. Jackson, Chief of Police



PORT GIBSON MIDDLE SCHOOL

161 Ramsey Dr. Port Gibson MS
Marvin Harvey, Principal Verna Grimes, Assistance Principal

To: Whomever it may Concern

From: Toni Clark (School Resource Officer)

Date: 03-05-2014

Re: Missing Radios from Port Gibson Middle School

It has been brought to my attention that on June 10, 2013 Dr. Oneida Butler reported a break-in at the Port Gibson Middle School. Mrs. Butler stated in her report she reported to work on June 10, 2013, at 8:00 a.m. and noticed the side door of the Main Office door had been kicked open and the Assistance Principal's Office had been broken into as well. She stated after looking through both office, she noticed that there were two radios missing out of the office (one from Main Office and one from Assistance Principal's Office). Dr. Butler did not list any serial numbers for the missing radios, but she did give a purchase order number from Communication Specialist; where she had purchased the six radios. I made contact with Communication Specialist and obtained a invoice with all six of the serial number for the radios. After inventorying all the radios at Port Gibson Middle School; the two radios that are missing were VX-451-D0-5B with serial numbers: 1S2B081352 and 1S2B081353.

A copy of Dr. Butler's report and the invoice is attached to this report.

Thank you,

Toni Clark

Port Gibson Middle School

Memorandum

To: Whom It May Concern
From: Oneida Butler, Ph.D. Principal
Date: June 10, 2013
Re: High Performance Radios-PGMS

Please be advised that I reported to work on June 06, 2013, at 8:00 a.m. the side door to main office was kicked open. I called Chief Watson to report the break-in and went into main office and notice that something's was out of place. I also checked the assistant principal office and notice that two- High Performance Radios were missing.

Purchase Order #717158 – Communication Specialists

Purchase Date 11/19/2012

Amount \$1,866.00

Communications Specialists, Inc

780 Hwy 61 North
 Vicksburg, MS 39183
 US

INVOICE

Invoice Number: 63386 ✓
 Invoice Date: Nov 29, 2012
 Page: 1
 Duplicate

ice: 601-638-1771
 Fax: 601-638-3723



Bill To:
CLAIBORNE COUNTY BOARD OF EDUC CLAIBORNE COUNTY BOARD OF EDUC 404 MARKET STREET PORT GIBSON, MS 39150

Ship to:
ONEIDA BUTLER PORT GIBSON MIDDLES SCHOOL 161 RAMSEY DRIVE PORT GIBSON, MS 39150

Customer ID:	Customer PO:	Payment Terms:	
CLAIBORNE COUNTY BO	717158	Net Due	
Sales Rep ID:	Shipping Method:	Ship Date:	Due Date:
CGRANT			11/29/12

Quantity	Item	Description	Unit Price	Amount	Serial Number
6.00	VX-451-DO-5 B	BASIC PACKAGE WITH FNB-V112LI 1170MAH BATTERY, ATV-16B & VAC-450 RAPID CHARGER.	272.00	1,632.00	IS2B081351 ✓ IS2B081352 IS2B081353 IS2B081354 ✓ IS2B081355 ✓ IS2B081356 ✓
6.00	PROGRAMMING	OF RADIOS	39.00	234.00	

Subtotal	1,866.00
Sales Tax	
Total Invoice Amount	1,866.00
Payment/Credit Applied	1,866.00
TOTAL	0.00

Check/Credit Memo No: 63386/ck#011179



5087

2500 HD

CLAIBORNE COUNTY
PUBLIC SCHOOLS







Claiborne
County Public Schools
Port Gibson, Mississippi

9530



CLAIBORNE COUNTY
PUBLIC SCHOOLS

0392