Jackson County School District

Regular Meeting
Monday, August 12, 2024 - 5:00 PM
Our District Office Board Room
4700 Colonel Vickrey
VANCLEAVE, MS 39565

Jackson County School District
Strategic Plan Goals
1. Decreased Safety Incidents 2. Increased Student Achievement 3. Sound Financial Management
4. Improved Facilities and Infrastructure
5. Positive Educational Experience 6. Effective Leadership

Final 8/9/24 @12:05pm

AGENDA

1. Call to Order
2. Invocation
3. Pledge
4. **Approve Consent Agenda Items**
5. **Approve Agenda**
6. **Minutes**
   - A. **Approve July 15, 2024 Meeting Minutes** **6**
7. **Superintendent of Education**
   - A. Acknowledgements and Announcements
     1. East Central Attendance Center
     2. St. Martin Attendance Center
     3. Vancleave Attendance Center 18
   - B. Public Comments
   - C. f.y.i. Construction Update- Machado|Patano 19
   - D. **Financial Management**
     1. **Approve Flood Insurance Policy Renewal Proposal for St. Martin North Elementary** **25**
     2. f.y.i Positive Behavior Specialist additional FY24 funding 27
     3. **Approve Prepaid Claim Docket** **32**
     4. **Approve Open Claim Docket** **36**
     5. **Approve Asset Surplus**
     6. Discuss June 2024 Monthly Financial Reports {MS 37-9-18} 56
   - E. **Human Resources and Risk Management**
     1. **Approve Agreement with Drug Free Schools** **79**
     2. f.yi. Workers Compensation Item 82
     3. **Approve August 2024 Personnel Changes** **83**
   - F. Policies
     1. **Approve Policy GBDB Retired Teacher Employment** **107**
     2. **Approve update to Policy GBR Sexual Harassment** **109**
     3. **Approve update to Policy GBRJB Substitue Pay Scale** **114**
     4. **Approve Policy GBRL Drug Free Schools and Workplace** **115**
     5. **Approve update to Policy GCD Non-Certified Personnel** **119**
     6. **Approve update to Policy GBN Professional Personnel Separation/Nonrenewal** **123**

7. **Approve update to Policy GFABH Teacher Aide Special Education job description** **127**
8. **Approve edit to Policy GFABR Summer Curriculum Worker** **129**
9. **Approve update to Policy GFBCD Assistant Teacher** **130**
10. **Approve edit to Policy GGBD Assistants and Aides Salary Scale** **132**
11. **Rescind Policy GFBI Job Description for Job Coach** **135**
12. **Rescind Policy GFBCZ Head Coach of Athletics** **137**
13. **Rescind Policy GFAI job description for Secretary to Business Manager** **139**
14. **Rescind Policy GFABMB Behavior Facilitator** **140**
15. **Rescind Policy GFABE job description for Secretary to Special Education Director** **141**
16. **Rescind Policy GFABD Job Description for Corrective Therapist** **143**
17. **Rescind Policy GFAAB Job Description Personnel/Insurance Clerk** **144**
18. **Rescind Policy GFA job description for Assistant Superintendent of Central Office** **146**
19. **Rescind Policy GBRIH Absences to Participate in Professional Activities** **149**
20. Present Rescind Out of Date "Head" Coach Job Descriptions 150
21. Present Edit to Policy GFBEA School Bus Driver 191
22. Present Update to Policy FFD Athletic Facility Matching Grants 193
23. Present Policy FHA for Review 195
24. Presenting Policy FHAA Contract Copy for Buildings for Review 196
25. Present new policy for Assistant Coach job description 197
26. Present Policy GABBA Social Media Websites 199
27. Presenting Policy GABB Staff/Student Non-Fraternization 200
28. Presenting update to Policy IK English Learner 203

G. **Curriculum and Instruction**
1. **Curriculum**
A. **Approve Mississippi State University Memorandum of Understanding for Field Experience with Jackson County School District** **209**
B. **Approve JCSD School Test Plan Addenda for Calendar Year 2024** **212**
C. **Approve Mississippi Gulf Coast Community College & Jackson County School District Dual Credit and Collegiate Academy Addenda for Fall 2024 Semester**
D. **Approve Jackson County School District Agreement For Experiential Education With University of Southern Mississippi** **215**
E. **Approve ESGI Purchase of 8, 12-month Licenses for Kindergarten Classrooms at Vancleave Lower Elementary School for 2024-2025** **218**
F. **Approve Purchase of USM South Mississippi Writing Project Instructional Materials for JCSD Teachers** **222**
G. f.y.i. ACT Additional Testing Opportunities for JCSD Students Grades 9-12 223
H. **Approve Renaissance Agreement for the Annual All Product Renaissance Platform Fee for K-5 Campuses** **224**

I. **Approve Request to Rescind Nearpod Agreement Approved on 7/15/2024 for the Renewal of Flocabulary Plus District License for 24-25** **232**
J. **Approve JCSD Renewal of Flocabulary Plus (NearPod) District License for 2024-2025** **243**
K. f.y.i. Jackson County School District Library Usage Report 253

2. **Special Education**
A. **Approve Renewal MOU Between Mississippi Department of Rehabilitation Services and Jackson County School District** **254**
B. Present the Jackson County School District Gifted Handbook 260
C. **Approve Renewal Contract Between Jackson County School District and Godfrey Therapy Services** **272**

3. **Student Services/Federal Programs**
A. **Approve FY25 EL and Immigrant Manual** **276**
B. **Approve FY25 Homeless and Foster Care Manual** **325**
C. **Approve FY25 Federal Programs Fiscal and Programmatic Manual** **361**

4. **Career and Technology**
A. **Approve Singing River Federal Credit Union Sponsorship for FabLab Summer Camp** **611**
B. **Approve Annual JCTC Awards Day for Students** **612**

H. **Operations and Support**

1. **Operations**
A. **Approve Change Order No. 1 for Rowell Roofing to Increase the Contract Sum by $173,220.00** **613**
B. **Approve Service Order for Vancleave High School Baseball Bleacher Project** **616**
C. **Approve Change Order 3 for SMUE & SMEE HVAC Project** **620**
D. **Approve Purchase of Vehicle for SMAC** **631**
E. **Approve Vehicle Purchase for VCAC** **633**
F. **Approve Vehicle Purchase for ECAC** **635**
G. **Approve MOU with Jackson County Emergency Communications** **637**
H. **Approve Child Nutrition Trailer Removal** **641**
I. **Approve JCSD CTE Expansion for St. Martin to D.N.P, Inc. in the amount of $5,691,000** **644**
J. **Award JCSD CTE Expansion for East Central to Codaray Construction, LLC. for the base bid amount of $6,296,800.00** **722**

2. **Information Technology**
A. **Approve Memorandum of Understanding with Mississippi Homeland Security to Help Us Improve Our Cybersecurity** **783**
B. **Approve Homeland Security Grant for $46,000 for Access Security** **789**

3. **Food Services**
A. f.y.i. July 2024 Free and Reduced Percentages 816
B. f.y.i. July 2024 Average Daily Participation for Breakfast and Lunch 817
C. f.y.i. 23-24 Health and Wellness Report 818

I. **16th Section Leases**

1. f.y.i. Past Due Leases
2. **Approve Lease Assignment to Pure Country, LLC**

3. **Approve Request to Jackson County Board of Supervisors to Strike 2016, 2017, 2019 Taxes on Hunting and Fishing Parcel No. 02916010.000** **834**

J. **Contracts and Agreements**

1. **Approve SMUE RCA House Points App Quote** **836**
2. **Approve ECUE Renaissance Star Comprehensive Suite Contract** **842**
3. **Approve ECMS IXL Learning Renewal** **849**
4. **Approve SMHS Remind Agreement** **854**
5. **Approve Josten's 2024-25 Annual Contracts for VHS, VMS, VUE, VLE** **861**
6. **Approve Vancleave High School YMCA Premises Agreement** **877**
7. **Approve ECMS Read 180 (Flex) Contract** **882**
8. **Approve VMS Contract with Renaissance Freckle** **891**
9. **Approve JCSD Student Transfer/Release Requests for 2024-2025**
10. **Approve VMS Outside Speaker for Cyber Foundations Class** **898**
11. **Approve SMHS Remind Contract** **899**
12. **Approve VUE Contract with Renaissance Star Reading** **906**
13. **Approve Lexia Learning Systems, LLC Agreement for VMS** **913**

K. **Fundraisers and Donations**

1. **Approve SMUE Fundraiser for Kona Ice Sales** **920**
2. **Approve VHS & VMS Fundraisers** **921**
3. **Approve VUE PTO Fundraisers** **925**
4. **Approve VHS Fast Pitch Donation** **929**
5. **Approve SMUE Fundraiser PTO** **930**
6. **Approve SMUE PTO Fundraiser** **932**
7. **Approve SMAC Athletics Girls Golf Fundraiser** **934**
8. **Approve SMHS Fundraiser for Yearbook** **936**
9. **Approve VHS DECA Fundraisers- DECA Store, Valentine's Day** **938**
10. **Approve VLE Fundraisers- Kona Ice, Reading for Ed, Bulldog Store** **942**
11. **Approve VLE PTO Fundraisers- Shirt Sales, Student Shop, Seasonal Desserts** **948**
12. **Approve VHS Coffee Shop & Annual Ad Fundraisers**
13. **Approve SMHS Fundraiser For Volleyball Team** **954**
14. **Approve SMHS Fundraiser For Theater** **956**
15. **Approve ECHS Science Club Fundraiser Authorization-MS Space Grant** **958**
16. **Approve ECHS HOSA Fundraiser Authorization-Yankee Candle, Wrapping paper** **959**
17. **Approve VHS Fundraiser-Year Long Concessions Sales** **960**
18. **Approve ECHS HOSA Fundraiser Authorization-Chick-fil-a** **962**
19. **Approve SMHS Fundraiser For Theater** **963**
20. **Approve SMHS Fundraiser For Buzz Shirt Sale** **965**
21. **Approve ECHS HOSA Fundraiser Authorization-Shirt/Sweatshirt Sales** **967**
22. **Approve ECHS Yearbook Fundraiser Authorization** **968**
23. **Approve SMUE Fundraiser For PTO** **969**
24. **Approve Fundraisers for HOSA State and International Leadership Conferences** **971**
25. **Approve SMUE Fundraiser For Scholastic Book Fair** **973**

26. **Approve ECMS Fundraiser Authorization-PTO Donation Student Reward Trip**

L. **Travel Request**
   1. **Approve Travel Request for Business Manager to Attend Fall MASBO Conference**
   2. **Approve Travel Request for the Federal Programs to Attend the 2024 MDE School Improvement Annual Convening**
   3. **Approve Travel Request for the Federal Programs to Attend the 2025 AMTESOL**
   4. **Approve Travel Request for the Federal Programs to Attend the 2025 National ESEA (Elementary Secondary Education Act) Conference**
   5. **Approve SMUE Travel Request to Attend Magnolia State School Counselor Association Conference**
   6. **Approve Travel Request for the Special Education to Attend the 2024 Mississippi CEC Conference**
   7. **Approve Travel Request for the Special Education to Attend 2025 CEC Conference**
   8. **Approve Travel Request for Assistant Business Manager to Attend Fall MASBO Conference**
   9. **Approve Travel Request for Human Resources to attend the 2024 MSBA Policy Conference**

M. **Approve Consent Agenda**

N. f.y.i. Superintendent Update 975

O. **Closed Session**

P. **Executive Session**
   1. Student Discipline
   2. Legal/Personnel Matters

JACKSON COUNTY BOARD OF EDUCATION MINUTES

Regular Session

Monday, July 15, 2024

A Regular Session of the Board of Trustees of Jackson County School District was held Monday, July 15, 2024, beginning at 5:00 PM at the District Office Board Room located at 4700 Colonel Vickrey Road, Vancleave, Mississippi.

Members Present:

J. Keith Lee	**Chairman**
Jory Howell	**Vice Chairman**
Amy Peterson	**Secretary**
Deanna Smith	**District 1**
Lea Bailey	**District 2**
David Baggett	**Superintendent**
Jack Pickett, Esq.	**Board Attorney**

Those present were: See attached sign in sheet.

Board Chairman Lee called the meeting to order at 5:00 p.m.

Board Member Bailey gave the invocation. Board Member Smith led the pledge.

CONSENT AGENDA: Motion by Board Member Howell, Second by Board Member Peterson to approve the consent agenda as presented, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Motion by Board Member Howell, Seconded by Board Member Bailey, to remove Item 7.I.10. from Agenda (Approve 8 Year Appraisal Amendment for Simer), with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Item	7	D-2	Approve Asset Surplus
Item	7	D-3	Approve Designation of Applicant Agent for Public Assistance (FEMA-4576-DR-MS)
Item	7	E-3	Approve July 2024 Personnel Changes
Item	7	F-1	Approve Job Description: IT Lead Technician
Item	7	F-2	Approve Changes to Policy GFAEJ Student and Technology Support

			Manager Job Description
Item	7	F-3	Approve Job Description: Assistant Director of Educational Technology
Item	7	F-4	Approve Job Description: Help Desk Manager
Item	7	F-5	Approve Job Description: IT Operations Administrator
Item	7	F-6	Approve Job Description: Network Technician
Item	7	F-7	Approve Job Description: Support Technician
Item	7	F-8	Approve Job Description: IT Field Technician
Item	7	F-9	Approve Changes to Policy GFAEI Information System Specialist Job Description
Item	7	F-10	Approve Proposed Salary Scale for IT Positions
Item	7	F-11	Approve Job Description: Technology Security Administrator
Item	7	F-12	Approve Job Description: Networked Systems Manager
Item	7	F-13	Approve Policy GBKAR update- Professional Personnel Reduction
Item	7	F-14	Approve Policy GBC Recruitment and Selection Update
Item	7	F-15	Approve update to Policy GBRM- 2 Drug Testing Policy
Item	7	F-16	Approve update to Policy GFABM- Positive Behavior Specialist
Item	7	F-17	Approve edit to Policy GFBDM High School Head Football Coach
Item	7	F-18	Approve update to GGBA Salary Scale
Item	7	F-19	Approve edit to Policy GGBI Maintenance/Mechanic/District Painter Salary Scale
Item	7	F-20	Approve update to salary scale GGBP-District Maintenance
Item	7	F-21	Rescind Administrative Technology Supervisor Policy
Item	7	G-1B	Approve School Test Plan Addenda for Calendar Year 2024
Item	7	G-1C	Approve JCSD Renewal of Flocabulary Plus District License for 2024-2025
Item	7	G-1D	Approve Renewal of Machin Shared Digital Collections for JCSD Middle And High School Students for 2024-2025
Item	7	G-1E	Approve Purchase of Edmentum Renewal for JCSD for 2024-2025
Item	7	G-1F	Approve Purchase of the Tier 1 ACT Paper Exams for Jackson County School District Junior Class Students at their Respective High School Campus
Item	7	G-1G	Approve Jackson County Dropout Prevention Plan for 2024-2025
Item	7	G-2A	Approve Renewal of Collaborative Agreement Between USM Children's Center for Communication and Development and Jackson County School District
Item	7	G-2B	Approve Renewal Contract Between Will's Way and Jackson County School District
Item	7	G-2C	Approve Renewal of Contract Between Staying in Step Orientation and Mobility Services and Jackson County School District
Item	7	G-2D	Approve Renewal of Contract Between MindWorks Psychologists and Jackson County School District
Item	7	G-2E	Approve Renewal of MOU Between Mississippi Department of Rehabilitation Services (School Transition Services) and Jackson County School District
Item	7	G-2F	Approve Contract and Addendum Renewal Between Soliant and Jackson County School District
Item	7	G-2G	Approve Agreement for Student Placement and Services CARES School And Jackson County School District

Item	7	G-4A	Approve Vehicle Donation Agreement from Nissan to JCTC
Item	7	G-4B	Approve Cost Per Copy Agreement with RJ Young for FabLab to Include Unlimited Monthly Copy Fee
Item	7	G-4C	Approve Dual Credit Agreements with Mississippi Gulf Coast Community College and William Carey University
Item	7	H-2B	Approve Annual Renewal of E-Rate Consultant, Rollins & Sumrall Education Group
Item	7	J-1	Approve Student Transfers and Releases for 2024-2025
Item	7	J-2	Approve Use of Facilities at VMS for Free Haircuts
Item	7	J-3	Approve MobyMax schoolwide License for SMUE
Item	7	J-4	Approve SM Athletics Sole Source HUDL Assist Software Renewal Purchase
Item	7	J-5	Approve SMAC Athletics Matching Grant for Baseball Diamond Club
Item	7	J-6	Approve SMUE Yearbook Order Form
Item	7	J-7	Approve SMUE Renaissance Start Reading Software Renewal
Item	7	J-8	Approve Gary Long Resolution
Item	7	J-9	Approve Use of Facility for SMMS Gym
Item	7	J-10	Approve IXL Learning Renewal Agreement for SMMS
Item	7	J-11	Approve SMHS and YMCA Premises Use Agreement
Item	7	K-1	Approve Fundraiser for SMMS Boys Soccer for Youth Soccer Camp
Item	7	K-2	Approve Fundraiser for SMMS Boys Soccer for Bus Driver and Training Shirts
Item	7	K-3	Approve SMEE Donation for Classroom Makeover
Item	7	K-4	Approve Fundraisers for VLE Book Fair & VMS Cheer Spirit Shirt Sales
Item	7	K-5	Approve ECLE Fundraiser Authorization Form-Reading for Education
Item	7	K-6	Approve ECLE Fundraiser Authorization Form- Fall & Spring Bookfair
Item	7	K-7	Approve ECLE Fundraiser Authorization Form- Kona Ice Sales
Item	7	K-8	Approve Donation from Resurrection Catholic Elementary to Jackson County Technology Center
Item	7	K-9	Approve ECLE Fundraiser Authorization- Concession Sales
Item	7	K-10	Approve ECLE Fundraiser Authorization PTO Turkey Feather Contest
Item	7	K-11	Approve ECLE Fundraiser Authorization PTL Easter Egg Contest
Item	7	K-12	Approve ECLE Fundraiser Authorization PTO Cookie Dough
Item	7	K-13	Approve ECMS Fundraiser Authorization Concession Sales
Item	7	K-14	Approve SMEE Fundraiser for Art
Item	7	K-15	Approve Classroom & VHS Mini Cheer Camp Fundraisers
Item	7	K-16	Approve ECLE Fundraiser Authorization Seasonal Pictures
Item	7	L-2	Approve Travel Request for Curriculum to Attend Lexia Science of Reading Summit
Item	7	L-3	Approve ECHS Volleyball Overnight Travel Bus Usage

APPROVE AGENDA, Motion was made by Board Member Howell and Seconded by Board Member Peterson, to approve agenda with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye

Board Member Bailey	Aye
Board Member Smith	Aye

APPROVE BOARD MEETING MINUTES OF June 10, 2024, Motion by Board Member Howell, Second by Board Member Smith**,** with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

APPROVE SPECIAL CALLED BOARD MEETING MINUTES OF June 24, 2024, Motion by Board Member Bailey, Second by Board Member Peterson**,** with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Acknowledgements/Announcements

Public Comments – none

f.y.i.- Construction Update- Machado|Patano

Discuss May 2024 Monthly Financial Reports {MS 37-9-18}

Approve Prepaid Claim Docket, Motion by Board Member Peterson, Seconded by Board Member Smith, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Open Claim Docket, Motion by Board Member Howell, Seconded by Board Member Peterson, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

f.y.i. Worker's Compensation Claims for June 2024

Approve 2024-2025 Annual Supplemental Recommendations (Athletics/Sponsor/Other Supplements), Motion by Board Member Bailey, Seconded by Board Member Howell, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Abstain
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Policy Code IHAEA Exam Exemptions, Motion by Board Member Peterson, Seconded by Board Member Bailey, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Policy IHE Promotion and Retention, Motion by Board Member Howell, Seconded by Board Member Peterson, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Present Changes to Policy GFABE Secretary to Special Education Director Job Description to Rescind

Present Policy GFBCZ Head Coach of Athletics to Rescind

Present Policy GBDB Retired Teacher Employment

Present Policy GGBD Assistants and Aides Salary Scale Update

Present update to Policy GBN Professional Personnel Separation/Nonrenewal

Present update to Policy GFABH- Teacher Aide Special Education

Present update to Policy GFBCD Assistant Teachers

Present update to Policy GBRJB Substitute Pay Scale

Present to rescind Policy GBRIH Absences to Participate in Professional Activates

Present update to Policy GBR Sexual Harassment

Present edit to Policy GFABR Summer Curriculum Worker

Present to rescind Policy GFAI Secretary to Business Manager

Present Policy GCD Non-Certified Personnel

Presenting to Rescind Policy GFA Assistant Superintendent of Central Office

Present Policy GFAAB Job Description Personnel/Insurance Clerk to rescind

Present Policy GFABD Corrective Therapist to rescind

Present Policy GFABMB- Behavior Facilitator to rescind

Present Policy GFBI Job Description: Job Coach to rescind

Presenting Policy GBRL Drug Free Schools and Workplace update

f.y.i. JCSD 2023-2024 ACT Data

Approve Change Order No. 1 for ECMS Flooring Project, Motion by Board Member Howell, Seconded by Board Member Smith, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Change Order for East Central Lower Elementary HVAC Upgrades, Motion by Board Member Peterson, Seconded by Board Member Bailey, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Certificate of Substantial Completion & Change Order for SMMS HVAC Upgrades, Motion by Board Member Bailey, Seconded by Board Member Smith, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Change Order for St. Martin Upper & East Elementary HVAC Upgrades as well as St. Martin High School, Motion by Board Member Howell, Seconded by Board Member Peterson, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Contracting a Graphic Design Company to Redesign the Mascots and Logos for Vancleave and East Central, and JCTC, Motion by Board Member Smith, Seconded by Board Member Bailey, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

16th SECTION:

f.y.i – 16th Section Past Due Rent

Approve Reforestation Agreement with MS Forestry Commission for Section 16-6S-5W Property, Motion by Board Member Peterson, Seconded by Board Member Howell, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve 8 Year Appraisal Amendment for Smith, Motion by Board Member Bailey, Seconded by Board Member Howell, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve 8 Year appraisal Lease Amendment for US Postal Service, Motion by Board Member Peterson, Seconded by Board Member Smith, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve 8 Year Appraisal Lease Amendment for Pacer Tire, Motion by Board Member Howell, Seconded by Board Member Bailey, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Open/Award Quotes for Herbicide Application and Tree Planting on 16-6S-5W, Motion by Board Member Howell, Seconded by Board Member Peterson to award herbicide quote to Timco and award tree planting services to Diversified Reforestree Management, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Additional Building for Shae's Place, Motion by Board Member Howell, Seconded by Board Member Bailey, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Authorization for Services with the Mississippi Forestry Commission, Motion by Board Member Bailey, Seconded by Board Member Howell, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Travel Requests Federal Programs to Attend CEC 2025 Special Education Convention & Expo, Motion by Board Member Peterson, Seconded by Board Member Howell, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Consent Agenda, Motion by Board Member Bailey, Seconded by Board Member Peterson, to approve consent agenda, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Approve Asset Surplus
Approve Designation of Applicant Agent for Public Assistance (FEMA-4576-DR-MS)
Approve July 2024 Personnel Changes
Approve Job Description: IT Lead Technician
Approve Changes to Policy GFAEJ Student and Technology Support Manager Job Description
Approve Job Description: Assistant Director of Educational Technology
Approve Job Description: Help Desk Manager
Approve Job Description: IT Operations Administrator
Approve Job Description: Network Technician
Approve Job Description: Support Technician
Approve Job Description: IT Field Technician
Approve Changes to Policy GFAEI Information System Specialist Job Description
Approve Proposed Salary Scale for IT Positions
Approve Job Description: Technology Security Administrator
Approve Job Description: Networked Systems Manager
Approve Policy GBKAR update- Professional Personnel Reduction
Approve Policy GBC Recruitment and Selection Update
Approve update to Policy GBRM- 2 Drug Testing Policy
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Approve Renewal of Mackin Shared Digital Collections for JCSD Middle and High School Students for 2024-2025
Approve Purchase the Tier 1-ACT Paper Exams for Jackson County School District Junior Class Students at Their Respective High School Campus
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Approve Renewal of Collaborative Agreement Between USM Children's Center for Communication and Development and Jackson County School District
Approve Renewal of Contract Between Will's Way and Jackson County School District
Approve Renewal of Contract Between staying in Step Orientation and Mobility Services and Jackson County School District
Approve Renewal of Contract Between MindWorks Psychologists and Jackson County School District
Approve Renewal of MOU Between Mississippi Department of Rehabilitation Services (School Transition Services) and Jackson County School District
Approve Contract and Addendum Renewal Between Soliant and Jackson County School District
Approve Agreement for Student Placement and Services CARES School and Jackson County School District
Approve Vehicle Donation Agreement from Nissan to JCTC
Approve Cost Per Copy Agreement with RJ Young for FabLab to Include Unlimited Monthly Copy Fee
Approve Dual Credit Agreements with Mississippi Gulf Coast Community College and William Carey University
Approve Annual Renewal of E-Rate Consultant, Rollins & Sumrall Education Group
Approve Student Transfers and Releases for 2024-2025
Approve Use of Facilities at VMS for Free Haircuts
Approve MobyMax Schoolwide License for SMUE
Approve SM Athletics Sole Source HUDL Assist Software Renewal Purchase
Approve SMAC Athletics matching Grant for Baseball Diamond Club
Approve SMUE Yearbook Order Form
Approve SMUE Renaissance Start Reading Software Renewal
Approve Gary Long Resolution
Approve Use of Facility for SMMS Gym
Approve IXL Learning Renewal Agreement for SMMS
Approve SMHS and YMCA Premises Use Agreement
Approve Fundraiser for SMMS Boys Soccer for Youth Soccer Camp
Approve Fundraiser for SMMS Boys Soccer for Bus Driver and Training Shirts
Approve SMEE Donation for Classroom Makeover
Approve Fundraisers for VLE Book Fair & VMS Cheer Spirit Shirt Sales
Approve ECLE Fundraiser Authorization form Reading for Education
Approve ECLE Fundraiser Authorization Form Fall & Spring Bookfair
Approve ECLE Fundraiser Authorization Form Kona Ice Sales
Approve Donation from Resurrection Catholic Elementary to Jackson County Technology Center
Approve ECLE Fundraiser Authorization Concession Sales
Approve ECLE Fundraiser Authorization PTO Turkey Feather Contest
Approve ECLE Fundraiser Authorization PTL Easter Egg Contest
Approve ECLE Fundraiser Authorization PTO Cookie Dough
Approve ECMS Fundraiser Authorization Concession Sales

Approve SMEE Fundraiser for Art
Approve Classroom & VHS Mini Cheer Camp Fundraisers
Approve ECLE Fundraiser Authorization Seasonal Pictures
Approve Travel Request for Curriculum to Attend Lexia Science of Reading Summit
Approve ECHS Volleyball Overnight Travel Bus Usage

CLOSED SESSION: Motion by Board Member Peterson, Second by Board Member Howell, to enter into Closed Session at 5:55 p.m., with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

EXECUTIVE SESSION: Motion by Board Member Smith, Second by Board Member Bailey, to leave Closed Session and enter into Executive Session at 5:55 p.m., with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

STUDENT DISCIPLINE CASE 01:23-24: Motion by Board Member Howell, Second by Board Member Smith to uphold decision of Discipline Appeal Committee, with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

EXECUTIVE SESSION: Motion by Board Member Bailey, Second by Board Member Smith, to come out of Executive Session at 6:56 p.m., with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

There being no further business to come before the Board at this time, a motion was made by Board Member Howell, Seconded by Board Member Smith, to adjourn at 7:00 p.m. with the following vote taken:

Board Member Lee	Aye
Board Member Howell	Aye
Board Member Peterson	Aye
Board Member Bailey	Aye
Board Member Smith	Aye

Meeting adjourned 7:00 p.m.

_____ _____

J. Keith Lee, Chairman Attested by Amy Peterson, Board Secretary

School Board Recognition

Board Meeting Date August 12, 2024

Submitted by Dean Lepoma

	Name (Person/Team)	**School**	**Position** (student, teacher, coach, etc.)	**Reason for Acknowledgement**
1.	VHS Baseball Team - UHS State Champions			State Champions
2.				
3.				
4.				

** Any student who is submitted to be acknowledged MUST have parent permission FIRST! Before you submit their name, you must check the Consent and Waiver form for permission for his/her name or picture to be published.**

Jackson County School District
Office of Operations and Support
Buildings and Grounds

Project Name **ECHS/ECMS Replace carpet with Tile**

ESSER II

Board Date *August 2024*

- Punch list complete and submitted to contractor.

Project Name **SMUE & SMEE HVAC Replacement- Change Order includes SMHS**

ESSER III

Board Date *August 2024*

- SMHS still installing city multi units; SMEE units have been installed with some issues and DNP is currently working to resolve these issues; SMUE complete with no issues.

Project Name **Vancleave HVAC Renovation**

ESSER III

Board Date *August 2024*

- All units have been installed and walk through is scheduled for a punchlist pending date.

Project Name **VHS Roofing Project**

District New Construction

Board Date *August 2024*

- Work still continuing with no current issues- pictures attached.

Project Name **ECAC HVAC Project**

ESSER III

Board Date *August 2024*

- All units have been installed, punchlist and walk- through done by Micah and Duane and contractor is now completing punchlist requests to complete this project.

Project Name **JCTC Expansions- ECAC & SMAC**

District New Construction

Board Date *August 2024*

- Current contracts for both sites on board agenda for approval.

Project Name **SMAC Bleachers at Football Stadium**

District New Construction

Board Date *August 2024*

- Designs are complete and MP is placing this project out for bids.

Project Name **Vancleave Baseball Bleachers**

District New Construction

Board Date *August 2024*

- Service contract for this project on board agenda for approval.

Project Name **VMS Library Floor Restoration**

ESSER III

Board Date *August 2024*

- Balius Surface to remove carpet and replace with LVT. Start date pending.

Project Name **VLE Playground Restoration**

District New Construction

Board Date *August 2024*

- Playground pea gravel removed from this area and replace with mulch. Pictures attached.

Project Name **VUE Playground Renovation**

District New Construction

Board Date *August 2024*

- Demolition of old playground, some playground equipment relocated to new playground site, border and mulch placed around equipment. Pictures attached.

Project Name **JCTC Bathroom Renovation**

ESSER III

Board Date *August 2024*

- Removed all fixtures and will be replacing with touchless system.



VHS Roofing



VLE Playground



VUE old Playground



VUE New playground

Wright National Flood Insurance Company
A Stock Company
P.O. Box 33003
St. Petersburg, FL 33733-8003
Customer Service: 1-800-820-3242
Claims: 1-800-725-9472

WFL 99.023 0424
1114582
6/27/24

2000 11523 FLD RGLR

Policy Number	Expiration Date	Date of Notice
23 1151953393 04	8/22/24 12:01 a.m. S.T.	6/27/24

Agent (228)863-5362
CADENCE INSURANCE INC
PO BOX 250
GULFPORT MS 39502-0250

JACKSON COUNTY SCHOOL DISTRICT
PO BOX 5069
VANCLEAVE MS 39565-5069

RENEWAL NOTICE

Your flood insurance policy is about to expire.
Renewal premium is required to renew your policy.

IMPORTANT: Your policy currently receives an Annual Increase Cap Discount.
If your policy lapses, you will lose the Annual Increase Cap Discount and your premium will be higher.
For more information about your discount, please contact your agent listed above.

Payor: Insured

NFIP Policy Number 1151953393

Property Address:
11000 YELLOW JACKET ST,
ST MARTIN NORTH ELEMENTARY
BILOXI, MS 39532

25

Thank you for being a valued Wright Flood policyholder!

Please make your renewal payment on or before the expiration date shown above.
**See page 2 of this notice for important information regarding the impacts of a lapse in coverage.*

Renewing your policy is easy. Submit your payment to Wright Flood by credit card or electronic funds online through the website: https://www.myfloodpayment.com. If paying by check, see the instructions on the remittance coupon below.

Your coverage options are provided below. You may keep your current coverage amounts or adjust your coverage for additional protection. If you have questions about your coverage options or your flood policy, please contact your insurance agent.

Please indicate one of the following options when submitting your payment:

Coverage Options	Coverages		Deductibles		Premium
	Building	Contents	Building	Contents	
A: CURRENT COVERAGE	$500,000	$500,000	$1,250	$1,250	$7,154.00
B: INCREASED COVERAGE	N/A	N/A	N/A	N/A	N/A

Please RETURN BOTTOM PORTION along with your payment to the mailing address below.

Please WRITE POLICY NUMBER ON CHECK

Renewal Date: 8/22/24

And make payable to: **Wright National Flood Insurance Company**

Option A ☐ **$7,154.00**
Option B ☐ **N/A**

Insured: JACKSON COUNTY SCHOOL DISTRICT
To be paid by: Insured

PO. Box 33070
St. Petersburg, FL 33733-8070

02000 11523 FLD* RGLR 231151953393 04 00715400 RE 0000000 0

0600221231151953393241790 2 0000F 05101

Insured

WRIGHT Flood

Wright National Flood Insurance Company
A Stock Company
P.O. Box 33003
St. Petersburg, FL 33733-8003
Customer Service: 1-800-820-3242
Claims: 1-800-725-9472

WFL 99.023 0424
1114582
6/27/24

2000 11523 FLD RGLR

Policy Number
23 1151953406 04

Expiration Date
8/22/24 12:01 a.m. S.T.

Date of Notice
6/27/24

Agent (228)863-5362
CADENCE INSURANCE INC
PO BOX 250
GULFPORT MS 39502-0250

JACKSON COUNTY SCHOOL DISTRICT
PO BOX 5069
VANCLEAVE MS 39565-5069

RENEWAL NOTICE

Your flood insurance policy is about to expire.
Renewal premium is required to renew your policy.

IMPORTANT: Your policy currently receives an Annual Increase Cap Discount.
If your policy lapses, you will lose the Annual Increase Cap Discount and your premium will be higher.
For more information about your discount, please contact your agent listed above.

Payor: Insured

NFIP Policy Number 1151953406

Property Address:
11000 1/2 YELLOW JACKET ST,
ST MARTIN NORTH ELEM GYM
BILOXI, MS 39532-5008

26

Thank you for being a valued Wright Flood policyholder!

Please make your renewal payment on or before the expiration date shown above.
**See page 2 of this notice for important information regarding the impacts of a lapse in coverage.*

Renewing your policy is easy. Submit your payment to Wright Flood by credit card or electronic funds online through the website: https://www.myfloodpayment.com. If paying by check, see the instructions on the remittance coupon below.

Your coverage options are provided below. You may keep your current coverage amounts or adjust your coverage for additional protection. If you have questions about your coverage options or your flood policy, please contact your insurance agent.

Please indicate one of the following options when submitting your payment:

Coverage Options	Coverages		Deductibles		Premium
	Building	Contents	Building	Contents	
A: CURRENT COVERAGE	$500,000	$100,000	$1,250	$1,250	$2,375.00
B: INCREASED COVERAGE	$500,000	$105,000	$1,250	$1,250	$2,389.00

Please RETURN BOTTOM PORTION along with your payment to the mailing address below.

WRIGHT Flood

Please WRITE POLICY NUMBER ON CHECK

Renewal Date: 8/22/24

And make payable to: **Wright National Flood Insurance Company**

Option A ☐ **$2,375.00**
Option B ☐ **$2,389.00**

Insured: JACKSON COUNTY SCHOOL DISTRICT
To be paid by: Insured

PO. Box 33070
St. Petersburg, FL 33733-8070

02000 11523 FLD* RGLR 231151953406 04 00237500 RE 0238900 7

06002212311519534062417902 0000A 05102

Insured

Memo

To: JCSD School Board

From: Amber Geiser, Business Manager

cc: Davis Baggett, Superintendent

Date: July 25, 2024

Re: Funding Percentages

On May 29, 2024, we received notification from MDE that we would be receiving additional FY24 Positive Behavior Specialist funds. The request deadline for these funds was July 12, 2024. Because of the transition MDE has allowed us a late request, however they would not allow me to wait for the August board meeting. The shift in funding percentages, as listed below, does not change the amount of compensation received by the employee, It just shifts funding from local funds to state and federal.

	As approved		Revised	
PBS State	9,067.92	18%	12,080.77	24%
PBS Federal	20,150.93	40%	21,750.65	43%
IDEA	10,708.02	21%	10,708.02	21%
State (local)/ District	10,728.13	21%	6,115.56	12%
	50,655.00		50,655.00	

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Office of Grants Management and Budget
Elisha Campbell
Executive Director

May 29, 2024

Mr. David Baggett, Superintendent
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

Dear Mr. David Baggett:

Your district's FY2024 Positive Behavior Specialist (additional) funds are available for you to request reimbursement. The funding period of this project is July 1, 2023 through July 12, 2024, which is the last day to request funds by midnight of that day.

Your award has been assigned the following number that must be used when submitting requests fo reimbursement.

State Fund:	**PB24 - 3001; $3,012.85**
Federal Fund:	**PF24 - 3001; $1,599.72**

A copy of your approved Positive Behavior Specialist form is attached. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Elisha Campbell

Elisha Campbell, Executive Director
Office of Grants Management and Budget

Enclosure

cc: Special Education Director

Central High School Building
359 North West Street
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 359-5254
Fax (601) 359-6740

www.mdek12.org

Mississippi Department of Education
Office of Special Education
REQUEST FOR POSITIVE BEHAVIOR SPECIALIST(S) OSE/FY 2024

District Name Jackson County	District Code 3000	Update Information ____yes X no

Name of Individual	License #	Expiration Date	Status		Payment Method *(indicate percentages)*				PBS Total Allocated Amount (A) + (B)	MDE USE ONLY
			New	Returning	(A) PBS (state)	(B) PBS (federal)	IDEA	State (local)/ District		
Gerald Jacobs	173764	6/30/28		X			100%			
David Richardson	3146169	6/30/27		X	18%	40%	10%	32%	29,218.85	

The District assures that the responsibilities of this specialist will be to design positive behavioral interventions and to conduct functional behavioral assessments as required by the 2004 Amendments to the Individuals with Disabilities Education Improvement Act. The District understands that all the funds must be drawn by *February 12, 2024*.

Superintendent's Signature _____ **Date** 9/21/23

Approval by Mississippi Department of Education, Office of Special Education

Submission Approval _____ MDE Staff Member — Date 10/26/23

Submission Approval _____ MDE Director — Date 10/26/23

Revised July 2023

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Office of Grants Management and Budget
Elisha Campbell
Executive Director

December 13, 2023

Mr. David Baggett, Superintendent
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

Dear Mr. David Baggett:

Your district's FY2024 Positive Behavior Specialist funds are available for you to request reimbursement. The funding period of this project is July 1, 2023 through July 12, 2024, which is the last day to request funds by midnight of that day.

Your award has been assigned the following number that must be used when submitting requests fo reimbursement.

State Fund:	**PB24 - 3001; $9,067.92**
Federal Fund:	**PF24 - 3001; $20,150.93**

A copy of your approved Positive Behavior Specialist form is attached. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Elisha Campbell

Elisha Campbell, Executive Director
Office of Grants Management and Budget

Enclosure

cc: Special Education Director

Central High School Building
359 North West Street
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 359-5254
Fax (601) 359-6740

www.mdek12.org

Mississippi Department of Education
Office of Special Education
REQUEST FOR POSITIVE BEHAVIOR SPECIALIST(S) OSE/FY 2024

District Name Jackson County	District Code 3000	Update Information ____yes X no

Name of Individual	License #	Expiration Date	Status		Payment Method *(indicate percentages)*				PBS Total Allocated Amount (A) + (B)	MDE USE ONLY
			New	Returning	(A) PBS (state)	(B) PBS (federal)	IDEA	State (local)/ District		
Gerald Jacobs	173764	6/30/28		X			100%			
David Richardson	3146169	6/30/27		X	18%	40%	10%	32%	29,218.85	

The District assures that the responsibilities of this specialist will be to design positive behavioral interventions and to conduct functional behavioral assessments as required by the 2004 Amendments to the Individuals with Disabilities Education Improvement Act. The District understands that all the funds must be drawn by *February 12, 2024*.

Superintendent's Signature _____ **Date** 9/21/23

Approval by Mississippi Department of Education, Office of Special Education

Submission Approval _____ Date 10/26/23
MDE Staff Member

Submission Approval _____ Date 10/26/23
MDE Director

Revised July 2023

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.: ALL AP Dates: ALL

Claim Status: PrePaid

Claim No.	Claimant Name	Claim Amount	Fund	Description
235965	RENAISSANCE ORLANDO SEAWORLD	$189.00	1130	SPED - Director hotel
235968	STALLWORTH, GWENDOLYN	$80.00	1130	Correct July Reimb
235970	A T & T ONE NET 1001-202-8550	$591.57	1120	Phone Expenses 2024-2025
235973	SOUTHERN LIGHT, LLC	$7,783.18	1120	2024-2025 Internet
235978	MHSAA, INC.	$2,025.00	1152	ECHS MHSAA dues
236017	WATERS TRUCK & TRACTOR CO INC	$750,000.00	2902	DO-6 ELECTRIC SCHOOL BUSES
236079	WATERS TRUCK & TRACTOR CO INC	$375,000.00	2902	DO-6 ELECTRIC SCHOOL BUSES
236081	MS STATE TAX COMMISSION-MOTOR	$24.00	1120	DO-TAG FOR 3RD AND 4TH
236082	MS STATE TAX COMMISSION-MOTOR	$12.00	1120	DO-TAG FOR 5TH ELECTRIC BUS
236083	MHSAA, INC.	$2,025.00	1154	VAC- MHSAA MEMBERSHIP/ INS
236084	DRAGONFLY ATHLETICS, LLC	$2,500.00	1154	VAC- ATHLETIC OFFICIAL FEES
236085	JCSD-VANCLEAVE ATH. DIRECTOR	$2,200.00	1154	VAC- GATE CASH
236086	GEORGE COUNTY SCHOOL DISTRICT	$100.00	1154	VAC- GIRLS GOLF TOURN FEE
236087	EAST CENTRAL STUDENT ACTIVITY	$120.00	1154	VAC- GIRLS GOLF TOURN FEE
236088	WEST JACKSON CO. UTIL DIST.	$5,879.00	1120	July Utilities
236089	SINGING RIVER ELECTRIC	$75,619.76	1120	July Utilities
236090	CENTERPOINT ENERGY	$44.36	2711	July Utilities
		$3,279.33	1120	July Utilities
236091	JACKSON COUNTY UTILITY AUTH	$11,114.39	1120	July Utilities
		$104.80	2711	July Utilities
236092	SINGING RIVER ELECTRIC	$2,984.39	2711	July Utilities
		$76,161.94	1120	July Utilities
		$972.59	1935	July Utilities
236093	ENTERPRISE	$260.64	2712	JCTC - Rental Car (2) for HOSA
		$608.16	1155	JCTC - Rental Car (2) for HOSA
236172	DRAGONFLY ATHLETICS, LLC	$2,025.00	1153	DragonFly SMHS/SMMS Dues/Ins.
236173	EAST CENTRAL STUDENT ACTIVITY	$210.00	1153	Entry fee Boys Golf East Centr
236174	HANCOCK COUNTY SCHOOL DISTRICT	$225.00	1153	Entry fee Hawk Invitational
236175	JCSD--ST MARTIN ATH. DIRECTOR	$2,000.00	1153	Gate Cash
236176	JCSD--E.C. ATH. DIRECTOR	$2,000.00	1152	ECAC Gate cash
236177	THYSSENKRUPP ELEVATOR	$4,003.17	1120	SMAC-SMHS elevator repair
236433	DRAGONFLY ATHLETICS, LLC	$6,000.00	1152	ECAC athletic game officials
236434	SINGING RIVER ELECTRIC	$19,831.37	1120	Utilities - July 2024
236435	A T & T 228 826-1675 001 0595	$987.92	1120	July Phone

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
236436	WATERS TRUCK & TRACTOR CO INC	$375,000.00	2902	DO-6 ELECTRIC SCHOOL BUSES
236437	MS STATE TAX COMMISSION-MOTOR	$12.00	1120	DO-TAG FOR SIXTH ELECTRIC BUS
	Total for Docket:	**$1,731,973.57**		

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.: ALL AP Dates: ALL

Claim Status: PrePaid

Total Expenditures By Fund

Fund	Description	Claim Amount
1120	DISTRICT MAINTENANCE	$205,299.63
1130	SPECIAL EDUCATION	$269.00
1152	EAST CENTRAL ACTIVITY	$10,025.00
1153	ST MARTIN ACTIVITY	$4,460.00
1154	VANCLEAVE ACTIVITY	$6,945.00
1155	JCTC ACTIVITY	$608.16
1935	FAB LAB JACKSON COUNTY	$972.59
2711	CTE - BASIC FUND (LOCAL & STATE)	$3,133.55
2712	CTE - BASIC FUND (FEDERAL)	$260.64
2902	MDEQ VW DIESEL EMISSIONS	$1,500,000.00
	Total for Funds:	**$1,731,973.57**

Total Expenditures By Unit

Unit	Description	Claim Amount
01	DISTRICT WIDE	$13,899.48
02	EAST CENTRAL UPPER ELEMENTARY	$12,597.77
04	EAST CENTRAL MIDDLE SCHOOL	$12,864.27
06	EAST CENTRAL HIGH SCHOOL	$41,510.06
10	ST. MARTIN NORTH ELEMENTARY	$5,608.86
11	ST. MARTIN HIGH SCHOOL	$37,918.65
13	ST. MARTIN UPPER ELEMENTARY	$15,181.29
14	ST. MARTIN EAST ELEMENTARY	$3,429.74
16	VANCLEAVE UPPER ELEMENTARY	$6,409.99
18	VANCLEAVE MIDDLE SCHOOL	$14,183.98
20	VANCLEAVE HIGH SCHOOL	$27,165.89
24	ST.MARTIN MIDDLE SCHOOL	$19,864.80
26	VANCLEAVE LOWER ELEMENTARY	$8,195.32
30	VANCLEAVE ATTENDANCE CENTER	$1,500,000.00
50	EAST CENTRAL ATTENDANCE CENTER	$3,258.54
70	ST. MARTIN ATTENDANCE CENTER	$4,909.99
90	VOCATIONAL TECHNOLOGY CENTER	$4,974.94
	Total for Units:	**$1,731,973.57**

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

APPROVED THIS THE _____ DAY OF _____ , _____

_____ PRESIDENT

_____ SECRETARY

_____ _____ _____

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.: 000000000 - 999999 AP Dates: ALL

Claim Status: Open

Claim No.	Claimant Name	Claim Amount	Fund	Description
235969	DEPT OF PUBLIC SAFETY FINGERPR	$1,216.00	7310	Background Checks FY24-25
235971	ADAMS & REESE L.L.P.	$169.50	1120	June 2023 Legal Services
235974	C SPIRE WIRELESS #0001209996	$832.67	1120	Cell Service - June 2024
235975	A T & T 228-M25-0095-095-0597	$5,952.37	1120	Club Services - June 2024
235976	MSBA	$1,500.00	1120	MSBA Online Policy Renewal
235977	MS ASSOC. SCHO SUPERINTENDENTS	$1,750.00	1120	MASS MEMBERSHIP DUES 2024-25
235979	MY FUNDAMENTAL INC	$1,550.00	2110	CN - SOFTWARE SUPPORT
235980	VACUUM SERVICES GROUP, LLC	$2,820.30	2110	CN-GREASE TRAPS 2023/2024
235981	MS STATE DEPT OF EDUCATION	$3,026.82	2110	CN-MDE MS PURCHASING PROGRAM
235982	NEED COI COAST PRO WASH CORP	$3,250.00	2110	CN KITCHEN/HOODS CLEANED
235983	CINTAS CORPORATION	$289.11	2110	CN - FOOD PRODUCTION SUPPLIES
235984	CINTAS CORPORATION	$211.16	2110	CN - FOOD PRODUCTION SUPPLIES
235985	CINTAS CORPORATION	$334.80	2110	CN - FOOD PRODUCTION SUPPLIES
235986	CINTAS CORPORATION	$241.76	2110	CN - FOOD PRODUCTION SUPPLIES
235987	BILOXI PAPER COMPANY	$3,976.75	1120	SMAC-janitorail supplies SMHS
235988	NATIONAL ASSOCIATION FOR THE	$1,000.00	1120	SS/NAEHCY Conf Fee
235989	AMAZON CAPITAL SERVICES	$91.50	2711	JCTC-Folders,Pencils,Batteries
235990	AMAZON CAPITAL SERVICES	$200.21	2711	JCTC-Flags,Binders,Pens,Divide
235991	ACE HARDWARE	$204.15	1120	SMAC-jerrican
235992	BADGEPASS, INC	$5,533.00	1120	Hardware & Support Renewal
235993	HOWARD TECHNOLOGY SOL	$58,207.00	2598	FP-EIII-Howard contract
235994	SCHOOLSTATUS, LLC	$104,062.23	1925	IT/School Status
235995	TURAN-FOLEY MOTORS	$197.07	1120	VACT hose's/ freight
235996	TURAN-FOLEY MOTORS	($400.00)	1120	VACT filter, injectors, sensor
235997	WARING OIL COMPANY	$6,240.00	1120	VC- 700GAL DIESEL/1500GAL GAS
235998	LAWSON PRODUCTS, INC.	$147.53	1120	VACT Hvy dty rack brown/15"
235999	W.W. GRAINGER, INC	$602.35	2711	JCTC-Safety Glasses
236000	AMAZON CAPITAL SERVICES	$301.96	2711	JCTC-Chalk,Pencils,Pens,WaxMel
236001	PLTW PROJECT LEAD THE WAY, INC	$1,900.00	1935	FabLab - PLTW Participation Fe
236002	COCA-COLA BOTTLING COMPANY	$680.40	1155	JCTC-Vending Supplies
236003	COLES SERVICE CENTER	$304.27	1935	FabLab - Oil Changes
236004	PITNEY BOWES GLOBAL ST MARTIN	$97.26	1120	Postage Machine - SM
236005	AMAZON CAPITAL SERVICES	$102.01	1120	tablecloths
236006	SHERWIN-WILLIAMS OS	$1,233.53	1120	SMAC-paint

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
236007	BILOXI PAPER COMPANY	$615.59	1120	SMAC-NABC COG
236008	CAROLINA BIOLOGICAL SUPPLY CO	$3,154.28	1120	VHS - Specimens
236009	BILOXI PAPER COMPANY	$3,670.00	1120	SMU - Copier Paper x 100
236010	AMAZON CAPITAL SERVICES	$2,112.39	1120	VHS - Science Kit, Gloves
236011	BILOXI PAPER COMPANY	$580.00	1120	SMAC-black liners
236012	DEES AUTO REPAIR	$156.76	1120	Vact truck #66 SPEEDOMETER
236013	DUNAWAY GLASS	$165.00	1120	VACT misc glass repairs
236014	POCKET NURSE ENTERPRISES,INC.	$191.25	2711	JCTC-ExamGloves,Swabsticks,Can
236015	OFFICE OF THE STATE AUDITOR	$740.89	1120	BO- FY 23 OSA FINANCIAL AUDIT
236016	INSIGHTFUL SOLUTIONS, LLC	$1,450.00	2811	FP-IV-PLC training
236018	AMAZON CAPITAL SERVICES	$109.59	1120	ECU-thumb drives/lock/zipper
236019	AMAZON CAPITAL SERVICES	$287.00	1120	ECU-mobile standing desk (3)/
236020	AMAZON CAPITAL SERVICES	$179.58	1120	Supt Sec Office Supplies
236021	INFOSEC INSTITUTE- CENGAGE LEA	$3,795.00	1925	IT/Infosec
236022	HOWARD TECHNOLOGY SOL	$30,150.00	1925	IT/filter
236023	PRO-LOCK	$660.00	1120	SMAC-locks
236024	HOWARD TECHNOLOGY SOL	$13,500.00	1925	IT/Cybersecurity
236025	HOWARD TECHNOLOGY SOL	$2,436.00	1925	IT/Laptops(x2)
236026	PARENT INSTITUTE	$1,747.60	2211	FP-CP-eTips Messages
236027	CENTRAL ACCESS CORP.	$62,567.25	1925	IT/SIS Renewal
236028	AMAZON CAPITAL SERVICES	$1,123.14	1120	monitor, keyboard, calculator
236029	BXS INSURANCE-CADENCE INSU.	$350.00	1120	DO-SURETY BONDS-FY 25
236030	WARD INTERNATIONAL TRUCKS	$177.10	1120	V/T-switches
236031	BSN SPORTS	$2,272.09	1153	SM-Football Practice Pants
236032	DICK BLICK	$1,504.58	1120	VHS - Drawing Paper, Glue
236033	HARRISON COUNTY SCHOOL DIST	$16,702.91	2211	FP-I-FY24 Private school alloc
236034	BILOXI PAPER COMPANY	$131.05	1120	VACT Bus supplies cleaning
236035	AMAZON CAPITAL SERVICES	$234.45	2711	JCTC-ButcherPaper,Tape,Wipes,P
236036	AMAZON CAPITAL SERVICES	$112.62	2711	JCTC-Folders,Markers,PostIt,Pe
236037	WARDS SCIENCE - VWR INTNL LLC	$1,113.22	1120	VHS - Specimens
236038	AMAZON CAPITAL SERVICES	$13.51	2711	JCTC - Batteries
236039	AMAZON CAPITAL SERVICES	$779.31	1155	JCTC-UniformShirts
236040	AMAZON CAPITAL SERVICES	$156.55	2711	JCTC-Batteries,Sharpies,Binder
236041	GULF HYDRAULICS & PNEUMATICS	$1,388.02	1120	V/M-lift repair
236042	BLOSSMAN GAS, INC	$25,686.72	2092	ECAC- Tank Purchase for Reloc
236043	LOWES COMPANIES, INC.	$360.05	1120	VAC-field lawn sweeper for ALL
236044	HINTONS PAINT SPECIALTY	$275.00	1120	V/M- paint

JACKSON COUNTY SCHOOL DISTRICT
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THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
236045	ROBERT A KEITH	$185.00	1120	V/M- sand for water leak @ VHS
236046	BILOXI PAPER COMPANY	$327.00	1120	V/M-Trash bags
236047	VANCLEAVE OLD PLACE	$14.56	1120	V/M- cap,plug
236048	BLOSSMAN GAS, INC	$2,127.47	1120	VACM-ECAC Propane
236049	VANCLEAVE OLD PLACE	$151.57	1120	V/M- luan,concrete, supply
236050	VANCLEAVE OLD PLACE	$121.50	1120	V/M- bolts, hingers,lumber
236051	VANCLEAVE OLD PLACE	$65.98	1120	V/M- liquid fire drain cleaner
236052	IMAGINE LEARNING LLC	$46,240.00	1120	Curriculum DO 80 Edgenuity
236053	TURAN-FOLEY MOTORS	($59.52)	1120	VACT filter, injectors, sensor
236054	TURAN-FOLEY MOTORS	$908.45	1120	VACT filter, injectors, sensor
236055	JOHNSTONE SUPPLY OF GULFPORT	$3,155.74	1120	Hvac-SMUE RM 404- unit
236056	JOHNSTONE SUPPLY OF GULFPORT	$16.43	1120	Hvac-ECMS hallway fresh-belt
236057	JOHNSTONE SUPPLY OF GULFPORT	$147.53	1120	Hvac-CTY office- fans
236058	JOHNSTONE SUPPLY OF GULFPORT	$886.24	1120	Hvac-ECMS Football
236059	JOHNSTONE SUPPLY OF GULFPORT	$2,620.83	1120	Hvac-smue gym
236060	JOHNSTONE SUPPLY OF GULFPORT	$3,202.96	1120	HVAC-SMUE 503 cmpressor
236061	ROBERT A KEITH	$2,850.00	1120	V/M- demo playground @ VUE
236062	JOHNSTONE SUPPLY OF GULFPORT	$649.05	1120	HVAC- co2,display
236063	JOHNSTONE SUPPLY OF GULFPORT	$697.81	1120	Hvac-ECLE Lobby- wheet,motor
236064	PHILLIPS BUILDING SUPPLY	$390.99	1120	V/M- door closer
236065	OCEAN SPRINGS SCHOOL DISTRICT	$1,758.18	2211	FP-I-FY24 Private school alloc
236066	AMAZON CAPITAL SERVICES	$109.49	1155	JCTC-Vending Supplies
236067	RENAISSANCE LEARNING,INC.	$8,252.85	1120	ECU-Freckle Math Subscription
236068	SUN SOUTH, LLC	$169.16	1120	SMAC-belt
236069	POPPS FERRY SALES SERVICE, LLC	$395.98	1120	SMAC-clutch
236070	AMAZON CAPITAL SERVICES	$63.00	1120	SNE/decorations/bulletin board
236071	AMAZON CAPITAL SERVICES	$531.17	1120	SNE/Counselor student seating/
236072	AMAZON CAPITAL SERVICES	$645.68	1120	SNE/Library supplies
236073	MASSETT SUPPLY COMPANY, NAPA	$440.38	1120	SMACT - Parts for Shop
236074	HALLS ENGRAVING	$150.00	1120	SMMS - Halls Engraving, name
236075	NEWELL PAPER COMPANY	$398.00	2711	JCTC - Copy Paper
236076	TERRELL, HEIDI	$80.00	2110	CN-MEAL REFUND
236077	ABBENANTE, LORRIE M	$19.75	2110	CN-MEAL REFUND
236078	MASSETT SUPPLY COMPANY, NAPA	$2,533.29	1120	VACT Battery truck pac amp
236080	ABC GLASS & DOOR CO	$585.00	1120	SMACT - Windshield for Bus 6
236094	BSN SPORTS	$24.40	1152	ECHS turned iron shot put ball
236095	BSN SPORTS	$1,003.07	1153	SM-Polos w/emb, Dri fit shirts

JACKSON COUNTY SCHOOL DISTRICT
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Claim No.	Claimant Name	Claim Amount	Fund	Description
236096	BSN SPORTS	$1,429.99	1120	Football Cool Power Team Drink
236097	BSN SPORTS	$7,369.41	1120	State Contract FB Apparel
236098	AMAZON CAPITAL SERVICES	$158.00	2711	JCTC-Organizer Carts
236099	AMAZON CAPITAL SERVICES	$55.66	2711	JCYC-ReceiptBooks,Mouse,Pencil
236100	ACE HARDWARE	$66.50	1120	SMAC-Chlorine
236101	BILOXI PAPER COMPANY	$1,737.16	1120	SMAC-brown paper towels
236102	DRURY INN & SUITES	$214.00	2290	FP-CP-hotel for Equity conf.
236103	ABC GLASS & DOOR CO	$1,074.86	1120	SMACT - Windshield, Door Glass
236104	DUNAWAY GLASS	$350.00	1120	VACT misc glass repairs
236105	AMAZON CAPITAL SERVICES	$584.45	2711	Vuyovich- keyboard, mouse, Cha
236106	AMAZON CAPITAL SERVICES	$762.30	1120	pens, flags, folders, toner,
236107	GOODGAMES PRINTING	$563.49	1120	Bus Forms, Nurse Forms
236108	AMAZON CAPITAL SERVICES	$1,139.38	2711	FW- Cyber order
236109	AMAZON CAPITAL SERVICES	$156.59	2711	VMS-office & Cyber
236110	ROUSES MARKET #40	$150.84	1156	FabLab - Culinary Camp Supplie
236111	SHERWIN-WILLIAMS OS	$513.90	1120	SMAC-paint
236112	BILOXI PAPER COMPANY	$1,696.10	1120	SMAC-bath tissue
236113	AMAZON CAPITAL SERVICES	$848.08	2213	VMS-headphones
236114	GREENLIGHT BOOKS & PUBLISHING	$5,400.00	2811	FP-IV-Presentation
236115	PIAM, LLC DBA:SHERATON FLOWOOD	$358.00	2711	JCTC-Hotel for Counselor
236116	WARING OIL COMPANY	$5,780.00	1120	EC-1200GAL DIESEL/800GAL GAS
236117	GUITAR CENTER STORES INC	$106.70	1120	VC - Band mallets,drum heads
236118	GUITAR CENTER STORES INC	$46.52	1120	V/C-drum head
236119	MS COAST SUPPLY INC	$30.92	1120	V/M- emergency PO ONLY
236120	MIDSOUTH SYNTHETIC	$2,500.00	1120	DO- Turf Cleaning
236121	RAE CROWTHER COMPANY	$2,928.00	1120	AD- tacklers/net
236122	PLAY SOFT LLC	$19,500.00	1120	VLE- Mulch for playground
236123	PLAY SOFT LLC	$2,964.00	1120	VUE- Mulch for playground
236124	VANCLEAVE OLD PLACE	$360.00	1120	V/M- tar
236125	SUNBELT RENTALS, INC	$104.50	1120	HVAC-duct jack rental
236126	ROTO-ROOTER GULFPORT	$1,989.00	1120	V/M- unstop drain line @ VUE
236127	VANCLEAVE OLD PLACE	$20.34	1120	V/M- hardware
236128	AMAZON CAPITAL SERVICES	$2,599.90	2213	SMU - sensory chair feet x 10
236129	AMAZON CAPITAL SERVICES	$451.62	1120	SMU - bandages,bags,safetylock
236130	AMAZON CAPITAL SERVICES	$446.41	1120	Toner, Business cards, binders
236131	MS COAST COLISEUM &	$14,946.75	1120	SMH, ECH & VCH GRADUAION FY 24
236132	ROLLINS & SUMRALL EDUCATION	$3,500.00	1925	IT/Erate Service Agreement

JACKSON COUNTY SCHOOL DISTRICT
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Claim No.	Claimant Name	Claim Amount	Fund	Description
236133	CABLE ONE INC., DBA SPARKLIGHT	$222.05	1153	Year Internet Service ESports
236134	AMAZON CAPITAL SERVICES	$107.36	1120	ECAC bus wipes
236135	WATERS INTERNATIONAL TRUCK	$2,222.83	1120	ECAC bus 2006 ac compressor
236136	WATERS INTERNATIONAL TRUCK	$1,708.16	1120	ECAC bus brake,rotors,calipher
236137	AMAZON CAPITAL SERVICES	$178.96	1120	ECAC folders,glue gun,battery
236138	AMAZON CAPITAL SERVICES	$31.49	1120	ECAC brown paper bags
236139	WATERS INTERNATIONAL TRUCK	$1,214.89	1120	ECAC bus 1056 clock spring/AC
236140	HURLEY FARM AND FEED	$152.00	1120	ECAC weed killer
236141	PRO-LOCK	$435.00	1120	ECAC classroom levers,keys
236142	STEINER SAW & MOWER	$139.00	1120	ECAC chainsaw bar/chain
236143	AMAZON CAPITAL SERVICES	$491.20	1120	ECAC carseats, notebooks, pens
236144	CHANCELLOR SUPPLY, INC	$886.36	1120	ECAC bulbs & ballast
236145	AKOS ENTERPRISES LLC	$625.00	1120	ECAC 30yrd roll off dumpster
236146	SUPREME SCHOOL SUPPLY CO.	$124.53	1120	ECAC receipt books
236147	WARING OIL COMPANY	$3,247.50	1120	ECAC bus oil
236148	BAYOU CONCRETE	$790.00	1120	ECAC concrete for HS sidewalk
236149	DISTRICT IV CONFERENCE	$500.00	1120	ECAC District IV dues
236150	BILOXI PAPER COMPANY	$168.84	1120	VACT Supplies office
236151	THE NATIONAL HONORARY BETACLUB	$67.30	1153	SMHS - Medalions
236152	GOODHEART WILLCOX PUBLISHER	$4,990.54	2711	JCTC-AutomotiveTextbook/Workbo
236153	JOHNSON COLLISION CENTER, INC	$3,674.07	1120	VACT Rear roof cap, emergency
236154	MASSETT SUPPLY COMPANY, NAPA	$149.88	1120	VACT Fleet Oil
236155	DEES AUTO REPAIR	$2,971.00	1120	VACT Van 22-646
236156	AMAZON CAPITAL SERVICES	$14.38	1155	JCTC-Vending Supplies
236157	CHANCERY CLERK	$205.00	1840	DO-RECORDING FEE-JCUAUTHORITY
236158	CHANCERY CLERK	$29.00	1840	DO-STARGATE/C RODRI FILING FEE
236159	DUNAWAY GLASS	$350.00	1120	VACT misc glass repairs
236160	QUILL CORP ACCT 683375	$35.09	1120	ECMS-receipt books, poster boa
236161	COUNCIL FOR EXCEPTIONAL	$619.00	2290	FP-CP-CEC Conf. Registration
236162	GOODGAMES PRINTING	$191.25	1120	ECU-teacher classroom signs
236163	AMAZON CAPITAL SERVICES	$114.54	1120	ECU-mop brush/spin mop
236164	GOODGAMES PRINTING	$180.00	1154	VHS- CLASS NUMBERS
236165	MHSAA, INC.	$757.50	1154	VAC- STATE BAND FEES
236166	DISTRICT IV CONFERENCE	$500.00	1154	VAC-2024-25 DIST IV DUES
236167	MARTY DIMAURO	$225.00	1154	VAC- VOLLEYBALL ASSIGN FEE
236168	GREERS FOOD TIGER	$70.90	1154	VHS- JUICE, MILK, PAPER PROD
236169	MS BANDMASTERS ASSN	$300.00	1154	VAC- BAND DIRECTOR DUES

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Claim No.	Claimant Name	Claim Amount	Fund	Description
236170	MS BANDMASTERS ASSN	$250.00	1154	VAC- ST BAND COMP FEE
236171	GULFPORT SCHOOL DISTRICT	$200.00	1154	VAC- REGIONAL BAND COMP FEE
236178	MERCHANTS FOODSERVICE	$23,992.18	2110	CN-FROZEN/DRY 07/03/24
236179	MERCHANTS FOODSERVICE	$4,117.33	2110	CN-MERCHANTS PAPER
236180	TOTAL EQUIPMENT MAINTENANCE CO	$598.35	2110	CN - EQUIPMENT REPAIR - VHS
236181	BILOXI PAPER COMPANY	$209.96	2110	CN- FLOOR DISINFECTANT
236182	CINTAS CORPORATION	$73.05	2110	CN - FOOD PRODUCTION SUPPLIES
236183	CINTAS CORPORATION	$47.61	2110	CN - FOOD PRODUCTION SUPPLIES
236184	CINTAS CORPORATION	$80.52	2110	CN - FOOD PRODUCTION SUPPLIES
236185	CINTAS CORPORATION	$55.00	2110	CN - FOOD PRODUCTION SUPPLIES
236186	CINTAS CORPORATION	$77.94	2110	CN - FOOD PRODUCTION SUPPLIES
236187	CINTAS CORPORATION	$35.42	2110	CN - FOOD PRODUCTION SUPPLIES
236188	CINTAS CORPORATION	$67.78	2110	CN - FOOD PRODUCTION SUPPLIES
236189	CINTAS CORPORATION	$36.76	2110	CN - FOOD PRODUCTION SUPPLIES
236190	CINTAS CORPORATION	$58.88	2110	CN - FOOD PRODUCTION SUPPLIES
236191	CINTAS CORPORATION	$44.87	2110	CN - FOOD PRODUCTION SUPPLIES
236192	CINTAS CORPORATION	$41.92	2110	CN - FOOD PRODUCTION SUPPLIES
236193	CINTAS CORPORATION	$35.57	2110	CN - FOOD PRODUCTION SUPPLIES
236194	CINTAS CORPORATION	$32.81	2110	CN - FOOD PRODUCTION SUPPLIES
236195	HERSHEY'S ICE CREAM	$1,756.44	2110	CN-ICE CREAM - JULY 2024
236196	HERSHEY'S ICE CREAM	$1,553.64	2110	CN-ICE CREAM - JULY 2024
236197	HERSHEY'S ICE CREAM	$525.60	2110	CN-ICE CREAM - JULY 2024
236198	HERSHEY'S ICE CREAM	$320.40	2110	CN-ICE CREAM - JULY 2024
236199	PRAIRIE FARMS DAIRY	$3,077.52	2110	CN-MILK - JULY 2024
236200	GREERS FOOD TIGER	$122.09	2110	CN-MANAGERS MEETINGS FOOD
236201	GREERS FOOD TIGER	$107.42	2110	CN-MANAGERS MEETINGS FOOD
236202	CARTWRIGHT, JENNIFER	$106.25	2110	Meal Account Refund
236205	TEACHERS PAY TEACHERS	$109.90	1120	SMMS - 6th Gr ELA Virtual
236206	ADVANCE AUTO PARTS HURLEY	$199.80	1120	ECAC Lube/ hydraulic oil
236207	ROBOTICS EDUCATION & COMP	$403.52	1152	ECMS robotic element kit
236208	ROBOTICS EDUCATION & COMP	$403.52	1152	ECHS robotic element kit
236209	MIDSOUTH SYNTHETIC	$2,500.00	1152	ECHS Turf cleaning
236210	ADVANCE AUTO PARTS HURLEY	$21.36	1120	ECAC brakes, filters, fluids
236211	POWER SYSTEMS OF MS.	$2,275.00	1120	SMAC-generator agreement
236212	AMAZON CAPITAL SERVICES	$12.60	2711	JCTC-Velcro Adhesive Dots
236213	AMAZON CAPITAL SERVICES	$54.86	2711	JCTC - Toner
236214	HYATT HOTELS OF FLORIDA INC	$560.65	2211	FP-I-Hotel NAEHCY conference

JACKSON COUNTY SCHOOL DISTRICT
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Claim No.	Claimant Name	Claim Amount	Fund	Description
236215	PERFORMANCE BASED EDUCATION	$2,700.00	2211	SMU - PBEC PD x 15 days
236216	PERFORMANCE BASED EDUCATION	$1,300.00	2211	ECU-Performance Based Ed PD
236217	ALL AMERICAN TOWING & RECO INC	$705.00	1120	SMACT - Towing 1000
236218	CAROLINA BIOLOGICAL SUPPLY CO	$52.30	1120	SMHS - Specimens
236219	MERCHANTS FOODSERVICE	$70,509.30	2110	CN-MERCHANTS FROZEN/DRY
236220	D N P INC	$170,539.25	2598	FP-EIII-VAC HVAC
236221	D N P INC	$277,754.71	2598	FP-EIII-SMU&SMEE HVAC Upgrades
236222	MSBA	$4,500.00	1120	MSBA ANNUAL DUES 24-25
236223	MERCHANTS FOODSERVICE	$4,524.81	2110	CN-MERCHANTS PAPER
236224	SUNRISE FRESH PRODUCE	$5,935.10	2110	CN - PRODUCE 07/24/24
236225	PRAIRIE FARMS DAIRY	$725.06	2110	CN-MILK - JULY 2024
236226	TOTAL EQUIPMENT MAINTENANCE CO	$400.86	2110	CN - EQUIPMENT REPAIR - SMN
236227	CINTAS CORPORATION	$575.00	2110	CN - SUPPLIES
236228	ROTO-ROOTER GULFPORT	$975.00	2110	CN - SMM CAFE DRAINAGE
236229	TOTAL EQUIPMENT MAINTENANCE CO	$200.06	2110	CN - EQUIPMENT REPAIR - SMH
236230	MOBILE FIXTURE AND EQUIPMENT	$114,816.00	2110	CN- BID CN2024.11 SMM DISHROOM
236231	MERCHANTS FOODSERVICE	($69.61)	2110	CN-FROZEN/DRY 07/03/24
236232	MERCHANTS FOODSERVICE	($155.66)	2110	CN-MERCHANTS FROZEN/DRY
236233	CINTAS CORPORATION	$73.05	2110	CN - FOOD PRODUCTION SUPPLIES
236234	CINTAS CORPORATION	$47.61	2110	CN - FOOD PRODUCTION SUPPLIES
236235	CINTAS CORPORATION	$88.78	2110	CN - FOOD PRODUCTION SUPPLIES
236236	CINTAS CORPORATION	$57.52	2110	CN - FOOD PRODUCTION SUPPLIES
236237	CINTAS CORPORATION	$77.94	2110	CN - FOOD PRODUCTION SUPPLIES
236238	CINTAS CORPORATION	$35.42	2110	CN - FOOD PRODUCTION SUPPLIES
236239	CINTAS CORPORATION	$61.02	2110	CN - FOOD PRODUCTION SUPPLIES
236240	CINTAS CORPORATION	$40.95	2110	CN - FOOD PRODUCTION SUPPLIES
236241	CINTAS CORPORATION	$58.88	2110	CN - FOOD PRODUCTION SUPPLIES
236242	CINTAS CORPORATION	$44.87	2110	CN - FOOD PRODUCTION SUPPLIES
236243	CINTAS CORPORATION	$41.92	2110	CN - FOOD PRODUCTION SUPPLIES
236244	CINTAS CORPORATION	$38.41	2110	CN - FOOD PRODUCTION SUPPLIES
236245	CINTAS CORPORATION	$31.88	2110	CN - FOOD PRODUCTION SUPPLIES
236246	HILL, JERRY	$1,307.50	2110	Meal Refund
236247	TAYLOR THORNE	$386.75	2110	Meal Refund
236248	PORTIONPAC/SFSPAC FOODSAFETY	$3,622.13	2110	CN - SANITATION SERVICES
236249	ALS LEASING, LLC	$990.00	2110	CN- DISH MACHINE RENTAL
236250	LOWES COMPANIES, INC.	$454.10	2110	CN - VMS WASHER
236251	TOTAL EQUIPMENT MAINTENANCE CO	$361.39	2110	CN - EQUIPMENT REPAIR - ECM

JACKSON COUNTY SCHOOL DISTRICT
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Claim No.	Claimant Name	Claim Amount	Fund	Description
236252	SUNRISE FRESH PRODUCE	$6,037.38	2110	CN - PRODUCE 08/1/24
236253	RISAS Y SONRISAS, LLC SPANISH	$150.00	1120	SMEE- Spanish
236254	BILOXI PAPER COMPANY	$170.95	1120	SMAC-bath tissue
236255	AUTOMATION DESIGNS & SOLUTIONS	$192.00	1120	Pre-Employment Fingerprints
236256	ROBERT J YOUNG CO. LLC	$24,973.01	1925	IT/Copier Contract
236257	SOUTHERN TIRE MART, LLC	$450.95	1120	VC/T Fleet repair flat tires
236258	MASSETT SUPPLY COMPANY, NAPA	$434.85	1120	VACT Battery wty
236259	MASSETT SUPPLY COMPANY, NAPA	$33.62	1120	Vact 1985 chevy ign lock cylin
236260	AMAZON CAPITAL SERVICES	$30.50	1120	bathroom signs
236261	AMAZON CAPITAL SERVICES	$1,229.04	2290	FP-CP-toner,dividers,cardstock
236262	DUNAWAY GLASS	$350.00	1120	VACT Window and glass repairs
236263	AMAZON CAPITAL SERVICES	$71.59	1120	SNE/incentives
236264	AMAZON CAPITAL SERVICES	$115.16	2711	JCTC-BandAids,BurnJel,Kleenex
236265	AMAZON CAPITAL SERVICES	$672.32	2711	JCTC-Ethernet Switches & Charg
236266	AMAZON CAPITAL SERVICES	$558.09	1120	SMEE - Duo Finish Paper Rolls
236267	AMAZON CAPITAL SERVICES	$2,670.51	1120	SMEE- Chair, laminating film,
236268	AMAZON CAPITAL SERVICES	$84.91	1120	Clear chair mat
236269	AMAZON CAPITAL SERVICES	$19.98	1120	SMEE - PVC Cards
236270	NEWELL PAPER COMPANY	$1,990.00	1120	Copy Paper
236271	QUAVERED, INC.	$1,500.00	1120	SMEE- Quaver Music Program
236272	BILOXI PAPER COMPANY	$327.00	1120	SMAC-clear garbage bags
236273	LOWES COMPANIES, INC.	$425.15	1120	SMAC-silicone
236274	AMAZON CAPITAL SERVICES	$60.01	1153	SMMS - HP Pro Book laptop
236275	MASSETT SUPPLY COMPANY, NAPA	$59.40	1120	SMACT - Auto Belts
236276	THE BUTCHER ON TUCKER	$195.86	1120	SMAC July Maint. Meeting
236277	MASSETT SUPPLY COMPANY, NAPA	$121.76	1120	VACT air cond drier
236278	MASSETT SUPPLY COMPANY, NAPA	$29.35	1120	VACT 2005 chevy astro trans mt
236279	MAXI-AIDS, INC	$21.55	1901	SPED - Pens for VI student
236280	CURRICULUM ASSOCIATES, LLC	$2,211.00	2213	SMU - Magnetic Reading Workboo
236281	AMAZON CAPITAL SERVICES	$180.59	1153	SMU - border,tablecloths,banne
236282	SMITH, JENNIFER	$1,275.00	1120	BO-BANK RECONCILIATION SERVICE
236283	ENOME, INC / GOALBOOK	$6,800.00	2213	VMS- Goalboook
236284	J & L DESPORTE, LLC	$41,818.18	1120	SMAC-JANITORIAL CONTRACT-FY25
236286	GREERS FOOD TIGER	$320.99	1154	VMS- HOTDOGS, BUNS, CONDIMENTS
236287	SOUTHERN PRINTING & SILK	$2,450.00	1154	VMS- SPIRIT SHIRTS FOR RESALE
236288	CABLE ONE INC., DBA SPARKLIGHT	$114.18	1154	VAC- INTERNET SERVICE/ MODEM
236289	AMAZON CAPITAL SERVICES	$337.08	1154	VAC- XC FOLDABLE BENCH/ TENT

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
236290	GOODGAMES PRINTING	$145.00	1154	VHS- ACT BANNER 30+
236291	THE BLUEBIRD BAKERY & DONUT CO	$150.50	1154	VHS- DONUTS FOR SENIOR CLASS
236292	PASCAGOULA SERVICE CENTER	$397.50	1120	ECAC weedeater string, oil
236293	BILOXI PAPER COMPANY	$1,593.94	1120	ECAC custodial supplies
236294	W. A. REYNOLDS WHOLESALE CO.	$178.25	1152	ECMS concessions
236295	BSN SPORTS	$17,907.15	1120	ECHS football jersey's
236296	AKOS ENTERPRISES LLC	$550.00	1120	ECAC 30yrd roll off dumpster
236297	COCA-COLA BOTTLING COMPANY	$309.76	1152	ECMS concessions
236298	AMAZON CAPITAL SERVICES	$215.78	1152	ECMS concessions
236299	AMAZON CAPITAL SERVICES	$177.22	1152	ECLE concessions resale
236300	HERSHEY'S ICE CREAM	$302.04	1152	ECLE concessions resale
236301	HERSHEY'S ICE CREAM	$190.08	1152	ECMS concessions
236302	RIDDELL/ALL AMERICAN	$9,208.55	1120	ECAC helmet reconditioning
236303	VEX ROBOTICS INC	$3,099.31	1152	ECAC HS robotics cable, screw
236304	FRED J. MILLER, INC.	$6,910.00	1153	SMHS-Band shirts (Sole Source)
236305	RAINBOW SPRING WATER, INC.	$122.59	1120	SMHS - Water
236306	SWETMAN SECURITY SERVICES INC.	$160.00	1153	SMHS - Security for H/C dance
236307	AMAZON CAPITAL SERVICES	$62.17	1120	SMHS - Bulletin board paper
236308	AMAZON CAPITAL SERVICES	$447.62	1120	SMHS - Cartridges, containers
236309	AMAZON CAPITAL SERVICES	$579.08	1120	SMHS - Piano workbooks
236310	AMAZON CAPITAL SERVICES	$154.46	1120	SMHS - Lysol, cough drops
236311	STANLEY C. BENIGNO	$1,375.00	1120	SMHS - Consultant
236312	BILOXI PAPER COMPANY	$284.52	2711	SMHS - Paper towels
236313	AMAZON CAPITAL SERVICES	$1,363.50	2711	JCTC-Filament,ServerRack,Dryer
236314	AMERICAN SCHOOL COUNSELOR ASSN	$4,413.00	2598	FP-IV&EIII-ASCA
		$10,000.00	2811	FP-IV&EIII-ASCA
236315	GUITAR CENTER STORES INC	$55.00	1120	VAC-Band-instrument repair
236316	AMAZON CAPITAL SERVICES	$75.61	1120	DO- folders for safety meeting
236317	RIDDELL/ALL AMERICAN	$7,889.05	1120	VACAD- HELMET RECON
236318	RSG, INC.	$4,630.00	1120	VAC-FB Uniforms
236319	CHANCELLOR SUPPLY, INC	$461.64	1120	V/M- lights
236320	LEE TRACTOR CO.,INC.	$11.79	1120	V/M- bolt
236321	MS COAST SUPPLY INC	$388.00	1120	VC- flush valve
236322	CHANCELLOR SUPPLY, INC	$628.80	1120	V/M- light bulb
236323	MASSETT SUPPLY COMPANY, NAPA	$535.90	1120	VACT 2018 pathfinder wipers
236324	VANCLEAVE OLD PLACE	$30.67	1120	V/M- adapters, plug
236325	BILOXI PAPER COMPANY	$446.29	1120	V/M- AD-tp,pt,, dust pan

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
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Claim No.	Claimant Name	Claim Amount	Fund	Description
236326	VANCLEAVE OLD PLACE	$19.98	1120	V/M- hose bibs
236327	CHANCELLOR SUPPLY, INC	$461.64	1120	V/M- lights
236328	AMAZON CAPITAL SERVICES	$177.32	2711	JCTC - Floor Mats, Cups
236329	WARING OIL COMPANY	$4,215.00	1120	EC-1500GAL DIESEL
236330	AMAZON CAPITAL SERVICES	$111.73	2711	JCTC - Bookcase
236331	AMAZON CAPITAL SERVICES	$72.03	1120	ECU-microwave
236332	ODP BUSINESS SOLUTION/ OFFICE	$221.94	1120	ECU-expo markers/staples
236333	AMAZON CAPITAL SERVICES	$237.54	1120	ECU-file folders/batteries/
236334	SADLIER, WILLIAM H., INC	$2,650.97	1120	ECU-Vocab workbooks
236335	HOUGHTON MIFFLIN HARCOURT	$10,710.00	1120	Curr DO-Prof Dev HMH
236336	AMAZON CAPITAL SERVICES	$55.38	1120	VHS - Desk
236337	AMAZON CAPITAL SERVICES	$71.22	1120	VHS - Table
236338	WARING OIL COMPANY	$3,420.00	1120	SMM-500 GAL DIESEL/700 GAL GAS
236339	AMAZON CAPITAL SERVICES	$23.99	2711	JCTC - Desk Calendar
236340	AMAZON CAPITAL SERVICES	$248.54	1120	SMHS - Batteries, powerstrip
236341	BILOXI PAPER COMPANY	$284.52	1120	SMHS - Paper towels
236342	MISSISSIPPI INTERACTIVE	$123.00	1120	MVR records
236343	BILOXI PAPER COMPANY	$428.63	1120	SMAC-COG airlift
236344	ODP BUSINESS SOLUTION/ OFFICE	$726.08	1120	VLE-3 Prong Poly Folders
236345	FRED'S JANITORIAL LLC	$11,286.89	1120	ECAC summer floor waxing
236346	AMAZON CAPITAL SERVICES	$236.58	1120	ECAC bus brooms, wipes, tape
236347	BILOXI PAPER COMPANY	$3,371.52	1120	ECAC custodial supplies
236348	ADVANCE AUTO PARTS HURLEY	$133.40	1120	ECAC brakes, filters, fluids
236349	AMAZON CAPITAL SERVICES	$83.61	1154	VLE- CARDS, FROGS, GLUESTICKS
236350	TAPPER SECURITY, INC	$32.99	1120	BO-MONTHLY ALARM SERVICE
236351	FRED'S JANITORIAL LLC	$12,970.90	1120	VACM- Summer Floor Restoration
236352	SUNBELT RENTALS, INC	$2,529.60	1120	VAC- skidsteer rental
236353	LOWES COMPANIES, INC.	$1,056.45	1120	V/M- material, supplies
236354	SUN SOUTH, LLC	$165.86	1120	V/M-oil,
236355	SUN SOUTH, LLC	$84.58	1120	V/M-V BELT
236356	SUN SOUTH, LLC	$219.60	1120	V/M-ultramix
236357	SUN SOUTH, LLC	$63.28	1120	V/M- pulley
236358	MASSETT SUPPLY COMPANY, NAPA	$194.17	1120	V/M-battery,fuse,taillight
236359	VANCLEAVE OLD PLACE	$26.97	1120	V/M- gate corners
236360	SYNERGETICS DCS, INC	$74,663.27	1925	IT/Erate Cable Run Project
236361	MHSAA, INC.	$100.00	1153	MHSAA Entry fee BB Tournament
236362	ENDZONE CAMERA LLC	$4,400.00	1120	Endzone Camera System package

JACKSON COUNTY SCHOOL DISTRICT
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Claim No.	Claimant Name	Claim Amount	Fund	Description
236363	BILOXI PAPER COMPANY	$734.80	1120	SMEE - Copy Paper
236364	AMAZON CAPITAL SERVICES	$302.65	1120	SMEE - PVC Cards
236365	BILOXI PAPER COMPANY	$765.73	1120	SMMS - copier & colored paper
236366	JOHNSTONE SUPPLY OF GULFPORT	$4,404.20	1120	HVAC- VHS football=metal duct
236367	JOHNSTONE SUPPLY OF GULFPORT	$412.89	1120	Hvac-ECU B101- motor
236368	JOHNSTONE SUPPLY OF GULFPORT	$963.59	1120	HVAC-SMUE 424-compressor
236369	JOHNSTONE SUPPLY OF GULFPORT	$77.82	1120	Hvac-ECHS RM 306- motor
236370	JOHNSTONE SUPPLY OF GULFPORT	$4,296.50	1120	HVAC- VMS Kitchen-Condenser
236371	JOHNSTONE SUPPLY OF GULFPORT	$200.39	1120	HVAC- VHS rm 213-fan
236372	JOHNSTONE SUPPLY OF GULFPORT	$760.50	1120	Hvac-SMUE RM 507- COMPRESSOR
236373	JOHNSTONE SUPPLY OF GULFPORT	$1,047.35	1120	Hvac- SMN Cafe- motor
236374	JOHNSTONE SUPPLY OF GULFPORT	$140.84	1120	HVAC- EC Band Hall - duct
236375	JOHNSTONE SUPPLY OF GULFPORT	$417.86	1120	HVAC- VLE - transformer
236376	AMAZON CAPITAL SERVICES	$89.99	1925	IT/Laptop Backpack
236377	PC PARTS PLUS, LLC	$31.00	1925	IT--Chromebook Parts
236378	MACHADO | PATANO, PLLC	$22,460.38	2911	SM-FOOTBALL BLEECHERS
236379	AMAZON CAPITAL SERVICES	$317.06	1120	SMEE- Poster Paper, Rug
236380	MACHADO | PATANO, PLLC	$13,629.32	2598	ESSER II & III-Architect Fees
236381	AMAZON CAPITAL SERVICES	$1,343.05	1120	SMEE - Climbing Blocks
236382	NEWELL PAPER COMPANY	$597.00	1120	SNE/copy paper
236383	AMAZON CAPITAL SERVICES	$159.99	1120	SS/Desk
236384	AMAZON CAPITAL SERVICES	$128.43	1120	SMHS - File folders
236385	SCHOLASTICPRODUCTS&AWARDSINC.	$3,788.98	1153	SMHS - Diplomas, covers
236386	COCA-COLA BOTTLING COMPANY	$774.00	1153	SMHS - Drinks for stud reward
236387	GULF COAST BUSINESS SUPPLY CO.	$581.85	1120	ECHS-Copy Paper
236388	ENRICHMENT PLUS, LLC	$6,697.15	1120	ECHS-English Workkbooks
236389	AMAZON CAPITAL SERVICES	$2,120.36	1120	ECHS-Cart, staplers, ink pads
236390	AMAZON CAPITAL SERVICES	$450.58	1120	ECHS-Printer
236391	AMAZON CAPITAL SERVICES	$1,809.21	1120	ECHS-Stud. File Folders, Paper
236392	AMAZON CAPITAL SERVICES	$371.76	1120	ECHS-Attendance Office Cubbies
236393	AMAZON CAPITAL SERVICES	$115.42	1120	ECHS-Card Stock
236394	SOLIANT HEALTH	$1,204.00	1130	SPED - Speech services
236395	LETS TALK THERAPY SPEECH AND	$1,406.25	1130	sped-speech services
236396	GUITAR CENTER STORES INC	$980.00	1925	IT/VHS Music Keyboards (x5)
236397	MIDSOUTH SYNTHETIC	$2,500.00	1120	Turf Clean FB Field
236398	WARE, SONYA	$174.74	1120	FY25 Local Mileage
236399	TURNER, CHERI	$110.00	1120	CDL Medical Exam

JACKSON COUNTY SCHOOL DISTRICT
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ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
236400	GULF COAST ED INITIATIVE CONS	$330.00	1925	IT/Ed Tech Training
236401	WASTE PRO USA	$17,534.35	1120	DO-WASTE MANAGEMENT SERVICE
		$168.88	2711	DO-WASTE MANAGEMENT SERVICE
		$84.44	1935	DO-WASTE MANAGEMENT SERVICE
236402	MISSISSIPPI INTERACTIVE	$42.00	1120	MVR records
236403	BILOXI PAPER COMPANY	$56.16	1120	ECAC custodial supplies
236404	FRED'S JANITORIAL LLC	$5,615.51	1120	ECAC summer floor waxing
236405	DANNYS TOWING	$600.00	1120	ECAC bus towing
236406	MASSETT SUPPLY COMPANY, NAPA	$3,529.99	1120	SMACT - Shop Tools
236407	KINDRED CARE SPEECH LLC	$825.00	1130	SPED - Speech services
236408	RENAISSANCE LEARNING,INC.	$3,516.50	2211	SMU - Star Reading Renewal
236409	MOBY MAX, LLC	$4,495.00	2211	SMU - MobyMax Renewal
236410	LAKESHIRTS ZEPHYR LLC	$1,028.98	1154	VAC- BASEBALL HATS
236411	AUTOZONE	$104.85	2711	JCTC-Granular Absorbent
236412	SYCAMORE THERAPY	$1,125.00	1130	Sped - SLP services
236413	AMAZON CAPITAL SERVICES	$44.28	1120	Gifted - Teacher Folders
236414	HOWARD TECHNOLOGY SOL	$58,207.00	2598	FP-EIII-Howard contract
236415	AMAZON CAPITAL SERVICES	$10.07	2711	JCTC - Tongue Depressors
236416	EM DAVIS THERAPY	$3,465.00	2610	Sped - Mental Health services
236417	ROBIN C RILEY STAYING IN STEP	$562.14	1901	Sped - Contract services
236418	AMAZON CAPITAL SERVICES	$464.40	2213	VMS-SIg calculators
236419	AMAZON CAPITAL SERVICES	$769.76	1120	VMS- ice scoop, paper clips,
236420	AMAZON CAPITAL SERVICES	$139.99	2711	VMS- Voy cyber; INk
236421	CDW GOVERNMENT, INC.	$4,850.00	1925	IT/Roster Sync
236422	FOLLETT SCHOOL SOLUTIONS LLC	$23,192.61	1925	IT/Library Software
236423	GENESIS TECHNOLOGIES	$2,500.00	1925	IT/Adobe Licenses
236424	SUN HERALD - ADVERTISING	$600.00	1120	BO-BUDGET SYNOPSIS AD
236425	SUN HERALD - ADVERTISING	$185.44	2092	AD FOR SM-CTE EXPANSION
236426	SUN HERALD - ADVERTISING	$185.44	2092	AD FOR EC-CTE EXPANSION
236427	JACK C.PICKETT,ATTORNEY AT LAW	$8,754.32	1120	FY25 Legal Fees
236428	TOTAL EQUIPMENT MAINTENANCE CO	$125.10	2110	CN - EQUIPMENT REPAIR - SMN
236429	TOTAL EQUIPMENT MAINTENANCE CO	$643.26	2110	CN - EQUIPMENT REPAIR - SMM
236430	TOTAL EQUIPMENT MAINTENANCE CO	$83.40	2110	CN - EQUIPMENT REPAIR - ECU
236431	TOTAL EQUIPMENT MAINTENANCE CO	$166.80	2110	CN - EQUIPMENT REPAIR - ECL
236432	TOTAL EQUIPMENT MAINTENANCE CO	$260.20	2110	CN - EQUIPMENT REPAIR - SMH
236438	SINGING RIVER HEALTH-	$925.00	1120	Drug Testing
236439	AMAZON CAPITAL SERVICES	$95.85	1120	SNE/decorations/bulletin board

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
236440	AMAZON CAPITAL SERVICES	$2,022.03	1120	SNE/reception/conference furni
236441	SCHOOL SPECIALTY, LLC	$495.94	1120	SNE/bulletin board paper
236442	CONTINENTAL FLOORING	$342,570.00	2598	FP-EII&III-ECAC flooring
236443	POPPS FERRY SALES SERVICE, LLC	$45.98	1120	SMAC Ath parts to fix blower
236444	BAY PEST CONTROL INC	$1,450.00	1120	PEST CONTROL SERVICES-FY 25
236446	CDW GOVERNMENT, INC.	$1,072.00	2609	FP-ARP Homeless-headphones
236447	AMAZON CAPITAL SERVICES	$557.50	2213	VMS- Sig pencils, binders
236448	AMAZON CAPITAL SERVICES	$104.96	1120	VUE- Card Stock
236449	WATERS INTERNATIONAL TRUCK	$804.59	1120	SMACT - Parts for SHELF
236450	SOUTHERN HOSPITALITY SUPPLY	$258.75	1120	Superintendent Supplies
236451	MARTY DIMAURO	$295.00	1153	SM Athletics Volleyball Assign
236452	DISTRICT IV CONFERENCE	$500.00	1153	SMMS Dist. IV Dues
236453	PRO-LOCK	$450.40	1120	SMAC-continuous hinge
236454	SOUTHERN HOSPITALITY SUPPLY	$170.45	1120	Exec Admin Services
236455	AMAZON CAPITAL SERVICES	$176.12	1120	SMU - beads,string,hooks
236456	AMAZON CAPITAL SERVICES	$220.08	1120	ECMS- dividers, hole punch, ba
236457	AMAZON CAPITAL SERVICES	$94.95	1925	IT/SMU Laptop Chargers X5
236458	AMAZON CAPITAL SERVICES	$176.20	1925	IT/Docking Stations X4
236459	BILOXI HS ATHLETICS	$250.00	1152	ECHS Volleyball tournament
236460	DRAGONFLY ATHLETICS, LLC	$1,800.00	1153	Official's Pay
		$3,200.00	1120	Official's Pay
236461	AMAZON CAPITAL SERVICES	$436.75	1120	SNE/printing/mailing supplies
236462	GULF HILLS GOLF CLUB	$50.00	1152	ECHS Girls golf tournament
	Total for Docket:	**$2,178,564.98**		

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Claim No.: 000000000 - 999999 AP Dates: ALL

Claim Status: Open

Total Expenditures By Fund

Fund	Description	Claim Amount
1120	DISTRICT MAINTENANCE	$463,600.67
1130	SPECIAL EDUCATION	$4,560.25
1152	EAST CENTRAL ACTIVITY	$8,103.88
1153	ST MARTIN ACTIVITY	$18,133.09
1154	VANCLEAVE ACTIVITY	$7,113.74
1155	JCTC ACTIVITY	$1,583.58
1156	FABLAB ACTIVITY	$150.84
1840	16TH SECTION INTEREST	$234.00
1901	MEDICAID SBAC FUND	$583.69
1925	TECHNOLOGY FUND	$351,891.51
1935	FAB LAB JACKSON COUNTY	$2,288.71
2092	WORKFORCE ENHANCEMENT (SB 3011)	$26,057.60
2110	SCHOOL FOOD SERVICE	$262,571.19
2211	TITLE I - A	$32,780.84
2213	TITLE I-1003(a) SCHOOL IMPROVEMENT	$13,480.88
2290	TITLE I COST POOL	$2,062.04
2598	ESSER III	$925,320.28
2609	ARP HOMELESS II	$1,072.00
2610	IDEA PART B	$3,465.00
2711	CTE - BASIC FUND (LOCAL & STATE)	$12,984.81
2811	TITLE IV, PART A	$16,850.00
2911	2023 HOUSE BILL 603 (SMH)	$22,460.38
7310	PAYROLL CLEARING FUND	$1,216.00
	Total for Funds:	**$2,178,564.98**

Total Expenditures By Unit

Unit	Description	Claim Amount
00		$1,216.00
01	DISTRICT WIDE	$1,450,743.05
02	EAST CENTRAL UPPER ELEMENTARY	$24,980.30
04	EAST CENTRAL MIDDLE SCHOOL	$17,186.47
06	EAST CENTRAL HIGH SCHOOL	$101,261.75
10	ST. MARTIN NORTH ELEMENTARY	$19,117.08

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/12/2024

Total Expenditures By Unit

Unit	Description	Claim Amount
11	ST. MARTIN HIGH SCHOOL	$76,742.83
13	ST. MARTIN UPPER ELEMENTARY	$31,833.11
14	ST. MARTIN EAST ELEMENTARY	$18,503.25
16	VANCLEAVE UPPER ELEMENTARY	$7,380.81
18	VANCLEAVE MIDDLE SCHOOL	$27,052.87
20	VANCLEAVE HIGH SCHOOL	$44,636.59
22	EAST CENTRAL LOWER ELEMENTARY	$9,719.53
24	ST.MARTIN MIDDLE SCHOOL	$132,688.06
26	VANCLEAVE LOWER ELEMENTARY	$12,768.66
30	VANCLEAVE ATTENDANCE CENTER	$70,464.63
50	EAST CENTRAL ATTENDANCE CENTER	$49,074.17
70	ST. MARTIN ATTENDANCE CENTER	$68,643.65
90	VOCATIONAL TECHNOLOGY CENTER	$14,552.17
	Total for Units:	**$2,178,564.98**

APPROVED THIS THE _____ DAY OF _____ , _____

_____ PRESIDENT

_____ SECRETARY

_____ _____ _____

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS ARE PRESENTED FOR PAYMENT ON THIS DATE 8/8/2024

Claim No.: 12500000 - 999999999 AP Dates: ALL

Claim Status: Approved,Denied,Held,Open,Paid,PrePaid,Void

Claim No.	Claimant Name	Claim Amount	Fund	Description
12500001	LEE, J KEITH	$13.53	1120	24-25 Mileage Reimbursement
12500002	HOWELL, JORY	$17.42	1120	24-25 Mileage Reimbursement
12500003	SMITH, DEANNA	$22.91	1120	24-25 Mileage Reimbursement
12500004	BAILEY, LEA	$15.14	1120	24-25 Mileage Reimbursement
12500005	WINANS, NICOLE	$180.23	1935	STEAM Camp - Winans
12500006	WILLIAMS, KIMBERLY	$24.82	2290	MAFEPD Conf June 24
12500007	BAGGETT, DAVID	$375.54	1120	ECAC car rental for ECAC
12500008	CUEVAS, BAILEY	$110.00	1120	CDL Medical Exam
12500009	NEELY, WILLIE MAE	$110.00	1120	CDL Medical Exam
12500010	HILLIARD, JASON	$110.00	1120	CDL Medical Exam
12500011	ORR, ANGEL	$110.00	1120	CDL Medical Exam
12500012	GAVIN, DANA MARIE	$110.00	1120	CDL Medical Exam
12500013	BAILEY, KARLA	$100.00	1120	CDL Medical Exam
12500014	SIMPSON, KELLY	$85.00	1120	CDL Medical Exam
12500015	AUGUSTA M MURPHY	$110.00	1120	CDL Medical Exam
12500016	WILSON, JUSTIN	$65.00	1120	CDL Renewal
12500017	HINTON, LISA	$65.00	1120	CDL Renewal
12500018	LOWERY, TIFFANY	$71.15	1120	Mileage Reimb
12500019	HEBERT, RANDALL	$125.00	1120	CDL Medical Exam
12500020	WINDHAM, TIMOTHY	$100.00	1120	CDL Medical Exam
12500021	GRIFFIN, RANDY	$11.00	1120	CDL Reimbursement
12500022	HUDSON, HEATHER	$62.98	2711	Local Mileage - H Hudson
12500023	HEFFNER, PAUL ASHLEY	$94.47	2711	local Mileage - Heffner
12500024	BEAN, BRIEANNA	$94.47	2711	Local Mileage - Bean
12500025	BEAN, BRIEANNA	$93.67	2711	HOSA - Fuel Reimb
12500026	DEVERS, BRANDI	$69.28	2711	local Mileage - Devers
12500027	KELEHER, RICHARD P. JR	$43.82	2711	local Mileage - Keleher
12500028	WAGES, REBECCA	$94.47	2711	local Mileage - Wages
12500029	SEYMOUR, BETH	$94.47	2711	local Mileage - Seymour
12500030	SEYMOUR, BETH	$339.81	2711	Travel Reimb - Ed Rising
12500031	CARTWRIGHT, JENNIFER	$105.32	1935	Local Mileage - Cartright
12500032	SEYMOUR, BETH	$469.53	2711	Travel Reimb - Methods
12500033	SMITH, KEASHA	$218.32	1120	School Counselor Conference
12500034	BRIDGES, CATHERINE	$474.55	1120	SMHS - Flight - CEC Bridges

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/8/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
12500035	JALANIVICH, VALERIE KAYE	$441.20	1120	SMHS - Flight - CEC Jalanivich
12500036	GRAUPE, STEPHANIE	$110.00	1120	CDL Medical
12500037	DONALDSON, MICHEAL	$110.00	1120	CDL Medical
12500038	DIEHL, CAROLINE ALLISON	$110.00	1120	CDL Medical
12500039	FINCHER, BRANDY COE	$75.00	1120	CDL Medical
12500040	KEY, MICKIE	$244.48	2110	Local Mileage - Key
12500041	HARRIS, ASHLEY	$73.70	2110	Local Mileage - Harris
12500042	JONES, ALICIA	$205.82	2110	Local Mileage
12500043	WHITEHEAD, SHAINA	$31.62	2110	Local Mileage
12500044	STEWART, TAMARA	$22.24	2110	Local Mileage
12500045	RABY, JANICE	$22.24	2110	Local Mileage
12500046	INABINETTE, KAMANI	$30.02	1120	Local Mileage
12500047	EVANS,ROBERT	$68.41	1925	Local Mileage
12500048	HOWELL, DAWN MICHELLE	$110.00	1120	CDL Medical Exam
12500049	CASSIDY, JOHN	$178.00	1154	VAC- MAC CLINIC REIMBURSEMENT
12500050	BONILLA, FABRIZIO	$94.97	1154	VAC- MAC CLINIC REIMBURSEMENT
12500051	RYCKI CHATMAN	$132.85	1154	VAC- MAC CLINIC REIMBURSEMENT
12500052	HAARALA, ZACHARY	$130.40	1154	VAC- MAC CLINIC REIMBURSEMENT
12500053	RAYNOR, LINDSAY	$31.81	1154	VAC- MAC CLINIC REIMBURSEMENT
12500054	DRURY INN & SUITES	$107.00	2211	FP-I-Hotel for Equity Conf.
12500055	VISIT BALTIMORE INC.	$982.30	2290	FP-CP-CEC Hotel
12500056	DRURY INN & SUITES	$107.00	2211	FP-I-Hotel for Equity Conf.
12500057	WILLIAMS, KIMBERLY	$537.95	2290	FP-CP-Airfare for CEC conferen
12500058	BREEDLOVE, TERRY	$459.00	1120	2024-2025 Bus Driver Insurance
12500059	DUNCAN, SANDRA	$224.00	1120	2024-2025 Bus Driver Insurance
12500060	GEISSINGER, MARK S.	$459.00	1120	2024-2025 Bus Driver Insurance
12500061	HOLLOWAY, DWIGHT	$224.00	1120	2024-2025 Bus Driver Insurance
12500062	MCANNALLY, CYNTHIA	$448.00	1120	2024-2025 Bus Driver Insurance
12500063	MIZELLE, REBECCA	$224.00	1120	2024-2025 Bus Driver Insurance
12500064	PERKINS, JAMES M.	$224.00	1120	2024-2025 Bus Driver Insurance
12500065	COX, JACKIE A.	$224.00	1120	2024-2025 Bus Driver Insurance
12500066	TILLMAN, LESLIE	$79.93	2290	FY25 Local Mileage
12500067	WINDHAM, JEFFREY	$86.36	1925	FY25 Local Mileage
12500068	BARNETT, SHELLY	$126.09	1120	FY25 Local Mileage
12500069	DOOLEY, ASHLEY	$79.78	1120	FY25 Local Mileage
12500070	STALLWORTH, GWENDOLYN	$110.25	1130	East Special Ed Congress
12500071	WILLIAMS, KIMBERLY	$80.07	1120	FY25 Local Mileage

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/8/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
12500072	HARRIS, ANASTASIA	$105.06	2211	FY25 Local Mileage
12500073	JOHNSON, BRANDY	$55.68	1925	FY25 Local Mileage
12500074	ROBBINS, HOLLY	$41.61	1925	FY25 Local Mileage
12500075	RAYNOR, AMBER	$83.08	1120	FY25 Local Mileage
12500076	FINN, SARAH	$174.80	1120	FY25 Local Mileage
12500077	DENT, TAMELA	$63.25	1120	FY25 Local Mileage
12500078	SONNIER, TANYA	$86.97	1120	FY25 Local Mileage
12500079	NICKLES, KANDY	$65.00	1120	CDL Renewal
12500080	DAVIS, CLINTON ANDRE	$110.00	1120	CDL Medical Exam
12500081	WILLIAMS, KIMBERLY	$70.62	2290	FY25 Local Mileage
12500082	TRITLEY, JOHNATHAN	$15.28	1130	FY25 Local Mileage
12500083	RICHARDSON, DAVID	$191.55	1130	FY25 Local Mileage
12500084	BREWER, DEBORAH	$40.74	1130	FY25 Local Mileage
12500085	HINKEL, SHANON	$44.22	1130	FY25 Local Mileage
12500086	LAMBES, NICHOLAS CHRISTOPHER	$110.00	1120	CDL Medical Exam
12500087	WINDHAM, SHANNON	$151.80	1120	CDL Medical Exam & Renewal
12500088	STEVERSON, SEAN	$110.00	1120	CDL Medical Exam & Renewal
12500089	STEVEN K LONG	$122.78	1154	VAC- MAC CLINIC REIMBURSEMENT
12500090	NECAISE, JENNIFER	$13.69	1120	FY25 Local Mileage
12500091	GEISER, AMBER	$60.30	1120	FY25 Local Mileage
12500092	DOOLEY, ASHLEY	$79.78	1120	FY25 Local Mileage
12500093	PERKINS, JAMES M.	$110.00	1120	CDL Medical Exam
12500094	ERIQUEZZO, JOHNNY	$165.00	1120	CDL Medical Exam
12500095	DOOLEY, ASHLEY	$22.78	1120	FY25 Local Mileage
12500096	TURNER, CHERI	$110.00	1120	CDL Medical Exam
12500097	BLACKSHIRE, BRITTANDY	$16.48	2610	FY25 Local Mileage
12500098	HAYES, NIKKI	$30.15	1130	FY25 Local Mileage
12500099	BOND, ASHTON	$21.17	2610	FY25 Local Mileage
12500100	HAMBURG, KATELYN	$52.93	2610	FY25 Local Mileage
12500101	DAU, HANNAH	$50.92	2610	FY25 Local Mileage
12500102	BERTOLINO, DODIE	$59.30	2610	FY25 Local Mileage
12500103	COX, TONYA	$148.41	1130	FY25 Local Mileage
12500104	RUSSELL, JENNIFER	$179.73	1120	ASCA Conference
12500105	MCKENZIE, RHONDA	$125.00	1120	CDL Medical Exam
12500106	DELONEY, BARBARA	$110.00	1120	CDL Medical Exam
12500107	BREEDLOVE, TERRY	$110.00	1120	CDL Medical Exam
12500108	BREEDLOVE, MARGIE	$110.00	1120	CDL Medical Exam

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 8/8/2024

Claim No.	Claimant Name	Claim Amount	Fund	Description
12500109	AUGUSTA M MURPHY	$55.00	1120	CDL Medical Exam
	Total for Docket:	**$14,465.47**		

JACKSON COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS ARE PRESENTED FOR PAYMENT ON THIS DATE 8/8/2024

Claim No.: 12500000 - 999999999 AP Dates: ALL

Claim Status: Approved,Denied,Held,Open,Paid,PrePaid,Void

Total Expenditures By Fund

Fund	Description	Claim Amount
1120	DISTRICT MAINTENANCE	$8,383.90
1130	SPECIAL EDUCATION	$580.60
1154	VANCLEAVE ACTIVITY	$690.81
1925	TECHNOLOGY FUND	$252.06
1935	FAB LAB JACKSON COUNTY	$285.55
2110	SCHOOL FOOD SERVICE	$600.10
2211	TITLE I - A	$319.06
2290	TITLE I COST POOL	$1,695.62
2610	IDEA PART B	$200.80
2711	CTE - BASIC FUND (LOCAL & STATE)	$1,456.97
	Total for Funds:	**$14,465.47**

Total Expenditures By Unit

Unit	Description	Claim Amount
01	DISTRICT WIDE	$4,364.62
04	EAST CENTRAL MIDDLE SCHOOL	$244.48
11	ST. MARTIN HIGH SCHOOL	$929.44
13	ST. MARTIN UPPER ELEMENTARY	$205.82
20	VANCLEAVE HIGH SCHOOL	$690.81
22	EAST CENTRAL LOWER ELEMENTARY	$258.44
30	VANCLEAVE ATTENDANCE CENTER	$2,572.80
50	EAST CENTRAL ATTENDANCE CENTER	$516.54
70	ST. MARTIN ATTENDANCE CENTER	$2,940.00
90	VOCATIONAL TECHNOLOGY CENTER	$1,742.52
	Total for Units:	**$14,465.47**

APPROVED THIS THE _____ DAY OF _____ , _____

_____ PRESIDENT

_____ SECRETARY

_____ _____ _____

JACKSON COUNTY SCHOOL DISTRICT
SCHOOL DEPOSITORIES
Sunday, June 30, 2024

ACCOUNT TITLES	BANK BALANCE	AVAILABLE BALANCE
PEOPLES BANK ACCOUNTS @ .07%		
JCSD 16TH Section Account	$4,191,149.15	$4,191,449.15
JCSD Child Nutrition	$3,756,803.03	$3,763,122.78
JCSD District Account	$33,471,023.17	$33,466,023.17
JCSD EEF FOR CTE - 2022 SENATE BILL 3011	$5,905,251.44	$5,905,251.44
JCSD EEF FOR CTE - 2023 HB 603	$9,030,331.98	$9,030,331.98
JCSD EEF FOR SMH - 2023 HB 603	$995,364.84	$995,364.84
JCSD East Central Activity Fund	$369,283.33	$369,864.33
JCSD St. Martin Activity Fund	$444,449.78	$448,109.82
JCSD Vancleave School Activity Fund	$259,237.05	$259,440.42
JCSD Technology Center Activity Fund	$13,770.29	$13,770.29
JCSD FAB LAB Activity Fund	$137,448.17	$137,598.17
JCSD AP Clearing Account	$61,213.84	$438.96
JCSD PR Clearing Account	$6,767,649.10	$3,402,395.80
CASH ON HAND-VANCLEAVE SCHOOL ACTIVITY FUND	$0.00	$0.00
CASH ON HAND-ST MARTIN SCHOOL ACTIVITY FUND	$0.00	$0.00
CASH ON HAND-EAST CENTRAL SCHOOL ACTIVITY FUND	$0.00	$0.00
CASH ON HAND-FOOD SERVICE	$0.00	$0.00
TOTALS	$65,402,975.17	$61,983,161.15
	Marathon Trial Balance	$61,983,161.15 $0.00

BANK RECONCILIATION

Account:	16th Section				
Month Ending:	June 30, 2024				
Balance Per Bank:	$	4,191,149.15	General Ledger Balance:	$	4,191,449.15
Outstanding Deposits:	$	300.00			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	4,191,449.15			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
AULTMAN	07/01/24	RJ 70660	$ 300.00				

BANK RECONCILIATION

Account: Child Nutrition
Month Ending: June 30, 2024

Balance Per Bank:	$	3,756,803.03	General Ledger Balance:	$	3,763,122.78
Outstanding Deposits:	$	6,319.75			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	3,763,122.78			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
S. Thompson			$ 40.00	S. Coleman	04/13/17	1029	$ 10.00
S. Rayborn	11/02/15	4139	$ 25.00	S. Clark	04/18/17	2201	$ 20.00
M. Bruebaker	12/04/15	1054	$ 20.00	C. Rodriquez	05/26/17	216	$ 20.00
C. Majo	12/14/15	1	$ 25.00		12/20/17		$ 20.00
J. Welte	02/18/16	5213	$ 20.00		10/31/18		$ 209.75
G. Gerrish	03/01/16	5112	$ 40.00		11/02/18		$ 30.00
G. Gerrish	03/01/16	5113	$ 40.00		05/23/19		$ 5.00
M. Claton	03/10/16	2102	$ 25.00		05/23/19		$ 42.00
W. Gaskin	04/28/16	1502	$ 2.00		08/12/19		$ 55.00
J. Hart	05/09/16	454	$ 7.50		12/09/19		$ 25.00
	08/29/16		$ 5.00		01/09/20		$ 20.00
A. Clouse	10/26/16	1238	$ 10.00		02/06/20		$ 30.00
M. Fairley	11/22/16	1006	$ 3.00		02/06/20		$ 10.00
S. Gillis	02/28/17	1148	$ 20.00	Fergonise	08/10/22	1326	$ 30.00
S. Coleman	03/27/17	1025	$ 10.00	Callen	08/16/22	MSB	$ 62.75
S. Coleman	03/27/17	1026	$ 10.00	Callen	08/16/22	MSB	$ 62.75
K. Drieling	03/27/17	1169	$ 15.00	J. Barton	11/02/22		$ 200.00
J. Barker	03/28/17	1141	$ 10.00	Bradsh, Kimberly	04/25/23		$ 100.00

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
R. McAllister	09/12/23	527	$ 40.00				
POSTAGE RESERVE	06/30/24	GJ 20242646	$ 5,000.00				

BANK RECONCILIATION

Account: Depository
Month Ending: June 30, 2024

Balance Per Bank:	$	33,471,023.17	General Ledger Balance:	$	33,466,023.17
Outstanding Deposits:	$	-			
Outstanding Checks:	$	5,000.00	Variance:	$	-
Reconciled Balance per Bank:	$	33,466,023.17			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount
POSTAGE RESERVE	06/30/24	GJ 20242646	$ 5,000.00

Name or Description	Date	Check # or Journal #	Amount
			59

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account: EEF FOR CTE - 22 SENATE BILL 3011
Month Ending: June 30, 2024

Balance Per Bank:	$	5,905,251.44	General Ledger Balance:	$	5,905,251.44
Outstanding Deposits:	$	-			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	5,905,251.44			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account: EEF FOR CTE - HOUSE BILL 603
Month Ending: June 30, 2024

Balance Per Bank:	$	9,030,331.98	General Ledger Balance:	$	9,030,331.98
Outstanding Deposits:	$	-			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	9,030,331.98			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account: EEF FOR SMH - HOUSE BILL 603
Month Ending: June 30, 2024

Balance Per Bank:	$	995,364.84	General Ledger Balance:	$	995,364.84
Outstanding Deposits:	$	-			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	995,364.84			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account: East Central Activity
Month Ending: June 30, 2024

Balance Per Bank:	$	369,283.33	General Ledger Balance:	$	369,864.33
Outstanding Deposits:	$	581.00			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	369,864.33			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount
			63

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount
Stephens, Jason			$ 18.00
Sayer, Thomas			$ 30.00
Bradley, Richard			$ 18.00
Clarke, Savannah			$ 18.00
Schnitzer			$ 180.00
Freeland			$ 240.00

Name or Description	Date	Check # or Journal #	Amount
Ortiz			$ 3.00
Remily			$ 18.00
Holland			$ 20.00
	06/06/19		$ 18.00
NSF	09/12/22	1105	$ 18.00

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account:	St. Martin Activity
Month Ending:	June 30, 2024

Balance Per Bank:	$	444,449.78	General Ledger Balance:	$	448,109.82
Outstanding Deposits:	$	3,856.16			
Outstanding Checks:	$	196.12	Variance:	$	-
Reconciled Balance per Bank:	$	448,109.82			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
MSB Grad/Senior Trip	01/29/24	20241581	$ 196.12				

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
A. Wilson	08/01/16	2459	$ 35.00		11/07/18		$ 20.00
A. Wilson	09/01/16		$ 10.00		03/21/19		$ 290.00
T. Carter	04/24/16	103	$ 30.00		03/25/19		$ 15.00
T. Carter	04/24/16	103	$ 65.00		03/29/19		$ 107.06
J. Hughes	03/29/17	149	$ 82.00		10/02/19		$ 350.00
A. Benninghoven	03/31/17	1253	$ 30.00	DDA Chargebacks	08/20/20	$350, $30, $60, $390	$ 830.00
Bank Error		73653	$ 162.00	NSF	04/12/22		$ 60.00
NSF	04/30/18		$ 100.00	NSF (2)	08/22/22		$ 90.00
A. Carter	04/30/18		$ 94.00	NSF (2)	09/21/22	RJ 20230655	$ 190.00
	5/14/2018		$ 225.00	M. Dizon	01/17/23	412	$ 10.15
	5/14/2018		$ 225.00	Coca-Cola Chargeback	03/09/23	9000414193	$ 60.95
M. Anglada			$ 70.00				

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
				Chargeback	08/08/23	R. Jones	$ 360.00
				Chargeback	08/08/23	S. Cruthirds	$ 20.00
				Chargeback	09/25/23	Amer. Heart Assoc	$ 80.00
				Chargeback	01/29/23	Gilman	$ 145.00
				Chargeback	05/30/24	Krivanec	$ 100.00

BANK RECONCILIATION

Account:	Vancleave Activity				
Month Ending:	June 30, 2024				
Balance Per Bank:	$	259,237.05	General Ledger Balance:	$	259,440.42
Outstanding Deposits:	$	203.37			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	259,440.42			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
T. Hays	02/08/16	574	$ 12.00	A. Mills	09/30/16	818	$ 20.00
L. Odom	06/07/16	1247	$ 20.00	Coursey	08/21/18	1149	$ 5.00
M. Holden	07/26/16	4776	$ 15.00	Coursey	08/21/18	1150	$ 5.00
T. Hill	07/26/16	1306	$ 15.00	Bang	05/14/19	5556	$ 70.00
S. DeCoronado	09/28/16	3264	$ 21.37	Mares	08/13/19	603	$ 20.00

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account:	JCTC Activity				
Month Ending:	June 30, 2024				
Balance Per Bank:	$	13,770.29	General Ledger Balance:	$	13,770.29
Outstanding Deposits:	$	-			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	13,770.29			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account:	FABLAB Activity				
Month Ending:	June 30, 2024				
Balance Per Bank:	$	137,448.17	General Ledger Balance:	$	137,598.17
Outstanding Deposits:	$	150.00			
Outstanding Checks:	$	-	Variance:	$	-
Reconciled Balance per Bank:	$	137,598.17			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount
	07/26/22	276	$ 150.00

Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount

Name or Description	Date	Check # or Journal #	Amount

BANK RECONCILIATION

Account:	AP Clearing
Month Ending:	June 30, 2024

Balance Per Bank:	$	61,213.84	General Ledger Balance:	$	438.96
Outstanding Deposits:	$	-			
Outstanding Checks:	$	60,774.88	Variance:	$	0.00
Reconciled Balance per Bank:	$	438.96			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
Outstanding Paper Checks				Outstanding ComData Checks			

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
Outstanding Paper Checks			$60,349.88	Outstanding ComData Checks			$ 425.00

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
TRANSFER FROM CN							

BANK RECONCILIATION

Account: PR Clearing
Month Ending: June 30, 2024

Balance Per Bank:	$	6,767,649.10	General Ledger Balance:	$	3,402,395.80
Outstanding Deposits:	$	15.37			
Outstanding Checks:	$	3,365,268.67	Variance:	$	-
Reconciled Balance per Bank:	$	3,402,395.80			

Outstanding Checks (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Checks (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
Paper Checks			$ 222,464.41	Paper Checks (Old July)			
EFT				EFT			
IRS Payroll Tax				IRS Payroll Tax (Old July)			
MS Payroll Tax			$108,902.00	MS Payroll Tax (Old July)			$88,772.00
PERS			$1,239,303.54	PERS (Old July)			$1,039,849.53
Deferred Compensation			$17,642.00	Deferred Compensation (Old July)			$13,356.00
MS DFA			$634,979.19	MS DFA (Old July)			

Outstanding Deposits (prior fiscal years)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount

Outstanding Deposits (current fiscal year)

Name or Description	Date	Check # or Journal #	Amount	Name or Description	Date	Check # or Journal #	Amount
				Premium Refund (Hays) - timing	07/28/24	515207	$ 15.37

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Report Date: 08/05/2024 Begin Account: 000-0000-000-000-00-0000

Period: 12 - 06/01/2024 - 06/30/2024 End Account: 999-9999-999-999-99-9999

Fund: All

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
0 -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120 - DISTRICT MAINTENANCE	15,817,384.42	88,377,227.35	88,109,646.74	267,580.61	5,093,224.83	90,735,123.98	84,007,946.21	6,727,177.77	11,405,706.73	0.00	0.00	19,919,084.95	13,459,487.79
1121 - INSURANCE RESERVE	5,000,000.00	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00	6,000,000.00
1130 - SPECIAL EDUC	0.00	7,645,049.60	7,492,713.22	152,336.38	1,224,162.23	7,645,049.60	7,492,713.22	152,336.38	1,224,162.23	0.00	0.00	0.00	0.00
1140 - ALTERNATIVE SCHOOL	0.00	435,303.52	450,112.92	(14,809.40)	74,405.35	435,303.52	450,112.92	(14,809.40)	74,405.35	0.00	0.00	0.00	0.00
1145 - AT RISK	0.00	1,043,479.61	954,000.33	89,479.28	126,245.17	1,043,479.61	954,000.33	89,479.28	126,245.17	0.00	0.00	0.00	0.00
1146 - AVERAGE DAILY ENROLLMENT	0.00	2,053,657.83	2,053,657.83	0.00	171,139.83	2,053,657.83	2,053,657.83	0.00	0.00	0.00	0.00	0.00	0.00
1152 - EAST CENTRAL ACTIVITY	340,967.10	444,377.88	444,377.88	0.00	1,807.71	785,391.31	419,682.90	365,708.41	47,944.29	0.00	0.00	365,662.08	(46.33)
1153 - ST MARTIN ACTIVITY	386,881.30	544,479.48	544,479.48	0.00	9,207.00	929,180.57	496,254.92	432,925.65	46,335.66	0.00	0.00	435,105.86	2,180.21
1154 - VANCLEAVE ACTIVITY	240,075.41	444,171.69	443,754.63	417.06	2,815.47	689,397.11	432,138.17	257,258.94	42,502.64	0.00	0.00	251,691.87	(5,150.01)
1155 - JCTC ACTIVITY	16,056.65	23,837.04	23,837.04	0.00	907.13	39,886.99	26,123.40	13,763.59	2,269.66	0.00	0.00	13,770.29	6.70
1156 - FABLAB ACTIVITY	227,874.40	16,154.18	16,154.18	0.00	2,881.02	243,786.48	116,624.54	127,161.94	10,797.85	0.00	0.00	127,404.04	242.10
1840 - 16TH SECTION INTEREST	2,810,914.13	342,000.00	332,581.37	9,418.63	43,946.12	33,965.93	25,724.13	8,241.80	3,589.00	0.00	0.00	3,117,771.37	3,118,948.20
1841 - 16TH SECTION INTEREST 16-4-9	1,263.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,263.76	1,263.76
1842 - 16TH SECTION INTEREST 16-5-9	6,124.11	4,300.00	5,599.33	(1,299.33)	5,599.33	0.00	0.00	0.00	0.00	0.00	0.00	11,723.44	10,424.11

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
1843 - 16TH SECTION INTEREST 16-6-5	41,325.59	6,700.00	5,582.08	1,117.92	0.00	566.67	682.14	(115.47)	41.00	0.00	0.00	46,225.53	47,458.92
1844 - 16TH SECTION INTEREST 16-6-6	11,214.91	1,600.00	4,379.60	(2,779.60)	2,678.00	1,887.32	578.74	1,308.58	0.00	0.00	0.00	15,015.77	10,927.59
1845 - 16TH SECTION INTEREST 16-6-9	3,189.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,189.63	3,189.63
1846 - 16TH SECTION INTEREST 16-7-6	87.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.68	87.68
1847 - 16TH SECTION INTEREST 16-7-7	7,322.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,322.39	7,322.39
1848 - 16TH SECTION INTEREST 16-7-8	31,439.47	7,100.00	7,550.00	(450.00)	1,100.00	6,666.95	5,245.59	1,421.36	0.00	0.00	0.00	33,743.88	31,872.52
1849 - 16TH SECTION INTEREST 16-7-9	7,862.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,862.58	7,862.58
1850 - 16TH SECTION INTEREST 16-8-7	116.95	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	116.95	118.95
1900 - 16TH SECTION ESCROW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1901 - MEDICAID SBAC FUND	248,189.69	125,000.00	57,390.97	67,609.03	0.00	195,602.30	144,656.70	50,945.60	11,906.46	0.00	0.00	160,923.96	177,587.39
1902 - COMDATA NETWORK	51,373.67	30,000.00	28,677.70	1,322.30	1,523.49	37,300.00	7,032.11	30,267.89	527.12	0.00	0.00	73,019.26	44,073.67
1903 - ENERGY CLASS PRIZE	100,000.00	50,000.00	0.00	50,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	50,000.00
1925 - TECHNOLOGY FUND	0.00	3,139,239.77	2,116,046.35	1,023,193.42	110,497.23	3,139,239.77	2,116,046.35	1,023,193.42	110,497.23	0.00	0.00	0.00	0.00
1935 - FAB LAB JACKSON COUNTY	33,546.44	350,000.00	194,082.65	155,917.35	3,210.00	297,786.48	283,614.60	14,171.88	24,450.92	0.00	0.00	(55,985.51)	85,759.96

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
1993 - PAYROLL CLEARING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1994 - ACCOUNTS PAYABLE CLEARING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020 - SCHOOL RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2090 - EXTENDED SCHOOL YEAR	0.00	13,046.82	1,721.18	11,325.64	0.00	11,942.62	9,270.31	2,672.31	9,065.19	0.00	0.00	(7,549.13)	1,104.20
2092 - WORKFORCE ENHANCEMENT (SB 3011)	5,946,928.89	0.00	41,700.30	(41,700.30)	2,434.51	5,945,606.75	265,152.75	5,680,454.00	245,225.00	0.00	0.00	5,723,476.44	1,322.14
2110 - SCHOOL FOOD SERVIC	4,046,917.47	5,919,015.00	5,677,621.96	241,393.04	350,440.83	6,981,618.01	6,021,062.87	960,555.14	535,711.74	47,158.46	47,158.46	3,750,635.02	3,031,472.92
2211 - TITLE I - A	14,980.25	2,529,506.62	2,118,304.42	411,202.20	456,047.63	2,524,390.63	2,138,109.17	386,281.46	299,431.62	0.00	0.00	(4,824.50)	20,096.24
2213 - TITLE I-1003(a) SCHOOL IMPROVEMENT	0.00	446,423.09	387,038.42	59,384.67	51,054.10	780,019.54	365,653.12	414,366.42	27,938.39	0.00	0.00	21,385.30	(333,596.45)
2290 - TITLE I COST POOL	0.00	293,833.92	214,130.49	79,703.43	26,805.39	241,539.40	200,471.71	41,067.69	14,448.98	0.00	0.00	13,658.78	52,294.52
2410 - EEF - BUILDINGS AND BUSES	554,651.38	282,731.00	259,171.00	23,560.00	23,561.00	282,731.00	282,731.00	0.00	0.00	0.00	0.00	531,091.38	554,651.38
2511 - TITLE II, PART A	0.00	564,003.33	300,019.41	263,983.92	45,064.56	564,003.33	300,019.31	263,984.02	21,461.08	0.00	0.00	0.10	0.00
2560 - TITLE III ENGLISH LEARNERS	0.00	36,492.00	0.00	36,492.00	0.00	36,492.00	0.00	36,492.00	0.00	0.00	0.00	0.00	0.00
2579 - FEMA / MEMA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2590 - ESSER I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2594 - ESSER II	0.00	1,531,086.60	1,455,850.92	75,235.68	0.00	1,147,663.35	1,122,686.67	24,976.68	50,259.00	0.00	0.00	333,164.25	383,423.25
2597 - CTE ESSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2598 - ARP ESSER	0.00	11,544,613.90	6,586,253.46	4,958,360.44	1,191,824.84	11,345,718.02	6,787,447.64	4,558,270.38	1,107,366.66	0.00	0.00	(201,194.18)	198,895.88

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
2599 - IDEA B (ARP)	0.00	16,483.42	16,483.42	0.00	0.00	15,994.39	15,594.39	400.00	0.00	0.00	0.00	889.03	489.03
2600 - IDEA B (ARP-PRESCHOOL)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2609 - ARP HOMELESS II	0.00	82,385.73	62,463.54	19,922.19	4,807.01	82,385.73	62,463.54	19,922.19	2,200.00	0.00	0.00	0.00	0.00
2610 - IDEA PART B	0.00	1,996,990.86	2,416,040.03	(419,049.17)	521,113.66	2,717,747.88	2,409,085.16	308,662.72	330,670.65	0.00	0.00	6,954.87	(720,757.02)
2620 - IDEA PART C	0.00	72,488.00	84,723.99	(12,235.99)	18,734.48	80,146.66	76,104.73	4,041.93	12,397.30	0.00	0.00	8,619.26	(7,658.66)
2630 - POSITIVE BEHAVIOR SPECIALIST (PBS-FEDERAL ONLY)	0.00	20,150.93	0.00	20,150.93	0.00	20,150.93	18,159.00	1,991.93	8,798.40	0.00	0.00	(18,159.00)	0.00
2631 - EDUCATIONAL INTERPRETER (EI - FEDERAL ONLY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2711 - CTE - BASIC FUND (LOCAL & STATE)	0.00	2,718,268.22	2,514,785.03	203,483.19	371,226.99	2,688,365.49	2,514,785.03	173,580.46	371,226.99	0.00	0.00	0.00	29,902.73
2712 - CTE - BASIC FUND (FEDERAL)	0.00	139,224.70	79,633.21	59,591.49	14,518.00	152,989.00	153,707.56	(718.56)	12,980.60	0.00	0.00	(74,074.35)	(13,764.30)
2721 - VOCATIONAL REHABILITATION	12,897.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,897.22	12,897.22
2811 - TITLE IV, PART A	0.00	232,037.37	119,872.35	112,165.02	12,423.57	231,685.06	125,492.86	106,192.20	9,067.82	0.00	0.00	(5,620.51)	352.31
2820 - UNEMPLOYMENT COMP. REVOLVING	179,340.81	0.00	0.00	0.00	0.00	0.00	4,236.37	(4,236.37)	0.00	0.00	0.00	175,104.44	179,340.81
2830 - FORESTRY ESCROW FUND	152,489.13	5,000.00	5,040.00	(40.00)	0.00	57,000.00	14,360.00	42,640.00	4,400.00	0.00	0.00	143,169.13	100,489.13
2901 - BLUE CROSS BLUE SHIELD GRANT	4.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.24	4.24
2902 - MDEQ VW DIESEL EMISSIONS	0.00	2,235,454.78	0.00	2,235,454.78	0.00	2,235,454.78	735,210.67	1,500,244.11	375,000.00	0.00	0.00	(735,210.67)	0.00

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
2903 - MDEQ DERA GRANT	0.00	110,000.00	86,907.00	23,093.00	0.00	110,000.00	110,000.00	0.00	0.00	0.00	0.00	(23,093.00)	0.00
2907 - POSITIVE BEHAVIOR SPECIALIST (PBS-STATE)	0.00	9,067.92	0.00	9,067.92	0.00	9,067.92	10,464.47	(1,396.55)	6,252.24	0.00	0.00	(10,464.47)	0.00
2908 - EDUCATIONAL INTERPRETER (STATE ONLY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2909 - VOCATIONAL REHAB	1,708.00	0.00	686.00	(686.00)	84.00	0.00	0.00	0.00	0.00	0.00	0.00	2,394.00	1,708.00
2910 - 2023 HOUSE BILL 603 (CTE)	0.00	9,000,000.00	9,030,331.98	(30,331.98)	3,709.57	0.00	0.00	0.00	0.00	0.00	0.00	9,030,331.98	9,000,000.00
2911 - 2023 HOUSE BILL 603 (SMH)	0.00	1,000,000.00	1,003,364.84	(3,364.84)	408.88	1,000,000.00	8,000.00	992,000.00	0.00	0.00	0.00	995,364.84	0.00
2940 - ROTC	9,534.71	154,343.06	145,202.10	9,140.96	12,928.96	154,343.06	152,622.37	1,720.69	13,033.76	0.00	0.00	2,114.44	9,534.71
2980 - SPARKLIGHT	1,122.32	0.00	0.00	0.00	0.00	1,122.32	0.00	1,122.32	0.00	0.00	0.00	1,122.32	0.00
2981 - GULF COAST COMMUNITY FOUNDATION INC	46.64	0.00	0.00	0.00	0.00	46.64	0.00	46.64	0.00	0.00	0.00	46.64	0.00
2982 - AMERICAN HEART ASSOCIATION	418.90	0.00	0.00	0.00	0.00	418.90	0.00	418.90	0.00	0.00	0.00	418.90	0.00
2983 - SINGING RIVER ELECTRIC COOPERATIVE	2,371.16	0.00	0.00	0.00	0.00	2,371.16	0.00	2,371.16	0.00	0.00	0.00	2,371.16	0.00
2984 - ALLSTAR ORTHOPEDICS, PLLC	1,235.53	0.00	0.00	0.00	0.00	1,235.53	0.00	1,235.53	0.00	0.00	0.00	1,235.53	0.00
2985 - MS RESTAURANT ASSN EDUC FDN	516.96	0.00	0.00	0.00	0.00	516.96	0.00	516.96	0.00	0.00	0.00	516.96	0.00
2986 - INGALLS GRANT	4,887.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,887.03	4,887.03

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
2987 - BLACKBAUD GIVING FD-CHEVRON YOUR CAUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2988 - PLTW-VMS	0.25	8,750.00	0.00	8,750.00	0.00	0.25	0.00	0.25	0.00	0.00	0.00	0.25	8,750.00
3027 - CONTRUCTION AND IMPROVEMENTS	5,861,723.87	3,797,040.00	3,797,040.00	0.00	0.00	6,870,778.99	3,861,763.45	3,009,015.54	1,149,809.10	0.00	0.00	5,797,000.42	2,787,984.88
3028 - 3 MILL CONSTRUCTION 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4010 - SHORTFALL NOTE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4024 - THREE MILL NOTE 2019	898,145.43	468,250.00	459,390.67	8,859.33	4,955.55	468,250.00	468,250.00	0.00	0.00	0.00	0.00	889,286.10	898,145.43
4026 - 2010 QSCB NOTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4027 - THREE MILL NOTE 2012	205,847.48	1,190,746.50	1,235,848.72	(45,102.22)	32,053.86	1,191,996.50	1,189,899.33	2,097.17	0.00	0.00	0.00	251,796.87	204,597.48
4092 - QSCB SINKING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7211 - 16-4-9 PRINCIPAL FUND	1,741.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,741.73	1,741.73
7212 - 16-5-9 PRINCIPAL FUND	386.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	386.33	386.33
7213 - 16-6-5 PRINCIPAL FUND	122,027.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122,027.89	122,027.89
7214 - 16-6-6 PRINCIPAL FUND	7,114.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,114.30	7,114.30
7215 - 16-6-9 PRINCIPAL FUND	450.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.84	450.84
7216 - 16-7-6 PRINCIPAL FUND	1,514.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,514.57	1,514.57
7217 - 16-7-7 PRINCIPAL FUND	285,892.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	285,892.04	285,892.04

JACKSON COUNTY SCHOOL DISTRICT
Budget Status Report

Fund	Fund Balance (7/1/2023)	Anticipated Revenue	YTD Collected Revenue	YTD Uncollected Revenue	MTD Collected Revenue	Anticipated Expenditures	YTD Expenditures	YTD Unexpended	MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
7218 - 16-7-8 PRINCIPAL FUND	37,875.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,875.21	37,875.21
7219 - 16-7-9 PRINCIPAL FUND	2,989.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,989.82	2,989.82
7220 - 16-8-7 PRINCIPAL FUND	2,019.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,019.43	2,019.43
7221 - JCSD 16TH SECTION PRINCIPAL	203,969.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,969.94	203,969.94
7310 - PAYROLL CLEARING FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7350 - STUDENT AGENCY ACCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7500 - ACCOUNTS PAYABLE CLEARING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 - GEN FIXED ASSETS ACCOUNT GROUP	95,211,196.39	0.00	0.00	0.00	0.00	0.00	(4,203,332.76)	4,203,332.76	37,768.95	(4,598,552.14)	(4,598,552.14)	94,815,977.01	90,612,644.25
9000 - GEN LONG-TERM DEBT LEDGER	(107,474,644.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(107,474,644.00)	(107,474,644.00)
	31,681,512.44	152,501,113.72	142,384,248.74	10,116,864.98	10,019,547.30	156,367,065.22	124,252,305.52	32,114,759.70	17,775,894.78	(4,551,393.68)	(4,551,393.68)	45,262,061.98	23,264,167.26

JACKSON COUNTY SCHOOL DISTRICT				Marathon powered by CA - Jackson Co. FY24 (ageiser)				8/5/2024 6:24:20 PM						
Cash Flow														
	July	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**Total**
Cash													
Cash on Hand	12,649,052.96	17,807,902.18	16,287,317.56	14,973,260.08	12,822,557.47	10,411,791.42	8,881,962.37	13,147,911.27	25,568,522.31	30,169,822.38	28,220,622.73	25,663,859.15	216,604,581.88
Total Cash	12,649,052.96	17,807,902.18	16,287,317.56	14,973,260.08	12,822,557.47	10,411,791.42	8,881,962.37	13,147,911.27	25,568,522.31	30,169,822.38	28,220,622.73	25,663,859.15	216,604,581.88
Actual Revenue													
Ad Valorem Collections	(42,598.61)	501,077.54	1,000,968.98	329,047.00	373,901.68	352,912.28	6,646,821.99	14,538,214.49	4,149,725.81	825,774.82	803,057.85	808,020.17	30,286,924.00
Other Taxes	10,659.31	20,459.76	41,074.14	6,706.02	23,799.94	3,641.48	299,873.60	56,789.00	101,848.41	13,286.06	201,826.57	43,574.25	823,538.54
Tuition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Revenue	13,661.85	12,816.65	11,574.07	11,495.75	9,495.76	8,334.61	8,908.60	11,145.54	18,414.34	18,879.39	18,432.10	16,645.96	159,804.62
Community Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	2,224.04	12,893.83	16,534.27	1,686.40	7,889.75	5,239.86	42,955.00	16,342.70	5,756.84	417.84	5,755.24	295.35	117,991.12
Homestead Reimbursement	0.00	0.00	326,775.00	0.00	0.00	0.00	0.00	0.00	0.00	334,275.00	0.00	0.00	661,050.00
Drivers' Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAEP	3,428,506.00	3,735,748.00	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	3,773,908.25	44,903,336.50
Ad Valorem Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other State	7,177.63	0.00	0.00	217.36	322.11	18,101.33	352.17	324.17	345.49	410.80	828.54	37,859.50	65,939.10
Master Teacher	20,940.00	20,940.00	20,940.00	20,940.00	20,940.00	20,940.00	22,840.00	20,940.00	25,419.13	25,419.12	23,999.13	23,999.13	268,256.51
Teacher Pay Raise	363,103.00	354,273.00	358,688.00	358,688.00	358,688.00	358,688.00	358,688.00	358,688.00	358,688.00	358,688.00	358,688.00	358,693.59	4,304,261.59
Rail Car Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,801.05	0.00	0.00	72,801.05
Heavy Truck Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rental Car Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E-Rate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TVA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Federal	286.18	0.00	94.63	0.00	458.66	0.00	286.86	89.56	866.52	305.21	0.00	30,228.63	32,616.25
Insurance Loss Recoveries	0.00	122,922.55	0.00	0.00	0.00	0.00	0.00	0.00	230,156.60	0.00	0.00	0.00	353,079.15
Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	26,178.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,178.31
06/30/24 Receivables	3,021,763.01	8,499.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,030,262.09
06/30/23 Receivables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/30/23 Loans Repaid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Actual Revenue	6,825,722.41	4,789,630.41	5,576,735.65	4,502,688.78	4,569,404.15	4,541,765.81	11,154,634.47	18,776,441.71	8,665,129.39	5,424,165.54	5,186,495.68	5,093,224.83	85,106,038.83
Actual Expenditures													
1120 - Payroll	706,599.00	4,644,951.43	4,685,621.72	4,650,028.66	4,623,916.05	4,655,869.94	4,658,375.69	4,653,602.83	4,664,908.58	4,665,770.64	4,665,947.50	8,579,248.66	55,854,840.70
Accounts Payable	952,726.75	713,047.93	888,257.51	951,017.83	1,514,642.56	593,764.46	1,022,614.24	670,152.39	976,119.17	738,711.31	1,611,430.31	547,770.85	11,180,255.31
1120 - Transfers Out	66,009.92	985,004.51	1,377,574.69	1,052,840.46	1,054,122.86	1,015,916.73	891,051.73	1,052,879.82	4,774,048.68	2,041,458.95	1,468,836.33	1,893,349.12	17,673,093.80
06/30/23 Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interfund Loans	1,342.16	(1,287.79)	86.49	(48.56)	40.80	(55.86)	(205.91)	58.28	30.77	116.91	170.12	873.35	1,120.76
Transfer to SPED-Local	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Alternative	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to At-Risk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Frontiers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Vocational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Educable Child	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to ROTC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Actual Expenditures	1,726,677.83	6,341,716.08	6,951,540.41	6,653,838.39	7,192,722.27	6,265,495.27	6,571,835.75	6,376,693.32	10,415,107.20	7,446,057.81	7,746,384.26	11,021,241.98	84,709,310.57
Grand Total	17,748,097.54	16,255,816.51	14,912,512.80	12,822,110.47	10,199,239.35	8,688,061.96	13,464,761.09	25,547,659.66	23,818,544.50	28,147,930.11	25,660,734.15	19,735,842.00	217,001,310.14

FUND BALANCE & CONSTRUCTION UPDATE
FOR MONTH ENDING JUNE 30, 2024

Projected FY24 Ending General Fund

Prior	Current	Target
13.10%	14.85%	10%

**Excludes $6M insurance reserve*

Capital Balances (actual less encumbered):

General	$4,247,245
Construction	
Town Section	$3,240,769
Interest	
Total	$7,488,014

Revenue and Budget Update: Amber Geiser

Drug Free Schools

PRICING PER TEST

Urine Drug Screen	
Test 90 – 100 Students	**$19.50 each**
Test 50 Students	**$25.00 each**
Test 25 Students	**$35.00 each**
Hair Drug Screen	**$53.50 each**
Delta 8, Delta 9, CBD Screen	**$48.00 each**
Only if requested	
Medical Review Officer	**$25.00 each**

Assistance with prescriptions only if requested

NO ADDITIONAL CHARGES WILL BE ADDED ON

It is agreed that Drug Free Schools will provide the following terms

- Invoicing on Net 30 terms
- Duration of agreement August 2024 – June 2025

This agreement shall be non-exclusive and may be cancelled by either party upon thirty (30) days prior written notice to the other. The termination or cancellation of this agreement by either party shall not affect the confidentiality provisions of this agreement which shall survive indefinitely.

By signature below, to Jackson County Schools agrees to the terms as set forth in the agreement with Drug Free Schools.

Authorized Signatures: Drug Free Schools

BY: _____

Scott C. Smith
TITLE: Owner

JCS

BY:_____

TITLE:

Drug Free Schools

Jackson County Schools Drug Screening Proposal

Drug Free Schools is a full-service drug screening company located in Cordova, TN. Our services include urine testing, hair testing, oral fluid testing, random selection, medical review officers, alcohol testing, rapid drug screening products, and nicotine testing. Drug Free Schools has a solid reputation of excellent customer care and quality services. We can format your school's drug testing panel to reflect the drugs of abuse in your area. We are here to make your drug testing program economical, efficient, and effective.

DRUG FREE SCHOOLS ONLY USES THE BEST SCREENING LABORATORIES IN THE DRUG TESTING INDUSTRY:

1. Quest Diagnostics – they have established a reputation as the national leader in workplace drug testing and test millions of samples every year. Laboratory certifications and inspections are another way to help ensure reliable testing. Each of their laboratories is Substance Abuse and Mental Health Services Administration (SAMHSA) certified to perform regulated drug testing.
2. Cordant Health Solutions – processes thousands of urine samples a day for private-practice physicians, treatment agencies, drug courts, correctional facilities, schools, businesses requiring pre-employment drug screens, professional health programs, clinical labs, hospital-based labs and more.
3. Omega Laboratories – a state-of-the art advanced specimen testing laboratory offering Hair Drug Testing and Oral Fluid Testing with FDA-cleared screening tests, industry-leading turnaround times, advanced technology with reporting solutions, forensic testing accredited to the ISO-IEC 17025 standards
4. Confirm Bio Sciences – supplies industry leading rapid screening devices for urine drug testing, alcohol urine screening, and nicotine screening.

Drugs screened: Methamphetamine, Amphetamine, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, MDMA, Opiates, Phencyclidine, PCP, Propoxyphene, Alcohol, Nicotine, Synthetic Marijuana, and Synthetic Stimulants Testing.

Drug Free Schools provides the most efficient certified staff members that will be providing the collection procedure at your school. Our staff members can screen 60-100 students per hour depending upon the number of staff members needed. Specializing in public and private high schools and athlete testing at community colleges and universities.

CONFIDENTIALITY

Drug Free Schools acknowledges that the information gathered or collected pursuant to this agreement will be considered student educational records subject to the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA), as well as the confidentiality requirements of the Health Insurance Portability and Accountability Act (HIPPA). Accordingly, Drug Free Schools agrees not to disclosure any information gathered

pursuant to this agreement except to the school and other persons authorized by law. Drug Free Schools shall protect any such information in at least a manner as it protects its own confidential or proprietary information from disclosed to third parties.

RANDOM SELECTION PROCESS - The school will provide our company a list of students/ID numbers to be entered into the software random selection process to select the students to be tested on the testing dates

ON-SITE COLLECTION PROCEDURE
Drug & Alcohol Testing Industry Association Certified for D.O.T. Collections
The specimens will be collected at the location provided
The donor will be positively identified with identification
Collector will review instructions with donor
Donor removes/releases any unnecessary outer clothing, briefcase, purse, or personal belonging
Collector instructs donor to empty his/her pockets
Donor takes collection cup into area for providing specimen
Donor gives specimen to the collector
Collector checks temperature
Collector conducts post collection inspection of restroom
Specimen is examined for unusual color, odor, or other signs of adulteration
Specimen is sealed
Donor fills in formation on the chain of custody form
Collector applies rapid screening device to sample
Collector seals specimen in transport bag to the laboratory
In the event of a non-negative screen the sample will be FedEx shipped to the laboratory for further testing
The specimens are then transported to our laboratory
The laboratory will process the results to Drug Free Schools

HAIR TESTING ON-SITE COLLECTION PROCEDURE
The collector will clean the scissors with an alcohol wipe before collection
The student's hair is cut near the rear of the crown and as close to the scalp as possible
A sample of 100 strands and 1 inch is required
The hair is placed in a foil that is folded lengthwise and the sample placed inside an envelope with the root-ends to the left
The envelope is sealed and placed in the laboratory transport bag along with the chain of custody form and transported via courier to Omega Laboratories for testing
Omega Laboratories will process results to Drug Free Schools

MEDICAL REVIEW OFFICER – First Choice Occupation based in Little Rock, AR
The Medical Review Officer Company will contact the parent who received a non-negative result and will verify with the medical facility to confirm medications prescribed
This process eliminates the possibility of a false positive

Jackson County School District Workers Compensation Claims

2024-2025

July	2
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

Certified Employee Recommendations (all recommendations are subject to verified background checks and drug tests)

Employee	School/Dept.	Position	Replacing/Change	Hire/Eff. Date	Fiscal Year
Anderson, Shelley	ECMS	Teacher	Kerri Brown	7/22/2024	2024-2025
Barfield, Susan	ECUE	Tutor	N/A	7/25/2024	2024-2025
Bell, Jeremy	VHS	Before & After School Tutor	N/A	7/25/2024	2024-2025
Bennett, Virginia	VLE	PT Title Tutor	N/A	8/13/2024	2024-2025
Brewer, Dan	ECAC Athletics	Asst. Coach HS Girls Basketball	N/A	7/29/2024	2024-2025
Brewer, Dan	ECAC Athletics	Head Coach Tennis	N/A	7/29/2024	2024-2025
Brown, Frederick	ECAC Athletics	Assistant Coach 7th Gr Boys Basketball	N/A	7/29/2024	2024-2025
Brown, Frederick	ECAC Athletics	Assistant Coach 8th Gr Boys Basketball	N/A	7/29/2024	2024-2025
Brown, Frederick	ECAC Athletics	Assistant Coach 7th Gr Girls Basketball	N/A	7/29/2024	2024-2025
Brown, Frederick	ECAC Athletics	Assistant Coach 8th Gr Girls Basketball	N/A	7/29/2024	2024-2025
Brown, Rebecca	ECUE	Tutor	N/A	7/25/2024	2024-2025
Bruffey, Ann	SMNE	TST Interventionist	Title Funding FY 24 & FY 25	7/22/2024	2024-2025
Carroll, Anita	SMHS	Tutor	N/A	7/25/2024	2024-2025
Cartwright, Donna	SMEE	Tutor	N/A	7/25/2024	2024-2025
Clark, Russell	ECAC Athletics	1/2 Strength and Conditioning	Change 1/4 supplement to 1/2 Supplement	7/29/2024	2024-2025
Clark, Russell	ECAC Athletics	Boys Head Coach Track & Girls Assistant Coach Track	N/A	7/29/2024	2024-2025
Coxe, Catherine	SMMS	Teacher	LaJeuna Crenshaw	7/22/2024	2024-2025
Crane, Ashley	ECUE	Teacher	Recommended with 1 year of experience and 2 years have been verified	7/22/2024	2024-2025
Davis, Donna	ECLE	Interventionist (Multi-Tier Support Specialist)	Change in funding from FY25 to FY24 & FY25	7/22/2024	2024-2025
Donaldson, Michael	SMAC Athletics	Co-Head Coach Bowling HS	Recommended for 1/2 of Supplement	N/A	2024-2025
Duvall, Kathy	ECLE	Tutor	N/A	9/18/2024	2024-2025
Dyess, McKenzi	SMMS	Teacher	Sindi Bailey	7/22/2024	2024-2025
Dykes, Blake	ECUE	Teacher	Tammy Grantham	7/22/2024	2024-2025
Eleuterius, Matthew	VUE	Teacher	Joshua Trussell	7/22/2024	2024-2025
Fleming, Patti	SMEE	Tutor	N/A	7/25/2024	2024-2025
Fremin, Deborah	SMHS	Tutor	N/A	7/25/2024	2024-2025
Ford, Jessica	SMEE	Teacher	New Position	7/22/2024	2024-2025
Freeman, Beverly	SMHS	Teacher	Jamie Hogsten	7/22/2024	2024-2025
Giles, Bryan	VHS	Before & After School Tutor	N/A	7/25/2024	2024-2025
Goff, Michelle	ECAC Athletics	Head Coach Girls Cross Country	N/A	7/29/2024	2024-2025
Goff, Michelle	ECAC Athletics	Head Coach Boys Cross Country	N/A	7/29/2024	2024-2025
Hitt Jr, Timothy	VHS	Teacher	Justin Edwards	7/29/2024	2024-2025

Holden, Melanie	VLE	PT Title Tutor	N/A	8/13/2024	2024-2025
Hollinghead, Teresa	ECAC Athletics	Girls Head Track Coach & Boys Assistant Track Coach	N/A	7/29/2024	2024-2025
Hunt, Samuel	VHS	Teacher	Heather Rose	7/26/2024	2024-2025
Inabinet, Danielle	SMHS	Teacher	Angela Heise	7/22/2024	2024-2025
King, Sandra	SMNE	Teacher	Tiffany Montiforte	7/23/2024	2024-2025
Kostmayer, Christopher	SMAC Athletics	Assistant Coach Varsity Volleyball	N/A	8/13/2024	2024-2025
Ledbetter, Lisa	ECAC Athletics	Volleyball Asst. Coach	N/A	7/1/2024	2024-2025
Lee, Mary	ECUE	Interventionist (Multi-Tier Support Specialist)	Change in funding from FY25 to FY24 & FY25	7/22/2024	2024-2025
Leonhardt, Amanda	SMMS	Teacher	Penny Cole	7/22/2024	2024-2025
Magnuson, Dorinda	SMEE	Tutor	N/A	7/25/2024	2024-2025
McMichael, Taylor	ECAC Athletics	MS Girls Fast Pitch Coach	N/A	7/29/2024	2024-2025
McClellan, Bryan	SMAC Athletics	Co-Head Coach Bowling HS	Recommended for 1/2 of Supplement	N/A	2024-2025
Nelson, Angela	ECLE	Tutor	N/A	9/18/2024	2024-2025
Oster, Cathryn	SMEE	Teacher	Amber Mora	7/23/2024	2024-2025
Patrick, Deborah	ECHS	Teacher	Christina Brinkman	7/22/2024	2024-2025
Perek, Lori	ECLE	Tutor	N/A	9/19/2024	2024-2025
Puzz, Amanda	VLE	Title 1 Interventionist	Title Funding FY24 & FY25	7/22/2024	2024-2025
Richards, Amy	ECAC Athletics	MS Girls Head Soccer Coach	N/A	8/1/2024	2024-2025
Rose, Heather	VHS	Before & After School Tutor	N/A	7/25/2024	2024-2025
Rosetti, Amanda	SMEE	TST Interventionist	Change in funding from Title FY24 to Title FY24 & FY25	7/22/2024	2024-2025
Schoon Rocco, Kristina	Federal Programs	Federal Grant Accountant	ESSER III funding ended. Change funding to 80% Cost Pool and 20% SBAC	7/1/2024	2024-2025
Slaby, Taylor	IT	School Technology Supplement-SMN	Misty Santa Cruz	8/1/2024	2024-2025
Thornton, Caroline	SMHS	Tutor	N/A	7/25/2024	2024-2025
Trussell, Joshua	ECAC Athletics	Boys Powerlifting Coach	N/A	7/29/2024	2024-2025
Vanison, Dusty	VLE	Teacher	Dana Wicker	7/22/2024	2024-2025
Vanison, Dusty	VLE	Teacher	Recommended with 4 yrs of experience, 3yrs have been verified	7/22/2024	2024-2025
Young, Charlene	SMEE	Tutor	N/A	7/25/2024	2024-2025
Waldrop, Ashton	VHS	Teacher	Bryan Giles	8/2/2024	2024-2025
Walker, Kristi	EC Athletics	Girls Golf Coach	Supplement Change from Full Girls Golf Coach to 1/2 Supplement Girls Golf Coach	8/1/2024	2024-2025
Williams, Darlene	SMEE	Long Term Substitute	Alyssa Hardy	7/30/2024	2024-2025
Windham, Kimberly	SMUE	PT Tutor	New Position	7/25/2024	2024-2025
2024-2025 National Board Recommendations * See Attached List					
SMHS After/Before School & Saturday Tutors - *See Attached List					
ECMS After School Tutors - * See Attached List					
SMUE Certified Employees - Change in funding -*See Attached List					

Certified Employee Resignations

Employee	School/Dept.	Position	Resignation/Retirement	Separation Date	Fiscal Year
Boothe, Devin	ECAC Athletics	Asst. Tennis Coach	Resignation	Did Not Earn Supplement	2024-2025
Brewer, Dan	ECAC Athletics	Boys & Girls Assistant Cross Country Coach	Resignation	5/28/2024	2024-2025
Clark, Russell	ECAC Athletics	Girls Track Head Coach	Resignation	7/29/2024	2024-2025
Clark, Russell	ECAC Athletics	Boys Asst. Track Coach	Resignation	7/29/2024	2024-2025
Davis Solomon, Morgan	SMEE	Teacher	Resignation	8/2/2024	2024-2025
Magee, Robert	ECAC Athletics	Asst. Soccer Coach	Resignation	Did Not Earn Supplement	2024-2025
Magee, Robert	ECAC Athletics	Tennis Coach	Resignation	Did Not Earn Supplement	2024-2025
McClellan, Bryan	SMAC Athletics	Head Coach Bowling HS	Resignation	8/13/2024	2024-2025
Payne, Traci	SMNE	Teacher	Retirement	12/17/2024	2024-2025
Santa Cruz, Misty	IT	School Technology Supplement - SMN	Resignation	7/31/2024	2024-2025
Scrimpshire, Jennifer	SMAC Athletics	Choir Director Middle School	Resignation	8/13/2024	2024-2025
Vining, Katie	VHS	Teacher	Resignation	5/28/2024	2024-2025
Wallace, Donald	ECAC Athletics	Varsity Football Offensive Coord., Boys Powerlifting Head Coach, Varisty Girls Track Coach, Varsity Boys Track Asst. Coach, & Strength & Cond.-all sports (1/4 supplement)	Resignation	7/23/2024	2024-2025

Certified Employee Transfers (informational purposes only)

Employee	School/Dept. (From - To)	Position (From - To)	Replacing	Effective Date	Fiscal Year
Bell, Jeremy	VHS to VHS	SPED Teacher to Math Teacher	New Position	7/22/2024	2024-2025
Davis, Angela	VLE to VLE	2nd Gr Teacher to 3rd Gr Teacher	Katrina White	7/22/2024	2024-2025
Davis Solomon, Morgan	Fed. Programs to SMEE	ELL Teacher to SPED Teacher	Kristin Hoffman	7/22/2024	2024-2025
Devitt, Ashley	VUE to VUE	Teacher to Interventionist	Frankie Jones	7/22/2024	2024-2025
Forsman-Daughdrill, Teresa	VLE to VLE	SPED Teacher to Preschool SPED Teacher	Rayelle Walsh	7/22/2024	2024-2025
Johnson, Brandy	Info. Tech. to Info. Tech.	Admin. Technology Supervisor to Asst. Director of Edu. Technology	New Position	8/1/2024	2024-2025
Rose, Heather	VHS to VHS	Science Teacher to English Teacher	Katie Vining	7/22/2024	2024-2025
Wallace, Donald	ECHS to ECAC	Teacher to Athletic Director	Gary Long	7/23/2024	2024-2025

White, Katrina	VLE to VLE	3rd Gr Teacher to 2nd Gr Teacher	Angela Davis	7/22/2024	2024-2025

Declare Certified Contract Null and Void in accordance with State Statute 37-9-23

Employee	School/Dept.	Position	Reason	Separation Date	Fiscal Year

Non-Certified Employee Recommendations (all recommendations are subject to verified background checks and drug tests)

Employee	School/Dept.	Position	Replacing/Change	Hire/Eff. Date	Fiscal Year
Ballinger, Teresa	ECLE	Teacher Assistant	Recommended with 16 yrs of exp., 15 yrs have been verified	7/25/2024	2024-2025
Boyda, Kyle	Information Technology	Information System Specialist	Salary Scale has been updated	7/16/2024	2024-2025
Boyce, Elizabeth	SMMS	Teacher Assistant	Angela Webster	7/25/2024	2024-2025
Brazee, Caitlin	SMMS Cafeteria	Food Service Worker	Dana Jarrett	7/23/2024	2024-2025
Bridges, Renee	SMMS	Teacher Assistant	Jillian Goebel	7/25/2024	2024-2025
Chapman, Patricia	VHS	Teacher Assistant	Calton Bakker	7/29/2024	2024-2025
Davis, Erica	ECAC Athletics	Assistant Coach MS Girls Fast Pitch	N/A	7/29/2024	2024-2025
Duease, Virginia	VAC	Extra Curricular Worker	N/A	8/13/2024	2024-2025
Griffin, Randy	EC Transportation	Bus Driver	Judy Trammell	7/25/2024	2024-2025
Grimes, Rhonda	EC Transportation	Bus Aide	Naomi Reed	7/25/2024	2024-2025
Hebert, Katelynn	SMEE	Teacher Assistant	Brandi MacFadden	7/25/2024	2024-2025
Hitt, Jackie	VAC	Extra Curricular Worker	N/A	8/13/2024	2024-2025
Israel, Tanja	SMN Cafeteria	Food Service Worker	Allison Stelly	8/7/2024	2024-2025
Johnson, Pamela	VAC	Extra Curricular Worker	N/A	8/13/2024	2024-2025
Jones, Stacey	ECLE	Title I Teacher Asst. (Pending Funding)	Kaitlyn Orth	7/25/2024	2024-2025
Lopez, Lisa	SMMS Cafeteria	Food Service Worker	Mary Pate	7/17/2024	2024-2025
Mangham, Jeannette	ECAC	Extra Curricular Gate Worker	N/A	8/1/2024	2024-2025
Massey, Michelle	SMHS	SPED Teacher Assistant	Reduction in hours from 8 to 7.5	7/25/2024	2024-2025
McKinley, Hollis	SM Athletics	Gate Worker	N/A	8/8/2024	2024-2025
McKnight, Heather	SMNE Cafeteria	Food Service Worker	Recommended with 6 years of experience 12 years have been verified	7/17/2024	2024-2025
Myers Jr., William	Information Technology	Operations Administrator	New Position	8/1/2024	2024-2025
Nelson, Sandrine	VAC Transportion	Bus Aide	Lou Ella Griffin	7/30/2024	2024-2025
Nunez, Monica	VAC Transportion	Bus Aide	Reduction in hours from 8 to 4	7/30/2024	2024-2025
Overstreet, Catherine	ECHS Cafeteria	PT Food Service Worker	Margaret Dixon	7/17/2024	2024-2025
Parker, Geneva	SMN Cafeteria	Food Service Worker	Kayla Long	7/26/2024	2024-2025
Reiter, Randall	VMS Cafeteria	PT Food Service Worker	Blanche Smith	7/31/2024	2024-2025
Sajwaj, Connie T	VUE Cafeteria	Food Service Worker	Brandi Moore	7/29/2024	2024-2025
Seymour, Michael	SMEE	PT Title Assistant	Funding: Title FY24 & FY25	7/25/2024	2024-2025
Sherman, Chelsey	ECLE	Preschool Teacher Assistant	Makenzie Miles	7/25/2024	2024-2025

Shumock, Marjorie	VLE Cafeteria	Food Service Worker	Pamela Marino	7/23/2024	2024-2025
Stubbs, Angela	SM Transportation	Routing Coordinator	New Position	7/17/2024	2024-2025
Stubbs, Angela	SM Transportation	Bus Driver	Reduction in hrs 7.5 to 2	7/17/2024	2024-2025
Tillman, Leslie	Federal Programs	Federal Programs Coordinator	Change in funding from Cost Pool /Esser III to Cost Pool	7/1/2024	2024-2025
Verdin, Britney	ECUE Cafeteria	PT Food Service Worker	Angela Roberts	7/17/2024	2024-2025
Verrett, Linda	ECMS	Custodian	Pamela Paul	7/22/2024	2024-2025
Walker, Jeffrey	EC Athletics	Girls Golf Coach	Recommended for 1/2 of Supplement	8/1/2024	2024-2025
White, Beverly Ann	VUE	Title I Teacher Asst.	Funding: Title FY24 & FY25	7/25/2024	2024-2025
SMUE Title Teacher Assistants - Change in funding - *See Attached List					
ECLE Title I Assistants - Change in funding - *See Attached List					
VLE Title I Assistants - Change in funding - *See Attached List					
ECUE Title I Assistant - Change in funding - *See Attached List					
SMNE Title 1 Assistants - Change in funding - *See Attached List					

Non-Certified Employee Resignations

Employee	School/Dept.	Position	Resignation/Retirement	Separation Date	Fiscal Year
Charles, April	EC Transportation	Bus Driver	Resignation	8/9/2024	2024-2025
Hall, Jordan	SMAC Athletics	Assistant Coach Girls Soccer High School	Resignation	Did not earn supplement	2024-2025
Hamilton, Kelsey	ECAC Athletics	MS Girls Head Soccer Coach	Resignation	7/31/2024	2024-2025
Hayes, Nikki	SM Transportation	Bus Aide	Resignation	5/24/2024	2024-2025
Lyons, Elizabeth	SMNE	Teacher Assistant	Resignation	5/24/2024	2024-2025
Schoon Rocco, Kristina	Federal Programs	Federal Grant Accountant	Resignation	7/31/2024	2024-2025
Wilson, Victoria	VLE	Teacher Assistant	Resignation	7/26/2024	2024-2025

Non-Certified Employee Transfers (informational purposes only)

Employee	School/Dept. (From - To)	Position (From - To)	Replacing	Effective Date	Fiscal Year
Balint, Karen	HR to HR	Secretary to Bookkeeper	N/A	7/15/2024	2024-2025
Barrett, Brayden	SMEE to SMEE	Title I Teacher Asst. to Teacher Asst.	Lauren Parker	7/25/2024	2024-2025
Benton, Tabitha	SMEE to SMEE	Teacher Asst. to Title I Teacher Asst.	Tiffany Wescovich	7/25/2024	2024-2025
Davis, Julie	Student Services to Technology	Registrar to Support Technician	New Position	10/1/2024	2024-2025
Frioux, Angel	SMN to SMN	Teacher Assistant 2nd gr to Title Teacher Assistant 3rd gr	Elizabeth Lyons	7/25/2024	2024-2025
Hebert, Katelynn	SMEE to SMEE	Teacher Asst. to Title I Teacher Asst.	Kathy Ross	7/25/2024	2024-2025
Pankonin, Landon	SMMS to SMHS	Permanent Substitute to Teacher	Stefanie Allen	7/22/2024	2024-2025
Parker, Lauren	SMEE to SMEE	Teacher Asst. to Title I Teacher Asst.	Brayden Barrett	7/25/2024	2024-2025
Ross, Kathy	SMEE to SMEE	Title I Teacher Asst. to Teacher Asst.	Katelynn Hebert	7/25/2024	2024-2025
Tanner, Meghan	ECUE to ECUE	Permanent Substitute to Custodian	Canzas McLean	7/22/2024	2024-2025
Wescovich, Tiffany	SMEE to SMEE	Title I 3rd Gr Asst. to Teacher Asst.	Tabitha Benton	7/25/2024	2024-2025
Windham, Shannon	VAC Transp. to VAC Transp.	Bus Aide to Bus Driver	Robert Landstreet	7/29/2024	2024-2025

Administrator Recommendations (all recommendations are subject to verified background checks and drug tests)

Employee	School/Dept.	Position	Replacing	Hire Date	Fiscal Year

Williams, Kimberly	Federal Programs	Federal Programs/St. Services Director	Change in funding from Cost Pool/Esser III/District to Cost Pool /District	7/1/2024	2024-2025
Administrator Resignations					
Employee	**School/Dept.**	**Position**	**Resignation/Retirement**	**Separation Date**	**Fiscal Year**
Hughey, James	ECHS	Principal	Retirement	6/30/2025	2024-2025
Administrator Transfers (informational purposes only)					
Employee	**School/Dept.** (From - To)	**Position** (From - To)	**Effective Date**	**Replacing**	**Fiscal Year**
Personnel Corrections					
Employee	**School**	**Board Date**	**Correction/Change**		
Nicely, Mary	SMEE Cafeteria	7/15/2024	Correction to years of experience for SY 24-25 from 6 yrs to 10 yrs, Eff: 7/17/2024		
Bakker, Calton	Vancleave Athletics	7/15/2024	Recommended as Asst. Baseball MS Coach on the 2024-2025 Supplemental Annual Recommendations. Correct to Head MS Baseball Coach.		
Lee, Mary Desiree	Curriculum	7/15/2024	Mari Jenne was recommended as ECUE School Test Coordinator on the 2024-2025 Supplemental Annual recommendations. Correction: ECUE STC is Mary Desiree Lee.		
Swiney, Stacy	Federal Programs	7/15/2024	Title 1 Facilitator supplement is $1,000.00		
Substitutes (added to sub list since previous board meeting)					
Employee					
Difatta, Anthony					
LeBatard, Jessica					
Mendoza, Alison					
Oppie, Rolanda					
Patrick, Deborah					
Ribron, Kimberly					
Stauts, Tammy					
Wilson, Brandy					

PERSONNEL CHANGE FORM

Use this form for all existing employee changes.
Please put N/A for any field not applicable.

Today's Date: 08/01/2024 School/Department: SMUE Employee ID: See attached employee

Employee: See attached employee listing Last Day Worked: (including on leave or docked) n/a

Current Position: n/a Certified Fiscal Year: 2024-2025

School Board Agenda: 08/12/2024 Reason for Change: Other

Transfer From: n/a N/A Degree: N/A

Transfer To: n/a N/A Years of Experience: n/a

Person Replacing: n/a

N/A N/A From: n/a To: n/a Add Supplement: n/a

Change in Funding From: Title FY24 To: Title FY24 and FY25

Effective Date of Change: 07/22/2024

Additional Comments (include school, position, & grade for transfer description below):
n/a

2024

2211-900-1280-000-100-13-2025/2211-900-1280-000-100-13-2025 (Collins)

2211-900-1280-000-100-13-2024 (Rutland)

Budget Code (Schools do not complete this section.): 2211-900-1280-000-100-13-2025 (Rutland)

David A. Lapointe (Aug 1, 2024 10:25 CDT) Principal/Director	Aug 1, 2024 Date	Kimberly Williams Federal Programs/Student Services	Aug 1, 2024 Date
Principal/Director	Date	Montgomery Noblitt (Aug 1, 2024 11:33 CDT) Assistant Superintendent	Aug 1, 2024 Date
Transportation	Date	Amy Stewart Human Resources	Aug 2, 2024 Date
Curriculum	Date	Elizabeth D. Kotara Payroll Agent	Aug 2, 2024 Date
Leslie Tillman Federal Grants Accountant	Aug 1, 2024 Date	Superintendent	Date
Special Education	Date		

**EMAIL HR@JCSD.MS IMMEDIATELY UPON KNOWLEDGE OF RESIGNATION/TERMINATION.

Submission of supporting documentation can follow the normal process.

Revised 12/5/2023

EMPLOYEE NAME	EMPLOYEE ID	POSITION	YEARS OF EXPERIENCE
Katrina Rutland	3736	TST	9
Stephanie Collins	6077	INTERVENTIONIST	4

PERSONNEL CHANGE FORM

Use this form for all existing employee changes.
Please put N/A for any field not applicable.

Today's Date: 08/01/2024 School/Department: SMUE Employee ID: See attached employee

Employee: See attached employee listing Last Day Worked: (including on leave or docked) n/a

Current Position: n/a Non-Certified Fiscal Year: 2024-2025

School Board Agenda: 08/12/2024 Reason for Change: Other

Transfer From: n/a N/A Degree: N/A

Transfer To: n/a N/A Years of Experience: n/a

Person Replacing: n/a

N/A N/A From: n/a To: n/a Add Supplement: n/a

Change in Funding From: Title FY24 To: Title FY24 and FY25

Effective Date of Change: 07/25/2024

Additional Comments (include school, position, & grade for transfer description below):
n/a

Same coding for all three Title TA's
2211-900-1120-000-100-13-2024

Budget Code (Schools do not complete this section.): 2211-900-1120-000-100-13-2025

David A. Lapointe (Aug 1, 2024 10:26 CDT) Aug 1, 2024
Principal/Director Date

Principal/Director Date

Transportation Date

Curriculum Date

Leslie Tillman Aug 1, 2024
Federal Grants Accountant Date

Special Education Date

Kimberly Williams Aug 1, 2024
Federal Programs/Student Services Date

Montgomery Noblitt (Aug 1, 2024 11:52 CDT) Aug 1, 2024
Assistant Superintendent Date

Amy Stewart Aug 2, 2024
Human Resources Date

Payroll Agent Date

Superintendent Date

**EMAIL HR@JCSD.MS IMMEDIATELY UPON KNOWLEDGE OF RESIGNATION/TERMINATION.
Submission of supporting documentation can follow the normal process.

EMPLOYEE NAME	EMPLOYEE ID	YEARS OF EXPERIENCE
Bernadette Parker	3736	9
Mary Rogers	6077	4
Anita Lafferty	2781	20

PERSONNEL CHANGE FORM

Use this form for all existing employee changes.
Please put N/A for any field not applicable.

Today's Date: 07/31/2024 School/Department: ECLE Employee ID: na

Employee: See Attached Sheet Last Day Worked: (including on leave or docked) na

Current Position: Title1 Assistant Non-Certified Fiscal Year: 2024-2025

School Board Agenda: 08/12/2024 Reason for Change: Other

Transfer From: na N/A Degree: N/A

Transfer To: na N/A Years of Experience: na

Person Replacing: na

N/A N/A From: na To: na Add Supplement: na

Change in Funding From: Title FY25 To: Title FY24 & FY25

Effective Date of Change: 07/25/2024

Additional Comments (include school, position, & grade for transfer description below):
ECLE Title 1 Funding for FY24 & FY25

Budget Code (Schools do not complete this section.): 2211-900-1120-000-100-22-2024
2211-900-1120-000-100-22-2025

Angela Sievers (Jul 31, 2024 15:02 CDT) Jul 31, 2024		Kimberly Willard Jul 31, 2024	
Principal/Director	Date	Federal Programs/Student Services	Date
		Montgomery Noblitt (Aug 1, 2024 09:07 CDT) Aug 1, 2024	
Principal/Director	Date	Assistant Superintendent	Date
		Amy Stewart Aug 2, 2024	
Transportation	Date	Human Resources	Date
Curriculum	Date	Payroll Agent	Date
KSchoon-Rocco Jul 31, 2024			
Federal Grants Accountant	Date	Superintendent	Date
Special Education	Date		

**EMAIL HR@JCSD.MS IMMEDIATELY UPON KNOWLEDGE OF RESIGNATION/TERMINATION.

Submission of supporting documentation can follow the normal process.

Revised 12/5/2023

ECLE Title 1 Assistant

Maegan Parker #3230

Stacey Jones #10042

Tetyana Axsom # 8123

PERSONNEL CHANGE FORM

Use this form for all existing employee changes.
Please put N/A for any field not applicable.

Today's Date: 08/01/2024 School/Department: ECUE Employee ID: attached

Employee: See Attached Sheet Last Day Worked: (including on leave or docked) na

Current Position: Title1 Assistant Non-Certified Fiscal Year: 2024-2025

School Board Agenda: 08/12/2024 Reason for Change: N/A

Transfer From: na N/A Degree: N/A

Transfer To: na N/A Years of Experience: na

Person Replacing: na

N/A N/A From: na To: na Add Supplement: na

Change in Funding From: FY25 To: FY24 and FY25

Effective Date of Change: 07/25/2024

Additional Comments (include school, position, & grade for transfer description below):
na

Budget Code (Schools do not complete this section.): 2211-900-1120-000-100-02-2024
2211-900-1120-000-100-02-2025
Coding for both employees

Donna Knight (Aug 1, 2024 15:11 CDT)	Aug 1, 2024	Kimberly Williams	Aug 1, 2024
Principal/Director	Date	Federal Programs/Student Services	Date
		Montgomery Noblitt (Aug 2, 2024 11:38 CDT)	Aug 2, 2024
Principal/Director	Date	Assistant Superintendent	Date
		Amy Stewart	Aug 2, 2024
Transportation	Date	Human Resources	Date
Curriculum	Date	Payroll Agent	Date
Leslie Tillman	Aug 1, 2024		
Federal Grants Accountant	Date	Superintendent	Date
Special Education	Date		

**EMAIL HR@JCSD.MS IMMEDIATELY UPON KNOWLEDGE OF RESIGNATION/TERMINATION.

Submission of supporting documentation can follow the normal process.

Revised 12/5/2023

ECUE Title 1 Assistant

Candie Mills #3374

Angelia Groh #1922

Fund Code: _____ Business Office Initials: _____

Fund Code: _____

Federal Programs/Special Education Accountant: _____

JACKSON COUNTY SCHOOL DISTRICT
Employee Recommendation for Board Agenda

ALL Blanks Must Be Completed. Use N / A if no information is needed.

Today's Date	07/29/2024
School/Department Name	St. Martin High School
Employee's Legal Name	See attached list of teachers
Address	n/a
Employee ID#	Noted on attached list of teachers
Date of Birth	n/a
Race (according to MSIS requirements)	n/a
Sex (according to MSIS requirements)	n/a
Phone Number	228-283-3420
Certified or Non Certified	Certified
Position	After/Before School and Saturday Tutoring
Start Date	08/29/2024
Hours per Day for New Position	No more than 6 hours per week @ $28.00 per hour
Currently Employed by JCSD?	Yes
If yes, position	Certified teachers
If yes, current number of hours per day?	8
JOB # and APPLICATION #	n/a
Fiscal Year	2024-2025
Educator License Class (Attach Copy of License)	n/a
Years Experience	n/a
Name of Employee replacing (Attach Resignation Letter)	n/a
School Board Agenda Date	08/12/2024
Additional Comments	1145-900-1280-000-111-11-0000
	Attach Current Educator License
Date fingerprints /drug test verified	08/13/2024
Principal	Shea Scarborough (Jul 29, 2024 13:27 CDT) — Date: Jul 29, 2024
Director	Date:
Special Education	Date:
Federal Programs/Student Services	Date:
Assistant Superintendent	Montgomery Noblitt (Jul 29, 2024 16:04 CDT) — Date: Jul 29, 2024
Human Resources	Amy Stewart — Date: Jul 31, 2024
Superintendent	Date:

Forward original recommendation and all supporting documents to: Assistant Superintendent's Office and they will forward to Human Resources for further processing. The HR Director will secure all necessary signatures for Special Education or Federal Program positions.

Total hours employed per day may not exceed 8.

If this is a retired employee returning to work, notify the HUMAN RESOURCES at HR@JCSD.MS immediately.

Revised 07/28/2023

FIRST	LAST	EMPLOYEE #
Megan	Alvarez	2111
Amber	Banks	6689
Danielle	Barber	6640
Gwendolyn	Barrett	7625
Regina	Bell	309
Martha	Bennett	7572
Jennifer	Bradford	5737
Catherine	Bridges	7442
Anita	Carroll	8511
Leah	Dunkin	1408
Melissa	Dycus	6973
Banita	Ford	1631
Debbie	Fremin	250
Cristina	Gartman	1741
Christine	Gasaway	7204
Crystal	Harkleroad	2027
Royce	Harvey	2079
Richard	Humphreys	2404
Michelle	Jackson	458
Janna	Jamieson	8442
Kathryn	Kuehn	2748
Kimberly	Lee	6574
Morgan	Markos	1160
Jennifer	McComas	6669
Annalisa	McDonough	7435
Jeremy	Mizell	7273
Rita	Pavlus	6303
Olivia	Rhodes	8412
Christopher	Rivers	4177
Amy	Scruggs	7237
Adrianne	Thompson	8867
Melaney	Thompson	5843
Caroline	Thornton	8078
Stephanie	Tootle	5731

Signature:

Email: ekj2491@jcsd.ms

Fund Code: _____ Business Office Initials: _____

Fund Code: _____

Federal Programs/Special Education Accountant: _____

JACKSON COUNTY SCHOOL DISTRICT
Employee Recommendation for Board Agenda

ALL Blanks Must Be Completed. Use N / A if no information is needed.

Today's Date	07/31/2024
School/Department Name	East Central Middle School
Employee's Legal Name	See Attached List
Address	NA
Employee ID#	See Attached list
Date of Birth	NA
Race (according to MSIS requirements)	NA
Sex (according to MSIS requirements)	NA
Phone Number	228-283-3170
Certified or Non Certified	Certified
Position	After School Tutor
Start Date	08/13/2024
Hours per Day for New Position	Not to exceed 5 hours per week
Currently Employed by JCSD?	Yes
If yes, position	Teacher
If yes, current number of hours per day?	8
JOB # and APPLICATION #	NA
Fiscal Year	2024-2025
Educator License Class (Attach Copy of License)	NA
Years Experience	NA
Name of Employee replacing (Attach Resignation Letter)	NA
School Board Agenda Date	08/12/2024
Additional Comments	na
	Attach Current Educator License
Date fingerprints /drug test verified	Current employee
Principal	Sherie Tanner (Jul 31, 2024 12:31 CDT) Date: Jul 31, 2024
Director	Date:
Special Education	Date:
Federal Programs/Student Services	Date:
Assistant Superintendent	Montgomery Noblitt (Jul 31, 2024 14:22 CDT) Date: Jul 31, 2024
Human Resources	Amy Stewart Date: Jul 31, 2024
Superintendent	Date:

Forward original recommendation and all supporting documents to: Assistant Superintendent's Office and they will forward to Human Resources for further processing. The HR Director will secure all necessary signatures for Special Education or Federal Program positions.

Total hours employed per day may not exceed 8.

If this is a retired employee returning to work, notify the HUMAN RESOURCES at HR@JCSD.MS immediately.

Revised 07/28/2023

Certified	Employee ID#
Anderson, Shelley (Teacher)	100
Barlow, Stacy (Teacher)	7208
Boothe, Devin (Teacher)	8359
Brewer,Sarah (Teacher)	5611
Brister, Heather (Teacher)	546
Brooks, Carrie (Teacher)	8043
Brown, Fredrick (Teacher)	8205
Burgess,Winter (Teacher)	7649
Burrell, Courtney (Teacher)	6337
Chavez, Brittney (Teacher)	7657
Davis,Marah Lexi (Teacher)	7877
Dearman, Penny (Teacher)	1273
Dees, Ashley (Teacher)	2671
Fields, Monica (Wings Teacher)	1596
Gabrich,Alexis (Teacher)	7866
Garrard, Stephen (Teacher)	5972
Giacone, Kim (Teacher)	7131
Guyton, Samantha (Teacher)	1957
Hawes,Alison (Teacher)	2104
Hobdy, Courtney (Teacher)	6460
Hodges,Marcia (TST Coordinator)	2270
Holland,Jennifer (Teacher)	7820
Johnston, Jennifer (Teacher)	8361
Ledbetter,Lisa (Teacher)	2855
Mallette, Ashley (Teacher)	8099
May, Johnathon (Teacher)	3167
McNease, Catherine (Teacher)	2924

Nelson, Scott (Teacher)	8263
Oakes, Shayla (Teacher)	8001
Rawson, Heather (Teacher)	8318
Rhodes, Amy (Teacher)	5750
Settle, Teri (Teacher)	4437
Sherman, Andrea (Teacher)	1503
Smith, Keasha (Counselor)	8064
Stevens, Amanda (Teacher)	1064
Stewart,Susan V. (Teacher)	7691
Sutherland, Kim (Librarian)	4838
Templeton, Monika (Teacher)	8249
Terry,Lindsey (PBIS)	4945
Tolar,Janna (Teacher)	5007
Trussell, Josh (Teacher)	7718
Tuck, Angie (Teacher)	10003
Waltman, James M. (Teacher)	5227
Williams,Amanda S. (Teacher)	5470

Signature:

Email: ekj2491@jcsd.ms

Fund Code: 2211-900-1120-000-100-26-2024

Fund Code: 2211-900-1120-000-100-26-2025

Federal Programs/Special Education Accountant: LT

Business Office Initials: _____

JACKSON COUNTY SCHOOL DISTRICT
Employee Recommendation for Board Agenda

ALL Blanks Must Be Completed. Use N / A if no information is needed.

Today's Date	07/31/2024
School/Department Name	Vancleave Lower Elementary
Employee's Legal Name	See attached List
Address	N/A
Employee ID#	See attached list
Date of Birth	See attached list
Race (according to MSIS requirements)	W
Sex (according to MSIS requirements)	F
Phone Number	228-283-3900
Certified or Non Certified	Non-Certified
Position	VLE-Title 1 Teacher Assistant
Start Date	07/25/2024
Hours per Day for New Position	8
Currently Employed by JCSD?	Yes
If yes, position	VLE-Title 1 Teacher Assistant
If yes, current number of hours per day?	8
JOB # and APPLICATION #	N/A
Fiscal Year	2024-2025
Educator License Class (Attach Copy of License)	N/A
Years Experience	N/A
Name of Employee replacing (Attach Resignation Letter)	N/A
School Board Agenda Date	08/12/2024
Additional Comments	Employees were previously recommended pending funding. FY24 & FY25
	Attach Current Educator License
Date fingerprints /drug test verified	Current Employees
Principal	Krista Sablich — Date: Jul 31, 2024
Director	Date:
Special Education	Date:
Federal Programs/Student Services	Kimberly Williams — Date: Aug 1, 2024
Assistant Superintendent	Montgomery Noblitt (Aug 1, 2024 11:32 CDT) — Date: Aug 1, 2024
Human Resources	Martha Harper — Date: Aug 2, 2024
Superintendent	Date:

Forward original recommendation and all supporting documents to: Assistant Superintendent's Office and they will forward to Human Resources for further processing. The HR Director will secure all necessary signatures for Special Education or Federal Program positions.

Total hours employed per day may not exceed 8.

If this is a retired employee returning to work, notify the HUMAN RESOURCES at HR@JCSD.MS immediately.

Revised 07/28/2023

Employee Name	Employee ID	Date of Birth
Lindsey Griffin	#8334	10/25/1982
Nicole Elise Morrison	#8312	8/30/1988
Devon Michelle Sipriano	#6866	12/30/1982

Signature: Leslie Tillman

Email: ltj551@jcsd.ms

Signature:

Email: ekj2491@jcsd.ms

Fund Code: _____ Business Office Initials: _____

Fund Code: _____

Federal Programs/Special Education Accountant: _____

JACKSON COUNTY SCHOOL DISTRICT
Employee Recommendation for Board Agenda

ALL Blanks Must Be Completed. Use N / A if no information is needed.

Today's Date	07/30/2024
School/Department Name	VAC
Employee's Legal Name	Please see attached list
Address	N/A
Employee ID#	Please see attached list
Date of Birth	N/A
Race (according to MSIS requirements)	N/A
Sex (according to MSIS requirements)	N/A
Phone Number	228-283-3700
Certified or Non Certified	Non-Certified
Position	Extra Curricular Gate Workers
Start Date	08/13/2024
Hours per Day for New Position	varies
Currently Employed by JCSD?	Yes
If yes, position	Certified and Non Certified positions
If yes, current number of hours per day?	8
JOB # and APPLICATION #	N/A
Fiscal Year	2024-2025
Educator License Class (Attach Copy of License)	N/A
Years Experience	N/A
Name of Employee replacing (Attach Resignation Letter)	N/A
School Board Agenda Date	08/12/2024
Additional Comments	N/A
	Attach Current Educator License
Date fingerprints /drug test verified	N/A
Principal	Dean Lepoma (Jul 30, 2024 16:22 CDT) Date: Jul 30, 2024
Director	Date:
Special Education	Date:
Federal Programs/Student Services	Date:
Assistant Superintendent	Date: Jul 30, 2024
Human Resources	Martha Hayes Date: Jul 31, 2024
Superintendent	Date:

Forward original recommendation and all supporting documents to: Assistant Superintendent's Office and they will forward to Human Resources for further processing. The HR Director will secure all necessary signatures for Special Education or Federal Program positions.

Total hours employed per day may not exceed 8.

If this is a retired employee returning to work, notify the HUMAN RESOURCES at HR@JCSD.MS immediately.

Revised 07/28/2023

VAC- RECOMMENDED EXTRA-CURRICULAR WORKERS

NAME	EMP ID
Jackie Hitt	6442
Virginia Duease	9979
Pamela Johnson	8879

Signature:

Email: ekj2491@jcsd.ms

NATIONAL BOARD RECOMMENDATIONS FOR 2024-2025

Last Name, First Name	Location	Date of Issue	Expiration Date	Certificate Number
CROCKER, HEATHER RHEA	JACKSON COUNTY SCHOOL DISTRICT (SPED)	3/1/2022	12/31/2024	12134258
CRUM, ASHLYNN	JACKSON COUNTY SCHOOL DISTRICT (SPED)	12/31/2022	12/31/2024	14060283
DALTON, BREANNE	JACKSON COUNTY SCHOOL DISTRICT (SPED)	2/28/2024	12/31/2025	14492195
HUNTER, JENNIFER	JACKSON COUNTY SCHOOL DISTRICT (SPED)	4/26/2013	12/31/2024	14077162
SEYMOUR, BETH	JACKSON COUNTY TECHNOLOGY CENTER	12/7/2019	12/31/2029	3058881
WAGES, REBECCA	JACKSON COUNTY TECHNOLOGY CENTER	8/25/2017	6/30/2027	0341608
KOEN, LISA J	EAST CENTRAL LOWER ELEMENTARY SCHOOL	11/22/2002	12/31/2027	00827890
PARKER, SABRINA W	EAST CENTRAL LOWER ELEMENTARY SCHOOL	11/21/2008	11/21/2028	1174342
CHAMPAGNE,MARY HOBDY	EAST CENTRAL UPPER ELEMENTARY SCHOOL	11/9/2007	11/9/2027	1147905
NOBLES, CONSTANCE	EAST CENTRAL UPPER ELEMENTARY SCHOOL	12/10/2022	12/31/2027	03087010
SMITH, KEASHA	EAST CENTRAL MIDDLE SCHOOL	10/16/2010	7/31/2026	274109
JONES, KATIE BELL	EAST CENTRAL HIGH SCHOOL	11/19/2010	11/19/2030	02705316
CAMPBELL, ASHLEY	ST MARTIN EAST ELEMENTARY SCHOOL	12/16/2017	12/31/2027	03013717
NGUYEN, TRAN	ST MARTIN EAST ELEMENTARY SCHOOL	12/11/2021	12/31/2026	03094730
SPRATLEY, JEANNE M	ST MARTIN EAST ELEMENTARY SCHOOL	11/19/2010	11/19/2030	01205381
MORAN, CRYSTINA	ST. MARTIN NORTH ELEMENTARY SCHOOL	1/31/2022	12/31/2026	996481
PAYNE, TRACI N	ST. MARTIN NORTH ELEMENTARY SCHOOL	11/9/2007	11/9/2027	01124768
HOWARD ROMERO, EMILY	ST. MARTIN MIDDLE SCHOOL	11/7/2015	11/7/2025	02769724
LEONHARDT, AMANDA	ST. MARTIN MIDDLE SCHOOL	12/1/2018	12/31/2028	03048491
BARONICH, NICOLE L	ST MARTIN HIGH SCHOOL	10/15/2011	10/31/2026	291184
BRIDGES, CATHERINE	ST MARTIN HIGH SCHOOL	12/16/2017	12/31/2027	03004721
COLLIER, LATISHA	ST MARTIN HIGH SCHOOL	12/12/2020	12/12/2025	03076535
HUMPHREYS, RICHARD	ST MARTIN HIGH SCHOOL	12/16/2017	12/31/2027	03029467
KUEHN, KATHRYN	ST MARTIN HIGH SCHOOL	11/18/2005	11/18/2025	01119044
SHIELDS, CARRIE	ST MARTIN HIGH SCHOOL	11/18/2005	11/18/2025	01118513
DOUGLAS, MONICA	VANCLEAVE UPPER ELEMENTARY SCHOOL	12/13/2006	12/13/2026	01116326
RUSSELL, JENNIFER	VANCLEAVE UPPER ELEMENTARY SCHOOL	5/23/2024	11/30/2028	1729523
STEWART, ALEXANDRIA	VANCLEAVE UPPER ELEMENTARY SCHOOL	12/7/2019	12/31/2029	03060834
HITT, JACKIE	VANCLEAVE MIDDLE SCHOOL	10/16/2023	10/31/2028	1034820
SMITH, KELLY	VANCLEAVE MIDDLE SCHOOL	10/1/2015	2/1/2025	53032182
VUYOVICH, REBECCA	VANCLEAVE MIDDLE SCHOOL	12/10/2022	12/31/2025	03096677
BAILEY, KATIE	VANCLEAVE HIGH SCHOOL	11/9/2022	11/30/2027	1722668
BELL, BRITTENY	VANCLEAVE HIGH SCHOOL	12/12/2020	12/12/2025	03035466
BELL, JEREMY	VANCLEAVE HIGH SCHOOL	12/7/2019	12/7/2024	03014695
HOOD, HALEY	VANCLEAVE HIGH SCHOOL	12/7/2019	12/31/2029	03032491
TOOTLE, KAREN S	VANCLEAVE HIGH SCHOOL	11/21/2008	11/21/2028	1168553

The names listed above are the individuals to receive National Board Stipend of **$6,000.00 for the 2024-2025** academic school year.

Recommended by: Dr. Kimberly F. Williams

Mr. David Baggett
Superientendent

Date

Karen Glass

7/25/24

Mrs. Karen Glass
HR Director

Date

Section: G Personnel
Policy Code: GBDB Retired Teacher Employment

Policy:

RETIRED TEACHER EMPLOYMENT

The Jackson County School District may allow retired teachers to return to the classroom to teach if at any time the district is designated by the Mississippi Department of Education (MDE) as having critical shortages and/or critical subject-area shortages. Teachers may return to employment after retirement if they meet certain criteria under law. A retired teacher must:

1. Have at least 30 years of credible service at the time of their retirement;
2. Have been employed as a public school teacher at the time of retirement;
3. Have been retired at least 90 days;
4. Be currently receiving a retirement allowance; AND
5. Have a standard Mississippi teaching license.

Teachers who retired with 25 years of creditable services as of July 1, 2024, may also qualify if they meet all other requirements above. Retired teachers may return to employment for a total of five (5) consecutive or intermittent years. If any reemployed retiree works for any portion of a scholastic year less than a full contractual term of traditional teachers, the time worked by the retired teacher shall constitute one of the five allowable years of post-retirement teaching eligibility.

The person considered for reemployment must also meet other conditions such as the possession of adequate licensure and endorsement in the applicable subject area and certification by the local superintendent that the teacher possesses the requisite experience, training and expertise relevant to the position to be filled. The teacher must have possessed a satisfactory performance review before retirement and cannot have any preexisting arrangement of employment.

The district shall rely on the salary schedule in Section 37-19-7 in considering the salary for a retired teacher; provided, however, that the district may allocate up to 125% of the amount provided under the salary schedule comparable to the teacher's years of service and license type as salary and assessment under the program. After determining the retired teacher's compensation, the district may pay no more than 50% of the retired teacher's compensation as salary to the retired teacher. The remaining 50% of the retired teacher's compensation as salary shall be paid by the district to PERS as a pension liability participation assessment. The retiree will continue receiving his or her retirement allowance and be a contributing member of the system without accruing additional retirement benefits for five years of participation.

A retired teacher shall be entitled to work in any applicable school district and shall not be obligated to remain in any one district for the entirety of his or her post retirement teaching eligibility.

LEGAL REF: MS Code 25-11-126 and 37-19-7

Section: G Personnel
Policy Code: GBR Sexual Harassment

Policy:

Sexual Harassment

The policy of the Board of Education forbids discrimination against any employee, or applicant for employment on the basis of sex. The Board of Education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to nonemployees volunteers who work subject to the control of school authorities.

General Prohibitions

1. **Unwelcome conduct of a Sexual Nature**

a. Conduct of the sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding, "teasing," double-entendres, and jokes.

b. Verbal or physical conduct of a sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.

c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. **Sexual Harassment** - For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment if:

a. submission to the conduct is made either an explicit or implicit condition of employment;

b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. **Administrators and Supervisors**

a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. **Non-administrative and Non-supervisory Employees**

a. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. **District Staff**

a. Relationships between individuals who occupy different levels of authority are banned.
b. If there are relationships between individuals who occupy equal levels of authority, then these individuals will exhibit professional conduct in the workplace.

Reporting, Investigating and Sanctions

1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure. (Policy GAE)

a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees is such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility investigating and resolving complaints of sexual harassment, as stated in Jackson County School District Policy GAE.
3.1. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

References:

37-11-29 -- Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting.
37-11-35 -- Penalties for failure to file reports pursuant to Section 37-11-29 or 97-5-24.
97-29-3 -- Adultery and fornication; between teacher and pupil.
97-5-24 -- Sexual involvement of school employee with student; duty to report; penalities for failure to report; immunity from civil liability for report made in good faith.

Sexual Harassment

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the

benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of this board forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

The Jackson County School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

DEFINITIONS

"**Actual knowledge**" means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any employee of the school district. All employees of the district are mandatory reporters under Title IX.

The "**complainant**" is the person who is alleged to be the victim of sexual harassment.

"**Deliberate indifference**" is when a district's response is clearly unreasonable in light of known circumstances.

An "**educational program or activity**" includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A "**formal complaint**" of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The "**respondent**" is the individual who has been reported to be the perpetrator of the sexual harassment.

"**Sexual harassment**" is defined as conduct on the basis of sex that meets one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit or service of the educational institution on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or

3. Conduct on the basis of sex that meets one or more of the following: "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

"**Supportive measures**" are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party. Examples of supportive measures include, but are not limited to:

1. Counseling

2. Course Modification

3. Schedule Changes

4. Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of The Jackson County School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:

1. The school has actual knowledge of sexual harassment;

2. That occurred within the school's education program or activity;

3. Against a person in the United States.

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The Jackson County School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including:

1. Investigative Records
2. Disciplinary Records
3. Remedies
4. Appeals
5. Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.

LEGAL REF.: 1972 Education Amendments, Title VII and Title IX, Clery Act, 20 U.S.C. § 1092(f), Violence Against Women Act, 34 U.S.C. § 12291(a)

CROSS REF.: Policies GAAA Equal Opportunity Employment
GAE-R Licensed Staff Complaints and Grievances
GAEA Staff Protection

Section: G Personnel
Policy Code: GBRJB Substitute Pay Scale
Policy:

Non-Certificated Substitute Pay

Substitute bus drivers and bus aides will be paid at the hourly base rate at zero experience.

Substitute school secretaries and substitute teacher aides shall be paid at ~~$7.25~~$7.50 per hour.

Substitute maintenance and mechanic personnel shall be paid ~~$10.60~~$10.63 per hour.

~~Full-time COVID substitutes will be paid at $10.63 per hour.~~

Section: G Personnel
Policy Code: GBRL Drug Free Schools and Workplace

Policy:

Drug Free Schools and Workplace

No employee engaged in work in connection with the Jackson County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

"Workplace" is defined to mean the site for the performance of work done in connection the Jackson County School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Jackson County School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in the Jackson County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

MEDICAL MARIJUANA
This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.

2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

DENIAL OF LICENSE

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. 37-3-2 (11) (c)

SUSPENSION OF LICENSE

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. 37-3-2 (13) (a)

LEGAL REF.: MS CODE as cited
21 U.S.C. 812
21 CFR 1300.11-1300.15
CROSS REF.: Policy GBRM-2 Drug and Alcohol Testing Policy

NOTICE to EMPLOYEES ENGAGED in WORK on FEDERAL GRANTS
YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is

performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

~~No employee engaged in work in connection with the Jackson County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.~~

~~"Workplace" is defined to mean the site for the performance of work done in connection the Jackson County School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.~~

~~As a condition of employment in the Jackson County School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction. As a condition of employment in the Jackson County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.~~

~~An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.~~

~~**DENIAL of LICENSE**~~
~~The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. 37-3-2 (11) (c)~~

SUSPENSION of LICENSE

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. 37-3-2 (12) (d) Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. 37-3-2 (13) (a)

LEGAL REF.: MS CODE as cited 21 U.S.C. 812

CROSS REF.: Policy GBRM-2 Drug and Alcohol Testing Policy

NOTICE to EMPLOYEES ENGAGED in WORK on FEDERAL GRANTS

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

Section: G Personnel

Policy Code: GCD Classified Personnel Hiring

Policy:

Employment ~~Non-Certified~~ Classified Personnel Hiring

DEFINITION

Classified non-instructional personnel are "at will" employees whose duties do not require a certificate (or license) issued by the Mississippi Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer.

AUTHORITY

Within the limits of the available funds, the superintendent shall recommend to the school board thereof all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. ' 37-9-3 (1987)

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all noninstructional and non-licensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. ' 37-9-14 (2) (s) (1999)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. ' 37-9-14 (2) (y) (1999)

This board has the power, authority and duty to employ all non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools. ' 37-7-301 (w) (1996)

APPLICATION

Candidates for non-certificated positions shall make formal application with the appropriate supervisor, principal or superintendent of schools. The candidate shall provide letters of recommendation by former employers and records of specific training for the position for which application is being made. In cases where specific training is required by a state or federal agency the school board will be guided by these specific requirements.

CRIMINAL RECORDS BACKGROUND CHECK / CHILD ABUSE REGISTRY CHECK

1. All new hire licensed and non-licensed employees must have a state child abuse registry check, a drug screening, and a criminal records background check

2. The fingerprints shall be forwarded by the school district to the Department of Public Safety who shall in turn forward them to the FBI.

3. The district may charge the applicant up to $50.00 or may pay the fee at its discretion.

4. Information obtained via these checks is for employment use only and cannot be disseminated.

5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:

    a. Possession or sale of drugs.
    b. Murder, Manslaughter, or Armed Robbery.
    c. Rape, Sexual Battery, or sex offense as listed in Section 45-31-3 (1).
    d. Child Abuse, Arson, Grand Larceny, or Burglary.
    e. Gratification of Lust or Aggravated Assault.

6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state.

7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:

. Age at commission of the crime.
    a. Circumstances surrounding the crime.
    b. Length of time and criminal history since the crime.
    c. Work history and current employment and character.
    d. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.

8. No school district or employee may be held liable in an employment discrimination suit involving this statute. § 37-9-17 CONVICTION BASED ON ERRONEOUS INFORMATION

In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record.

SALARY

The school board shall fix the salary of non-certificated personnel taking into consideration the training, experience, and responsibility of the employee. The salary paid shall be not less than the federal minimum wage and shall be in compliance with the Fair Labor Standards Act.

When the School Board approves the employment of any classified (non-certified) person, the employee's name, job title, salary (hourly or monthly and annually), or job requirements shall be entered in the Board minutes.

~~The Board of Education of the Jackson County School District has the power, authority and duty to employ all non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the Superintendent of Schools. Section 37-7-301 (w) The Superintendent of Schools shall employ and dismiss non-instructional and non-certificated employees as provided by law. Section 37-9-14(y)~~

~~The Board shall approve the employment or dismissal of all non-certificated personnel in the district. Non-certificated personnel may be employed on a temporary basis by the Superintendent, if a need arises prior to the time the school board meets.~~

~~A listing of all vacancies will be posted for ten (10) working days on the bulletin board in the staff/teachers' lounge at each school in the district, in a highly visible area in the transportation office and maintenance building, and on the bulletin board in the district office. Each applicant who is interviewed for a position will receive a response to his/her application.~~

~~The Assistant Superintendent at the attendance center or district office will review all rejected applications and will concur with the administrator on the applicant selected for the position. The Assistant Superintendent at the district office will follow the same procedure with the department directors' selections. The Assistant Superintendent will make the recommendation for the position to the Superintendent for concurrence. The Superintendent will submit the approved recommendation to the Board for approval.~~

~~New positions must be approved by the school board and the vacancy posted at each school prior to the position being filled. Requests for new positions must include how the position will be funded.~~

~~Candidates for non-certificated positions shall make formal application with the appropriate supervisor, principal, Assistant Superintendent or Superintendent of Schools. The superintendent shall insure that the applicant is given full and proper consideration. The candidate shall provide the Superintendent of Schools with recommendations by former employers and records of specific training for the position for which application is being made. In cases where specific training is required by a state or federal agency, the school board will be guided by these specific requirements.~~

~~The school board shall fix the salary of non-certificated personnel taking consideration the training, experience, and responsibility of the employee. The salary paid shall be not less than the federal minimum wage and shall be in compliance with the Fair Labor Standards Act.~~

~~When the school board approves the employment of any non-certificated person, the employee's name, job title, salary (hourly or monthly and annually), or job requirements shall~~

~~be entered in board minutes.~~

Legal Ref: MS Code, as cited above

Exhibits:

Regulations:

References:
37-7-301 - General powers and duties.
37-9-14 - General duties and powers of superintendent of school district.
37-9-17 - Selection of licensed employees or non-instructional employees to be employed for school year; increase in compensation of certain licensed employees; fingerprinting and criminal background checks for applicants.
37-9-3 - Employment of non-instructional employees.

Section: G Personnel

Policy Code: GBN Professional Personnel Separation/Nonrenewal

Policy:

Professional Personnel Separation/Nonrenewal

~~It is recognized by the Jackson County School District that it is necessary, from time to time, to release from future employment certificated personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.~~

~~In the event that a determination is made by this school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:~~

~~1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or~~

~~2. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 39-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15.~~

~~Any non-reemployment decision of this school district shall be rationally related to a legitimate educational interest and not arbitrary and capricious or based upon some constitutionally impermissible reason, such as race, sex, religion, handicap or exercise of First Amendment rights.~~

~~An employee who has received notice under Section 37-9-105, upon written request from the employee received by the district within ten (10) days of receipt of the notice by the employee, shall be entitled to:~~

~~1. Written notice of the specific reasons for non-reemployment, together with a summary of the factual basis therefore, a list of witnesses and a copy of the documentary evidence substantiating the reasons intended to be presented at the hearing, which notice shall be given at least fourteen (14) days prior to any hearing; if the district fails to provide this information to the employee, then the recommendation for non-reemployment shall be null and void, and the board shall order the execution of a contract with the employee for an additional period of one (1) year.~~

~~2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment.~~

~~3. Receive a fair and impartial hearing before the school board or hearing officer;~~

~~4. Be represented by legal counsel, at his own expense.~~

~~Any employee requesting a hearing shall provide the district, not less than five (5) days before the scheduled date for the hearing, a response to the specific reasons for non-reemployment, a list of witnesses and a copy of the documentary evidence in support of the response intended to be presented at the hearing.~~

~~If the employee fails to provide this information, then the recommendation of non-~~

~~reemployment shall be final without the necessity of a hearing. If the employee does not request a hearing, the decision of the school board with regard to the reemployment of the employee shall be final.~~

~~Any and all hearings shall be conducted pursuant to the "Rules of Procedure Under the School Employment Procedures Law of 1977." All proceedings under this policy are and shall be governed by the School Employment Procedures Law of 1977, where applicable.~~
~~Section 37-9-101 et. Seq.~~
~~Jackson County School District~~

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code 37-9-103. Please refer to the **Education Employment Procedures Law Handbook**, published by MSBA.

It is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

An employee shall include:

1. Any professional personnel employed by the local school district for a continuous period of two (2) years with that district and who is required to have a valid license issued by the State Department of Education as a prerequisite of employment; OR
2. Any professional personnel who has completed a continuous period of two (2) years of employment in a Mississippi public school district and one (1) full year of employment with the school district of current employment and who is required to have a valid license issued by the State Department of Education as a prerequisite of employment. 37-9-103

NOTICE OF NONRENEWAL

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
2. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

An interim superintendent appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. 37-9-105

A decision not to renew licensed employees of this school district shall be based upon valid educational reasons or noncompliance with school district personnel policies.

LICENSED EMPLOYEE RIGHTS

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

1. Written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing. If the district fails to provide this information to the employee, then the recommendation for non-reemployment shall be null and void, and the board shall order the execution of a contract with the employee for an additional period of one (1) year;
2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
3. Receive a fair and impartial hearing before the board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
4. be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the non-reemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract and to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment is a proper employment decision

and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with school district personnel policies.

Any and all hearings shall be conducted pursuant to the "Rules of Procedure Under the Education Employment Procedures Law of 2001." All proceedings under this policy are and shall be governed by the Education Employment Procedures Law of 2001, where applicable. 37-9-101 *et. seq*.

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.

LEGAL REF.: MS CODE, as cited
Merchant v Pearl MSSD (Miss. 1986) 492 So. 2d 959

Section: G Personnel

Policy Code: GFABH Job Description: Teacher Aide Special Education

Policy:

QUALIFICATIONS:

~~1. High school diploma or equivalent~~
~~2. Make a passing grade on the Assistant Teacher Examination, have an Associate's degree, have 48 hours (minimum) of academic college credit at an institution of higher education, or have a passing score on the ACT WorkKeys (or other examination deemed appropriate by the SDE).~~
~~3. Must be able to lift a minimum of 25 pounds.~~

Pre-Kindergarten

1. Early Childhood Associate Degree OR
2. Associate Degree OR 60 College Credit Hours AND 12 Early Childhood College Credit Hours* OR Completion of an Early Childhood Training Program**
3. High School Diploma/GED AND Verification of WorkKeys® Scores*** AND 12 Early Childhood College Credit Hours OR Completion of an Early Childhood Training Program**
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*These hours can be included in the Associate Degree or 60 College Credit Hours
**Completion of an Early Childhood Training Program includes the Child Development Associate (CDA), National/State Director's Credential Montessori Credential, and the MDE's intensive specialized Early Childhood Training Program.
***WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score of 4, and a Writing or Business Writing score of 3.

Kindergarten – 12th grade

1. Associate Degree or higher OR
2. Two years or 48 College Credit Horus (transcript verification required) OR
3. High School Diploma/GED AND Verification of WorkKeys® Scores*
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score of 4, and a Writing or Business Writing score of 3.

REPORTS TO:
Building Principal

DUTIES:

1. Works under the guidance of certified teachers.

2. Assists in supervising students through the day's activities.
3. Is supervised in creating individualized learning materials and modifying existing curriculum for access to general education.
4. Implements motor/mobility plans given by Occupational Therapist and Physical Therapist while under the supervision of a certified teacher.
5. Assists group at lunch/recess and assists with specified accommodations.
6. Performs routine clerical duties such as: duplication of learning materials, bulletin boards, inventories, filing, etc.
7. Assists with personal care (example: toileting, feeding, etc.).
8. Supervises students for a limited amount of time during classroom hours.
9. Follows specified lesson plans assigned each day for daily activities from the certified teacher.
10. Attends professional development offered by the Special Education Department.
11. Serves as a member of the IEP team for students served.
12. Performs such other duties as may be assigned by the Principal and/or the Director of Special Education.

TERMS OF EMPLOYMENT:
180 days, salary as established by the Board of Education.

EVALUATION:
Performance in this position should be evaluated regularly by the Principal and/or Director of Special Education in accordance with provisions established by the board of Education.

AREAS EVALUATED INCLUDE BUT ARE NOT LIMITED TO:

1. Reinforces skills taught by speech therapist, and/or certified general/special education teacher as well as Positive Behavior Support.
2. Assists students with organizational skills, homework, and assessments.
3. Monitors and provides assistance during seatwork activities.

~~ESSER funded positions are temporary positions that will only be available through December 2024.~~

Section: G Personnel

Policy Code: GFABR Job Description: Summer Curriculum/Speech Language Pathologist ~~Worker~~

Policy:

Job Description: Summer Curriculum/Speech Language Pathologist ~~Worker~~

QUALIFICATIONS:

- Certified teacher currently employed with the Jackson County School District
- Speech Language Pathologist currently employed with the Jackson County School District

REPORTS to:

Teachers report to the Director of Curriculum and Instruction
Speech Language Pathologists report to the Director of Special Education

DUTIES:

Teachers:

- Review and revise pertinent curriculum documents during the summer months prior to the upcoming school year
- Such documents may include, but are not limited to the following: district assessments and curriculum pacing guides
- Revisions will reflect current changes in state and federal curriculum guidelines

Speech Language Pathologists:

- Provide services to IDEA students

SALARY:
$28.00 per hour for hours actually worked

Section: G Personnel

Policy Code: GFBCD Job Description: Assistant Teacher (Aide)

Policy:

QUALIFICATIONS:

~~1. High School Diploma~~
~~2. Make a passing grade on the Assistant Teacher Examination, an Associate's degree, 48 hours (minimum) of academic college credit at an institution of higher education, or a passing score on the ACT WorkKeys (or other examination deemed appropriate by the SDE)~~
~~3. Possess a general understanding of the District Educational Program~~
~~1. Must be able to lift a minimum of 25 pounds.~~

Pre-Kindergarten

1. Early Childhood Associate Degree OR
2. Associate Degree OR 60 College Credit Hours AND 12 Early Childhood College Credit Hours* OR Completion of an Early Childhood Training Program**
3. High School Diploma/GED AND Verification of WorkKeys® Scores*** AND 12 Early Childhood College Credit Hours OR Completion of an Early Childhood Training Program**
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*These hours can be included in the Associate Degree or 60 College Credit Hours
**Completion of an Early Childhood Training Program includes the Child Development Associate (CDA), National/State Director's Credential Montessori Credential, and the MDE's intensive specialized Early Childhood Training Program.
***WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score of 4, and a Writing or Business Writing score of 3.

Kindergarten – 12th grade

1. Associate Degree or higher OR
2. Two years or 48 College Credit Horus (transcript verification required) OR
3. High School Diploma/GED AND Verification of WorkKeys® Scores*
4. Possess a general understanding of the District Educational Program
5. Ability to lift a minimum of 25 pounds

*WorkKeys® requirements: Reading for Information score of 4, Applied Mathematics score of 4, and a Writing or Business Writing score of 3.

REPORTS TO:
Building Principal

JOB GOAL:
The Assistant Teacher is to assist the Supervising Certified Teacher in planning, implementing,

and conducting an effective educational program, as well as related supporting activities of the school.

JOB DUTIES:

1. Contribute through their work to the development and implementation of a successful instructional program.
2. Promote a positive image of the school and district program to the public.
3. Work harmoniously with staff and students.
4. Model good reading, writing, and speaking skills for students.
5. Cooperate with the supervising certified teacher(s).
6. Attend and participate in professional development programs.
7. Work directly with students reinforcing skills taught by a certified teacher.
8. Monitor written assignments as students work. When misunderstanding of an assignment is detected, immediate re-teaching/reinforcing will be provided.
9. Work with a large group when reading to the group and/or playing vocabulary games.
10. Work with individual or small groups to reinforce basic language, reading, mathematics and social skills.
11. Assist the classroom teacher on the playground in teaching and coaching physical activities that strengthen large motor skills.
12. Attend parent-teacher conferences, as directed.
13. Serve as a resource person in curriculum, organization, and student evaluation.
14. Assist the supervising teacher with resource files, audio-visual items, student unit packets, etc.
15. Serve as proctor among students at any time (such as classroom management, recess duty, testing, etc.) under the direct and immediate supervision of a certified teacher.
16. Perform other such reasonable duties as directed by the administration and/or certified supervising teacher.

TERMS OF EMPLOYMENT:
To be employed for 8 hours per day, 180 days per year.

Salary established by Board Policy GGBD.

EVALUATION:
Performance in this position shall be evaluated regularly, by the Principal in accordance with provisions established by the Board of Education.

~~ESSER funded positions are temporary positions that will only be available through December 2024.~~

Section: G Personnel

Policy Code: GGBD Salary Scale: ~~Teacher Assistants/Aides/Library Aides/EL/ISI Monitor~~ Assistants and Aides

Policy:

GGBD Salary.pdf

Section: G Personnel

Policy Code: GGBD Salary Scale: ~~Teacher Assistants/Aides/Library Aides/EL/ISI Monitor/Personal Care Assistant~~ Assistants and Aides

Policy: G

The base pay for Teacher Assistants/Aides (with classroom teacher), Library Aides (without classroom teachers, ~~behavior facilitators~~, Personal Care Assistants, EL/ISI Monitors, and Career Center Technicians will be as follows:

	Teacher Assistants/Aides		
	Transition Specialists		
Years	Career Center Technicians EL/ISI Monitors	Library Aides (w/o Teacher)	Personal Care Assistants
0	$13.75	$14.56	$16.34
1	$13.99	$14.81	$16.85
2	$14.24	$15.06	$17.40
3	$14.49	$15.29	$17.88
4	$14.74	$15.53	$18.39
5	$14.97	$15.78	$18.65
6	$15.22	$16.02	$19.51
7	$15.47	$16.27	$20.14
8	$15.70	$16.52	$20.80
9	$15.95	$16.77	$21.37
10	$16.20	$17.01	$21.96
11	$16.45	$17.26	$22.51
12	$16.69	$17.50	$23.10
13	$16.94	$17.74	$23.67
14	$17.19	$17.99	$24.23
15	$17.43	$18.24	$24.81
16	$17.68	$18.49	$25.38
17	$17.91	$18.73	$25.96
18	$18.17	$18.97	$26.52
19	$18.40	$19.22	$26.92
20	$18.65	$19.46	$27.32
21	$18.90	$19.70	
22	$19.14	$19.95	
23	$19.39	$20.20	
24	$19.64	$20.44	
25	$19.89	$20.69	
26	$20.12	$20.94	
27	$20.37	$21.18	
28	$20.62	$21.43	
29	$20.86	$21.67	
30	$21.10	$21.93	
31	$21.36	$22.13	
32	$21.60	$22.42	

33	$21.85	$22.66	
34	$22.09	$22.91	
35	$22.34	$23.15	

Personal Care Assistant salaries will be capped at 20 years of experience.

Employees will be paid in twelve (12) monthly payments.

Staff filling the above positions may be credited with work experience if the previous employment was in a job requiring skills related to these positions.

If the previous position was that of a teacher assistant, then the staff member will be credited with all actual teacher assistant experience. Verification of this experience must be provided by the previous employer(s).

Section: G - Personnel

Policy Code: GFBI - Job Description: Job Coach

Policy:

Job Description: Job Coach

Qualifications:

1. High school diploma or equivalent.
2. A minimum of 48 college hours or successfully pass the assistant teacher examination.
3. Experience with computer word processing, database, and spreadsheet applications.
4. Possess a general understanding of the purpose of transition for students with disabilities.

Reports to: Director of Special Education and/or designee.

Duties:

1. Works in conjunction with certified teachers for grades 9-10 job shadowing.
2. Assists in supervising students through the day's activities in order to identify individual skills and interest.
3. Customized job development activities such as job sharing and job carving/creation.
4. Assist in on the job employment plans for transition IEPs.
5. Make necessary start up arrangements for job placement.
6. Assists group at lunch and other community based activities.
7. Assists in collecting data throughout the school year for indicator 13 & 14: Post Secondary.
8. Follows scheduled outlines by teachers related to vocational assessments and job shadowing experiences.
9. Observe students during in-school hours work experience, during classroom activities, and other current school and community environments.
10. Assist in the development of a vocational portfolio.
11. Follows specified lesson plans assigned each day for daily activities from the certified teacher for teaching students "How to do the job".
12. Performs such other duties as may be assigned by the Case manager and/or the Director of Special Education.

Terms of Employment:

180 work days
Salary Scale: Teacher Assistant
District Policy GGBD
Attend professional development related to area of need as directed by the Director of Special Education.

Evaluation:

~~Performance in this position shall be evaluated regularly and informally (oral and written) by the Director of Special Education or Case manager.~~

Section: G - Personnel

Policy Code: GFBCZ - Job Description: Head Coach of Athletics

Policy:

Job Description: - Head Coach of Athletics

QUALIFICATIONS:

- Master Degree: AA Certification

1. - Three years varsity head coach experience
2. - Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: - Assistant Superintendent

JOB GOAL: To implement and administer all athletic activities at the Attendance Center

AREAS OF RESPONSIBILITY:

- Public Relations

1. - Budgeting and Purchasing
2. - Athletic Facilities
3. - Athletic Equipment
4. - Oversee and coordinate all athletic programs
5. - Athletic strength and conditioning programs

JOB DUTIES:

1. Serves as an ambassador to the community; Shall establish and maintain a close working relationship with the community that encourages student engagement, fan support and school spirit.
2. Ensures establishment and use of certified strength and conditioning training programs for all athletics, including position specific athletes.
3. Coordinates and develops a master schedule for all sports (including Band) to optimize facility usage at the Attendance Center.
4. Oversee the preparation of game fields for all games and assign duties to complete such preparation.
5. Secure officials for all athletic contests and confirm one day prior to game.
6. Supervise scheduling of all athletic contests; ensures all schedules are made public and clearly posted in a timely manner on appropriate Attendance Center web-sites and other media.
7. Assist principals in supervising athletic contests.
8. Submit to Assistant Superintendent requisitions for purchase of equipment and supplies.
9. Arrange transportation to athletic events.
10. Arrange physicals for athletes.

11. Arrange for all students participating in athletics to have insurance through the school or have a parent release form.
12. Send eligibility forms on all athletes to Mississippi High School Activities; Coaches of the different sports will assist the Head Coach of Athletics in completing eligibility forms as requested.
13. Collect data, categorically tracks and reports annually on injuries of student athletes by sport; report to be delivered to JCSD Board of Education
14. Annually provides a detailed report on all revenue and expenditures of the Attendance Center's athletic program by sport; report to be delivered to JCSD Board of Education.
15. Coordinates and develops a summer training master schedule for all applicable sports (including Band) to minimize overlap or scheduling conflicts for multi-sport athletes.
16. To perform such other duties as may be assigned by the principal.
17. Evaluate all athletic programs on an annual basis; makes recommendations and/or implements changes for improvement.
18. Any other duties deemed appropriate by the Superintendent.
19. Submits annual athletics Security Plan, Venue Checklist for Hosting Events (or equivalent document) and Emergency Action Plan to the Board for approval prior to submission of Security Plan to Mississippi High School Activities Association.

TERMS OF EMPLOYMENET:

Salary and work year to be established by Board policy GGBA. Head Coach of Athletics will work 217 days per school year.

EVALUATIONS:

Performance in this position will be evaluated annually by the Assistant Superintendent.

Section: G Personnel

Policy Code: GFAI Job Description: Secretary to Business Manager

~~**Policy:**~~

~~**Job Description: Secretary to Business Manager**~~

~~**BASIC FUNCTION:**~~

~~Work with and assist the Business Manager with his diversified job responsibilities. Help maintain a smoothly run and efficient District Business Office.~~

~~**QUALIFICATIONS FOR POSITION:**~~

1. ~~High school graduate or equivalent~~
2. ~~Pleasant telephone and person to person personality~~
3. ~~Good secretarial skills, including typing, filing and organizational skills~~
4. ~~Competence in use of business machines and computers~~

~~**REPORTS TO:**~~

~~Business Manager and Assistant Business Manager~~

~~**SUPERVISES:**~~

~~Position has no supervisory authority~~

~~**DUTIES AND RESPONSIBILITIES:**~~

1. ~~Second in line answer phone and screen calls to direct to appropriate person~~
2. ~~Open and disperse mail~~
3. ~~Responsible for purchase order distribution~~
4. ~~Helps maintain working condition of copy machines by directing necessary maintenance requests to service personnel as needed~~
5. ~~Assists in bid/quote letting~~
6. ~~Maintain files and records~~
7. ~~Type letters and memos, etc. at request of Business Manager and Asst. Business Manager~~
8. ~~Sort checks when assigned by supervisor~~
9. ~~Perform other such duties and responsibilities as may be assigned by Assistant Business Manager, Business Manager or Superintendent~~
10. ~~Normal workday 8:00 am until 4:30. Occasional overtime when workload demands it. (Pre-approved by Supervisor)~~

~~**TERMS OF EMPLOYMENT:**~~

~~12 months Salary Schedule "GGBH"~~

Section: G - Personnel

Policy Code: GFABMB - Job Description: Behavior Facilitator

Policy:

QUALIFICATIONS:

1. Associates Degree or Equivalent Credit Hours
2. Minimum of 2 years' experience in behavior management and in designing positive interventions in the educational setting.

REPORTS TO:

Director of Special Education

DUTIES:

1. Provide at-risk behavior students who require such services.
2. Work with teachers and Positive Behavior Specialist to improve student behavior.
3. Provide behavior interventions for at-risk students.
4. Follow Behavior Plans for at-risk students.
5. Develop and implement behavior modification plans as determined by the IEP team.
6. Provide feedback to teachers and administrators.
7. Be restraint trained by the district.
8. Support paraprofessionals/contracted personnel assigned to students with difficult behaviors.
9. Support Principals with discipline related issues as it relates to at-risk students.
10. Serve as a member of the District Behavior Support Team.

TERMS OF EMPLOYMENT:

187 days employment. Salary to be established by Policy GGBD

EVALUATION:

Performance in this position will be evaluated annually, by the Director of Special Education, in accordance with Board policies on evaluations.

Section: G - Personnel

Policy Code: GFABE - Job Description: Secretary to Special Education Director

Policy:

Job Description: Secretary to Special Education Director

QUALIFICATIONS:

1. High school diploma or equivalent
2. Experience with computer and word processing

REPORTS TO:

Director of Special Education

DUTIES:

1. Type and file all assessment team reports and other correspondence requested by the Special Education Supervisor.
2. Operate the copy machine to copy materials for the special education personnel.
3. Answer all incoming calls and transfer them to the appropriate person.
4. Make copies of all correspondence and keep a file for reference.
5. Maintain books (purchase order and invoices) for IDEA purchases.
6. Work with central office personnel relative to purchase orders, bills received and payment authorization.
7. Maintain a daily itinerary of office personnel.
8. Report office supply needs to Special Education Supervisor.
9. Keep a daily log of incoming calls for purposes of documentation.
10. Maintain a filing system of special education forms necessary in the referral to placement process.
11. Keep an inventory of all equipment purchased with IDEA funds.
12. Copy and assemble materials for inservice/workshops.
13. Copy and assemble initial and reevaluation packets.
14. Maintain accurate computer data on all students served in special education.
15. Disseminate information to all principals and special education teachers and parents when necessary.
16. Scan computerized IEPs on all students receiving SPED services.
17. Maintain and requisition needed evaluation and instructional supplies approved by the director.
18. Submit all data forms to SDE within specified timelines as given by the director.
19. Assume additional responsibilities when deemed necessary by Special Education Director.

TERMS OF EMPLOYMENT:

12 months employment, salary to be established by the Board

~~**EVALUATION:**~~

~~Performance in this position shall be evaluated regularly by the Director of Special Education on the basis of job duties.~~

Section: G - Personnel

Policy Code: GFABD - Job Description: Corrective Therapist

Policy:

Job Description: Corrective Therapist

QUALIFICATIONS:

Hold a college degree in corrective therapy

REPORTS TO:

Director of Special Education

DUTIES:

1. Administer therapy to those students requiring corrective therapy as determined by a physician or to those students referred by a teacher and to whom corrective therapy would be beneficial.
2. Administer therapy as prescribed by a physician.
3. Shall employ conditioning exercises to develop strength, neuromuscular coordination, and agility with resulting physical improvement.
4. Shall maintain written therapy plans annually.
5. Shall obtain parental permission before administering therapy.
6. Shall provide, when requested by the parents, a therapy plan parents can administer at home.
7. Perform such other duties as may be assigned by the Principal and/or Director of Special Education.

TERMS OF EMPLOYMENT:

9 months employment, salary to be approved by the Board of Education

EVALUATION:

Performance in this position shall be evaluated regularly and informally by the Director of Special Education and/or the Principal of the Exceptional School.

Section: G – Personnel

Policy Code: GFAAB – Job Description: Personnel Insurance Clerk

Policy:

Job Description: Personnel/Insurance Clerk

BASIC FUNCTION:

Maintain adequate records and execute procedures necessary to assure correct payroll and insurance benefits to all personnel. Position has accountability for monetary, fiscal, and legal issues related to the work for which this position is responsible.

QUALIFICATIONS FOR POSITION:

1. Minimum of high school diploma or the equivalent
2. Experience in health insurance/school insurance preferred
3. Ability to operate office equipment to include calculator, typewriter, copier, computer, printer, fax, but not limited to these
4. Competent in exercising initiative, independent judgment and discretion in performing duties
5. Knows importance of confidentiality

REPORTS TO: District Services Director

SUPERIVISES: No supervisory authority

DUTIES AND RESPONSIBILITIES:

1. Administer the employee benefit programs offered through payroll deduction to include medical, life, disability, dental and vision insurance, annuities, cafeteria plan, United Way, and employer management of medical and dependent care flexible spending accounts, but not limited to these. All records to be maintained within HIPPA compliance guidelines. (Health Insurance Portability Act of 1996)
2. Receive billings, make adjustments to facilitate correct payment to insurance carriers. Balance billings to payroll deduction listings and process annuities to request checks from bookkeeper by the third work day of the month. All other billings' checks requested no later that the fifth work day of each month.
3. Process new employees to enroll and adjust coverages or participation as allowed by plan, policy, and/or as requested in writing by the employee
4. Prepare and input all payroll deductions and insurance accounts for each employee electing benefits, including credit union deductions, fingerprint charges, and additional tax withholdings
5. Prepare COBRA in accordance with Federal and State Law – general notices and election notices. Maintain records in good faith compliance
6. Notify employees and seek payment for premiums due during leaves of absence

7. Responsible for employer preparation of Section 125 forms on all employees, submission to cafeteria plan administrator before the first of each year
8. Assist with justification for funding of state insurances
9. Assist auditors in annual audits. Comply with audits on demand by Department of Finance and Administration Office of Insurance and the State Health Insurance Administrator
10. Execute procedures necessary to assure proper implementation of FMLA (Family Medical Leave Act) per Department of Labor regulations and rules. Maintain adequate records
11. Assist in training of clerical staff in payroll matters
12. Perform other such duties and responsibilities as may be assigned by supervisors
13. Normal working hours 8:00 a.m. – 4:30 p.m. Occasional overtime when workload demands it. (Pre-approved by supervisor)

TERMS OF EMPLOYMENT: 12 months Salary Schedule "GGBH"

Section: G - Personnel

Policy Code: GFA - Job Description: Assistant Superintendent - Central Office

Policy:

Job Description: Assistant Superintendent Central Office

QUALIFICATIONS:

1. A Master's Degree
2. AA License in Educational Administration
3. Two years teaching experience and five years experience as an administrator
4. Such alternatives to the above qualifications as the Board my find appropriate and acceptable

REPORTS TO:

Superintendent of Schools

JOB GOAL:

To assist the Superintendent in carrying out the duties and responsibilities of the Superintendent's office to the ultimate benefit of the district's entire educational program.

DUTIES AND RESPONSIBILITIES:

1. Serves as acting Superintendent in the absence of the Superintendent.
2. Serves as chairperson of the Superintendent's staff for planning, formulating, and recommending policies and procedures for the school district.
3. Prepares agenda for regularly scheduled administrative staff meeting and chairs such meetings.
4. Assists the Superintendent.
5. Represents the school district at meetings designated by the Superintendent.
6. Visits and observes school operations and reports to the Superintendent.
7. Provides information and technical assistance to the Assistant Superintendents of Attendance Centers, Principals, and Directors when requested.
8. Disseminates information concerning appropriate new educational materials.
9. Prepares reports for the Superintendent and/or Board on a regular basis on accomplishment, problems, new developments, and needs on all phases of the administration of the district.
10. Assists the administration at all levels in evaluation of program and/or personnel when requested.
11. Remains familiar with all new accreditation requirements of the Mississippi Department of Education and the Southern Association of Colleges and Schools.
12. Advises the Superintendent on all matters related to accreditation.
13. Insures that accurate and updated documentation is maintained for all accreditation requirements.

14. Makes policy recommendations to meet requirements of the accreditation system.
15. Writes or revises policies as directed by the school board and superintendent.
16. Distributes adopted or revised policies to all district schools and keeps their policy books current.
17. Coordinates the development and dissemination of the district's strategic plan.
18. Establishes and maintains effective communications between the district and the various departments in the Mississippi Department of Education.
19. Prepares the Annual Personnel Report required by the Division of School Accreditation, Mississippi Department of Education.
20. Serves as the District Test Coordinator and trains building level personnel in the requirements of the Mississippi Assessment System.
21. Coordinates the development of the school district calendar for each year in cooperation with administrators, teachers, and other staff members.
22. Works with teachers, administrators, students, parents, and board members to annually revise the student and teacher handbooks.
23. Completes the district's annual application for Aid to Federally Impacted Institutions.
24. Coordinates curriculum and makes sure that the Mississippi Curriculum Frameworks are being implemented in the schools in the district.
25. Assists principals and teachers in accessing information relating to the skills assessed through the state testing program and in finding appropriate instructional resources to enhance instruction in those skill areas.
26. Serves as Director of Federal Programs which includes; developing the budget and project goals for Title 1, Eisenhower Professional Development Program, Safe and Drug-Free Schools Grant, Title VI, Class Size Reduction Grant, Goals 2000, Comprehensive School Reform Development Grant and other federal grants that my be available; monitoring all federal programs activities and expenditures; coordinating compliance efforts with state and federally mandated programs activities; and completing all required reports for state and federal agencies.
27. Serves as Professional Development Coordinator for the district, ensuring that all state requirements regarding professional development are met.
28. Works with school level administrators, teachers, and professional development coordinators to design and implement an effective, comprehensive program of professional development that facilitates improvement and growth among the professional staff.
29. Provides pertinent information about and coordinates, when appropriate, activities such as science fair, reading fair, summer school, extended day programs and pre-school.
30. Assumes all other duties and responsibilities assigned by the Superintendent.
31. Insures that all directors and principals complete personnel evaluations on all staff under their supervision.

TERMS OF EMPLOYMENT:

To be employed twelve months per year. Salary and work year to be established by Board policy GGBA.

~~**EVALUATION:**~~

~~Performance in this position will be evaluated by the Superintendent annually in accordance with the provisions of the Board's policies on evaluation.~~

Section: G - Personnel

Policy Code: GBRIH - Absences to Participate in Professional Activities

Policy:

Professional Leave: Certified Personnel

The Board of Education of the Jackson County School District may authorize certain types of leave classified as professional or job-related. Such leave shall not be charged to the individual.

Professional leave shall be construed to mean any authorized leave to attend professional meetings and/or to enroll at an accredited college or university for periods of extended duration. As requested, a full report of professional meetings will be presented to the Board of Education. Professional leave may be granted to any instructional or administrative employee of this district, and the board may grant pay in part or in full for any professional leave granted.

Each certificated employee shall be credited with a professional leave allowance for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification, and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committee.

Any certified employee who is pursuing National Board Certification may be granted three (3) professional leave days to complete the certification process. Requests for professional leave for this purpose must be forwarded to the employee's immediate supervisor and may be arranged by mutual agreement of the employee and supervisor.

Legal Ref: MS Code 37-7-307(4)

Section: G - Personnel

Policy Code: GFBDA - Job Description: 7th Grade Football Coach

Policy:

Job Description: 7th Grade Football Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of football.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Varsity Head Football Coach

PERSONNEL REPORTING TO THIS POSITION:

Assistant Football Coach

JOB GOAL:

This position is responsible for establishing and leading the successful 7th Grade Football program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall promote self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and manage the successful day-to-day operations of the 7th Grade Football Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management
5. Equipment management
6. Student participation and morale

7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful 7th Grade Football Program
2. Provides guidance and leadership to assistant coaches.
3. Prepares successful practice plans and game plans.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Organizes and lead after school practice sessions beginning on the first day of school for the Fall Semester continuing through the final football game of the season.
7. Organizes and lead a Spring Practice.
8. Schedules and play a minimum of 6 games per season.
9. Interacts with the High School Football Coach to ensure consistency in athletic achievement between the school levels.
10. Rides bus for away games.
11. Maintains a clean and organized locker room.
12. Works collaboratively with staff, families and community resources.
13. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Football Coach / Athletic Director. In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDAA - Job Description: High School Track Coach

Policy:

Job Description: High School Track Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of track.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

Middle School Track Coach

JOB GOAL:

This position is responsible for establishing and leading a successful high school track program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and manage the successful day-to-day operations of the high school track program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management
5. Equipment management

6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful track program.
2. Prepares successful practice plans.
3. Establishes and maintains rapport with students and encourages student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
6. Organizes and leads after school practice sessions beginning February 1st and continuing through the end of the season.
7. Schedules and participates in a minimum of 3 meets per season and the District meet.
8. Maintains a clean and organized locker room.
9. Coordinates publicity for the track program and fosters good relationships with the press.
10. Works collaboratively with staff, families and community resources.
11. Rides bus for away meets.
12. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
13. Complies with and supports all school district regulations and policies.
14. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director / Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDAB - Job Description: High School Cross Country Coach

Policy:

Job Description: High School Cross County Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of track.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful high school track program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school Cross Country Track Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Equipment management
6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful track program.
2. Prepares successful practice plans.
3. Establishes and maintains rapport with students and encourages student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
6. Organizes and leads after school practice sessions beginning in August and continuing through the end of the season.
7. Schedules and participates in a minimum of 5 meets per season.
8. Maintains a clean and organized locker room.
9. Coordinates publicity for the track program and fosters good relationships with the press.
10. Works collaboratively with staff, families and community resources.
11. Rides bus for away meets.
12. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
13. Complies with and supports all school district regulations and policies.
14. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director /Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDAB - Job Description: High School Cross Country Coach

Policy:

Job Description: High School Cross County Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of track.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful high school track program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school Cross Country Track Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Equipment management
6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful track program.
2. Prepares successful practice plans.
3. Establishes and maintains rapport with students and encourages student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
6. Organizes and leads after school practice sessions beginning in August and continuing through the end of the season.
7. Schedules and participates in a minimum of 5 meets per season.
8. Maintains a clean and organized locker room.
9. Coordinates publicity for the track program and fosters good relationships with the press.
10. Works collaboratively with staff, families and community resources.
11. Rides bus for away meets.
12. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
13. Complies with and supports all school district regulations and policies.
14. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director /Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDAF - Job Description High School Cheerleader Coach

Policy:

Job Description: High School Cheerleader Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of cheerleading.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license. 8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

High School Assistant Cheerleader Coach and Middle School Cheerleader Coach

JOB GOAL:

This position is responsible for establishing and leading a successful cheerleading program. This position shall set an example of an exceptional professional educator and be ever mindful that both Sponsor and student represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful cheerleader program, that includes the promotion of self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to promote school spirit, encourage student participation and manage the successful day-to-day operations of the high school cheerleader program.

AREAS OF RESPONSIBILITY:

1. Practice and activities
2. Student conduct and discipline
3. Game prep and management
4. Student participation and morale

5. Public relations
6. Student welfare
7. Student eligibility

JOB DUTIES:

1. Conducts and supervises cheerleader tryouts and training.
2. Organizes and leads successful practice sessions including a summer cheerleader camp.
3. Teaches proper cheerleader techniques.
4. Submits requisitions for ordering supplies and equipment.
5. Supervises conduct of cheerleaders at all practices and events.
6. Selects uniforms and cheers which are appropriate for an educational setting and consistent with community standards.
7. Arranges transportation to and from athletic events.
8. Works collaboratively with assistant cheerleader coach, staff, families, and community resources.
9. Administers first aid to injured cheerleaders and develops and carries out a plan of emergency notification.
10. Motivates students to achieve maximum potential.
11. Provides opportunities for and supports student involvement in the promotion of school spirit.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Organizes and leads after school practice sessions routinely in preparation for performances.
14. Coordinates all performances in conjunction with the High School Principal and Athletic Director.
15. Assists High School Band Director and the Athletic Director in developing the Friday night football program including pre-game, post-game and game-time activities.
16. Develops and coordinates the Homecoming Week program in conjunction with the Athletic Director and High School Principal.
17. Coordinates all athletic Pep Rallies in conjunction with the High School Band Director, Athletic Director, and Principal.
18. Ensures cheerleader participation at all home and away football games.
19. Ensures cheerleader participation at all home basketball games.
20. Ensures cheerleader team members are uniformly dressed for all public appearances.
21. Rides bus for away events.
22. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
23. Complies with and supports all school district regulations and policies.
24. Performs any other duties and activities deemed appropriate by the principal.

TERMS OF EMPLOYMENT:

To be employed 9 months per year. Salary and work year to be established by Board policy GGBB.

~~**EVALUATION:**~~

~~Performance in this position will be evaluated annually by the Athletic Director / Principal. In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.~~

Section: G - Personnel

Policy Code: GFBDAH - Job Description: High School Dance Team Coach

Policy:

Job Description: High School Dance Team Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of dance.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Band Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful dance program. The person holding this position shall set an example of an exceptional professional educator and be ever mindful that both Coach and student represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall administer a successful dance program, that includes the development of self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school dance program.

AREAS OF RESPONSIBILITY:

1. Practice and activities
2. Student conduct and discipline
3. Game prep and management
4. Student participation and morale
5. Public relations

6. Student welfare
7. Student eligibility

JOB DUTIES:

1. Conducts and supervises dance tryouts and training.
2. Organizes and leads successful practice sessions.
3. Responsible for teaching proper dance techniques.
4. Submits requisitions for ordering supplies and equipment.
5. Supervises conduct of dancers at all practices and events.
6. Selects uniforms and dances which are appropriate for an educational setting.
7. Arranges transportation to and from athletic events.
8. Works collaboratively with staff, families, and community resources.
9. Responsible for administering first aid to injured dancers and developing and carrying out a plan of emergency notification.
10. Motivates students to achieve maximum potential.
11. Provides opportunities for and supports student involvement in the promotion of school spirit
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Organizes and lead after school practice sessions routinely in preparation for performances.
14. Coordinates all performances in conjunction with the High School Principal and Athletic Director.
15. Ensures dance team members are uniformly dressed for all public appearances.
16. Rides bus for away events.
17. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
18. Complies with and supports all school district regulations and policies.
19. Performs any other duties and activities deemed appropriate by the principal.

TERMS OF EMPLOYMENT:

To be employed 9 months per year. Salary and work year to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Band Director/ High School Principal / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDC - Job Description: 7th Grade Basketball Coach (Boys & Girls)

Policy:

Job Description: 7th Grade Basketball Coach (Boys & Girls)

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of basketball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Varsity Head Basketball Coach

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful 8th Grade Basketball program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the 8th Grade Basketball Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Equipment management
6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful basketball program.
2. Prepares successful practice plans and game plans.
3. Provides guidance and leadership of assistant coaches.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
7. Organizes and leads after school practice sessions for the fall semester continuing through the final basketball game of the season.
8. Schedules and plays a minimum of 12 games per season.
9. Organizes and leads an appropriate summer training program.
10. Maintains a clean and organized locker room.
11. Maintains a clean gymnasium.
12. Coordinates publicity for the basketball program and fosters good relationships with the press.
13. Interacts with the High School Basketball Coach to ensure consistency in athletic achievement between the school levels.
14. Works collaboratively with staff, families and community resources.
15. Rides bus for away games.
16. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
17. Complies with and supports all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Basketball Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDD - Job Description: 8th Grade Football Coach

Policy:

Job Description: 8th Grade Football Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of football.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Head Football coach

PERSONNEL REPORTING TO THIS POSITION:

8th Grade Assist. Football Coach

JOB GOAL:

This position is responsible for establishing and leading the successful 8th Grade Football program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the 8th Grade Football Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Equipment management
6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful 8th Grade Football Program
2. Provides guidance and leadership to assistant coaches.
3. Prepares successful practice plans and game plans.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Organizes and leads after school practice sessions beginning on the first day of school for the Fall Semester continuing through the final football game of the season.
7. Organizes and leads a Spring Practice.
8. Schedules and plays a minimum of 6 games per season.
9. Interacts with the High School Football Coach to ensure consistency in athletic achievement between the school levels.
10. Rides bus for away games.
11. Maintains a clean and organized locker room.
12. Works collaboratively with staff, families and community resources.
13. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
14. To maintain and line off game and practice fields.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Football Coach / Athletic director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDF - Job Description: 8th Grade Basketball Coach (Boys & Girls)

Policy:

Job Description: 8th Grade Basketball Coach (Boys & Girls)

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of basketball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Varsity Head Basketball Coach

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful 8th Grade Basketball program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the 8th Grade Basketball Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Equipment management
6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful basketball program.
2. Prepares successful practice plans and game plans.
3. Provides guidance and leadership of assistant coaches.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
7. Organizes and leads after school practice sessions for the fall semester continuing through the final basketball game of the season.
8. Schedules and plays a minimum of 12 games per season.
9. Organizes and leads an appropriate summer training program.
10. Maintains a clean and organized locker room.
11. Maintains a clean gymnasium.
12. Coordinates publicity for the basketball program and fosters good relationships with the press.
13. Interacts with the High School Basketball Coach to ensure consistency in athletic achievement between the school levels.
14. Works collaboratively with staff, families and community resources.
15. Rides bus for away games.
16. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
17. Complies with and supports all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Basketball Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDG - Job Description: 9th Grade Basketball Coach (Boys & Girls)

Policy:

Job Description: 9th Grade Head Basketball Coach (Boys & Girls)

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of basketball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Head Varsity

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful Basketball program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the 9th Grade Basketball Program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Equipment management
6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful basketball program.
2. Prepares successful practice plans and game plans.
3. Provides guidance and leadership of assistant coaches.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
7. Organizes and leads after school practice sessions for the Fall Semester continuing through the final basketball game of the season.
8. Schedules and plays a minimum of 12 games per season.
9. Organizes and leads an appropriate summer training program
10. Maintains a clean and organized locker room.
11. Maintains a clean gymnasium.
12. Coordinates publicity for the basketball program and fosters good relationships with the press.
13. Interacts with the High School Basketball Coach to ensure consistency in athletic achievement between the school levels.
14. Works collaboratively with staff, families and community resources.
15. Rides bus for away games.
16. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
17. Complies with and supports all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Basketball Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDH - Job Description: 9th Grade or Middle School Head Baseball Coach

Policy:

Job Description: 9th Grade or Middle School Head Basketball Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of baseball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Varsity Baseball Coach

PERSONNEL REPORTING TO THIS POSITION:

Assistant 9th Grade or Middle Baseball Coach

JOB GOAL:

To administer the successful Middle School Baseball program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive baseball program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and assist the head coach with management of the successful day-to-day operations of the Middle School Baseball Program.

AREAS OF RESPONSIBILITY:

1. Assist with practice
2. Assist with student conduct and discipline
3. Assist with scheduling of contests
4. Assist with game preparations and management

5. Assist with field upkeep and maintenance
6. Assist with equipment management
7. Assist with student participation and morale
8. Assist with public relations
9. Assist with student welfare

JOB DUTIES:

1. Organizes and leads the successful baseball program.
2. Prepares successful practice plans and game plans.
3. Establishes and maintains rapport with students and encourage student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
6. Organizes and leads after school practice sessions beginning 30 days prior to the first regular season game and continuing through the final baseball game of the season.
7. Schedules and plays a minimum of 16 games per season.
8. Organizes and leads an appropriate summer training program.
9. Maintains a clean and organized locker room.
10. Maintains baseball field year round, including maintenance of the turf during summer months, in order to provide a quality playing surface during the season.
11. Drags and lines playing field for all home games.
12. Coordinates publicity for the baseball program and foster good relationships with the press.
13. Works collaboratively with staff, families and community resources.
14. Rides bus for away games.
15. Maintains compliance with all rules and regulations
16. of the Mississippi High School Activities Association.
17. To comply with and support all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Varsity Head Baseball Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDJ - Job Description: Middle School Cheerleader Sponsor

Policy:

Job Description: Middle School Cheerleader Sponsor

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of cheerleading.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful cheerleading program. This position shall set an example of an exceptional professional educator and be ever mindful that both Sponsor and student represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall run a successful cheerleader program, that includes the development of self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the Middle School Cheerleader Program.

AREAS OF RESPONSIBILITY:

1. Practice and activities
2. Student conduct and discipline
3. Game prep and management
4. Student participation and morale
5. Public relations

6. Student welfare
7. Student eligibility

JOB DUTIES:

1. Conducts and supervises cheerleader tryouts and training.
2. Organizes and leads successful practice sessions.
3. Responsible for teaching proper cheerleader techniques.
4. Submits requisitions for ordering supplies and equipment.
5. Supervises conduct of cheerleaders at all practices and events.
6. Selects uniforms and cheers which are appropriate for an educational setting.
7. Arranges transportation to and from athletic events.
8. Works collaboratively with staff, families, and community resources.
9. Responsible for administering first aid to injured cheerleaders and developing and carrying out a plan of emergency notification.
10. Motivates students to achieve maximum potential.
11. Provides opportunities for and supports student involvement in the promotion of school spirit.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Organizes and lead after school practice sessions routinely in preparation for performances.
14. Coordinates all performances in conjunction with the High School Principal and Athletic Director.
15. Ensures cheerleader team members are uniformly dressed for all public appearances.
16. Rides bus for away events.
17. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
18. Complies with and supports all school district regulations and policies.
19. Performs any other duties and activities deemed appropriate by the principal.

TERMS OF EMPLOYMENT:

To be employed 9 months per year. Salary and work year to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director/Middle School Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDK - Job Description: Middle School Track Coach

Policy:

Job Description: Middle School Track Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of track.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Varsity Head Coach

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading the successful middle school track program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and manage the successful day-to-day operations of the track program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management
5. Equipment management

6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful track program.
2. Prepares successful practice plans.
3. Establishes and maintains rapport with students and encourages student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
6. Organizes and leads after school practice sessions beginning February 1st and continuing through the end of the season.
7. Schedules and participates in 3 meets per season.
8. Maintains a clean and organized locker room.
9. Coordinates publicity for the track program and fosters good relationships with the press.
10. Works collaboratively with staff, families and community resources.
11. Rides bus for away meets.
12. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
13. Complies with and supports all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDL - Job Description: 9th Grade or Middle School Head Softball Coach

Policy:

Job Description: 9th Grade of Middle School Head Softball Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of baseball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

Assistant Softball Coach

JOB GOAL:

This position is responsible for establishing and leading a successful high school fast pitch program. This position shall assist head coach to set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary.

This position shall be responsible for administering a successful and competitive program, that includes the development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school fast pitch program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Field upkeep and maintenance
6. Equipment management
7. Student participation and morale
8. Public relations
9. Student welfare
10. Student eligibility

JOB DUTIES:

1. Organize and lead the successful Fast Pitch program.
2. Prepare successful practice plans and game plans.
3. Establish and maintain rapport with students and encourage student participation.
4. Motivate students to achieve maximum potential.
5. Maintain and purchase equipment, uniforms and facilitates repair services when needed
6. Organize and lead after school practice sessions beginning 30 days prior to the first regular season game and continuing through the final game of the season.
7. Schedule and play a minimum of 16 games per season.
8. Organize and lead an appropriate summer training program.
9. Maintain a clean and organized locker room.
10. Maintain Fast Pitch field year round, including maintenance of the turf during summer months, in order to provide a quality playing surface during the season.
11. Drag and line playing field for all home games.
12. Coordinate publicity for the Fast Pitch program and foster good relationships with the press.
13. Work collaboratively with staff, families and community resources.
14. Rides bus for away games.
15. Maintain compliance with all rules and regulations of the Mississippi High School Activities Association.
16. Comply with and support all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Fast Pitch Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDO - Job Description: High School Head Basketball Coach

Policy:

Job Description: High School Head Basketball Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of basketball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

All Basketball Coaches per Gender

JOB GOAL:

This position is responsible for establishing and leading a successful high school basketball program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and manage the successful day-to-day operations of the high school basketball program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management
5. Equipment management

6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and lead the successful basketball program.
2. Prepares successful practice plans and game plans.
3. Provides guidance and leadership to assistant coaches.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
7. Organizes and leads after school practice sessions for the fall semester continuing through the final basketball game of the season.
8. Schedules and plays a minimum of 24 games per season.
9. Schedules and participates in a holiday basketball tournament.
10. Organizes and leads an appropriate summer training program.
11. Maintains a clean and organized locker room.
12. Maintains a clean gymnasium.
13. Coordinates publicity for the basketball program and fosters good relationships with the press.
14. Interacts with the Jr. High School Basketball Coach to ensure consistency in athletic achievement between the school levels.
15. Works collaboratively with staff, families and community resources.
16. Rides bus for away games.
17. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
18. Complies with and supports all school district regulations and policies.
19. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director/Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDQ - Job Description: High School Head Baseball Coach

Policy:

Job Description: Head Baseball Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of baseball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

All Baseball Coaches

JOB GOAL:

This position is responsible for establishing and leading a successful high school baseball program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and manage the successful day-to-day operations of the high school baseball program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management
5. Field upkeep and maintenance

6. Equipment Management
7. Student participation and morale
8. Public relations
9. Student welfare
10. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful baseball program.
2. Prepares successful practice plans and game plans.
3. Provides guidance and leadership to assistant coaches.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
7. Organizes and leads after school practice sessions beginning 30 days prior to the first regular season game and continuing through the final baseball game of the season.
8. Schedules and plays a minimum of 24 games per season.
9. Organizes and leads an appropriate summer training program.
10. Maintains a clean and organized locker room.
11. Maintains baseball field year round, including maintenance of the turf during summer months, in order to provide a quality playing surface during the season.
12. Drags and lines playing field for all home games.
13. Coordinates publicity for the baseball program and fosters good relationships with the press.
14. Works collaboratively with staff, families and community resources.
15. Rides bus for away games.
16. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
17. Complies with and supports all school district regulations and policies.
18. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director/Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDS - Job Description: High School Head Softball Coach

Policy:

Job Description: High School Head Softball Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of baseball.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

Assistant Softball Coach

JOB GOAL:

This position is responsible for establishing and leading a successful high school fast pitch program. This position shall assist head coach to set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary.

This position shall be responsible for administering a successful and competitive program, that includes the development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school fast pitch program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Field upkeep and maintenance
6. Equipment management
7. Student participation and morale
8. Public relations
9. Student welfare
10. Student eligibility

JOB DUTIES:

1. Organize and lead the successful Fast Pitch program.
2. Prepare successful practice plans and game plans.
3. Establish and maintain rapport with students and encourage student participation.
4. Motivate students to achieve maximum potential.
5. Maintain and purchase equipment, uniforms and facilitates repair services when needed.
6. Organize and lead after school practice sessions beginning 30 days prior to the first regular season game and continuing through the final game of the season.
7. Schedule and play a minimum of 16 games per season.
8. Organize and lead an appropriate summer training program.
9. Maintain a clean and organized locker room.
10. Maintain Fast Pitch field year round, including maintenance of the turf during summer months, in order to provide a quality playing surface during the season.
11. Drag and line playing field for all home games.
12. Coordinate publicity for the Fast Pitch program and foster good relationships with the press.
13. Work collaboratively with staff, families and community resources.
14. Rides bus for away games.
15. Maintain compliance with all rules and regulations of the Mississippi High School Activities Association.
16. Comply with and support all school district regulations and policies.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Fast Pitch Coach / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDW - Job Description: High School Golf Coach

Policy:

Job Description: High School Golf Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of golf.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading the successful high school golf program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school golf program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management
5. Equipment management

6. Student participation and morale
7. Public relations
8. Student welfare
9. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful golf program.
2. Prepares successful practice plans and game plans.
3. Establishes and maintains rapport with students and encourages student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms when needed.
6. Organizes and leads after school practice sessions beginning 20 days prior to the first game and continuing through the end of the season.
7. Schedules and plays a minimum of 6 matches per season.
8. Coordinates publicity for the golf program and fosters good relationships with the press.
9. Works collaboratively with staff, families and community resources.
10. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
11. Complies with and supports all school district regulations and policies.
12. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director /Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G - Personnel

Policy Code: GFBDX - Job Description: High School Head Soccer Coach

Policy:

Job Description: High School Head Soccer Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of soccer.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

Assistant Soccer Coach

JOB GOAL:

This position is responsible for establishing and leading a successful high school soccer program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in am exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school soccer program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Field upkeep and maintenance
6. Equipment management
7. Student participation and morale
8. Public relations
9. Student welfare
10. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful soccer program.
2. Prepares successful practice plans and game plans.
3. Provides guidance and leadership to assistant coaches.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
7. Organizes and leads after school practice sessions beginning 20 days prior to the first regular season game and continuing through the final game of the season.
8. Schedules and plays a minimum of 20 games per season.
9. Maintains a clean and organized locker room.
10. Maintains field.
11. Lines playing field for all home games.
12. Coordinates publicity for the soccer program and fosters good relationships with the press.
13. Works collaboratively with staff, families and community resources.
14. Rides bus for away games.
15. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
16. Complies with and supports all school district regulations and policies.
17. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director/ Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

ection: G - Personnel

Policy Code: GFBDZ - Job Description: High School Tennis Coach

Policy:

Job Description: High School Tennis Coach

QUALIFICATIONS:

1. A Bachelors Degree in education / in compliance with MSHAA.
2. A valid Mississippi teaching certificate / in compliance with MSHAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of the game of tennis.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Athletic Director

PERSONNEL REPORTING TO THIS POSITION:

None

JOB GOAL:

This position is responsible for establishing and leading a successful high school tennis program. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for administering a successful and competitive program, that includes the promotion of self discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to encourage student participation and manage the successful day-to-day operations of the high school tennis program.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Scheduling of contests
4. Game preparations and management

5. Court upkeep and maintenance
6. Equipment management
7. Student participation and morale
8. Public relations
9. Student welfare.
10. Student eligibility

JOB DUTIES:

1. Organizes and leads the successful tennis program.
2. Prepares successful practice plans and game plans.
3. Establishes and maintains rapport with students and encourages student participation.
4. Motivates students to achieve maximum potential.
5. Maintains and purchases equipment, uniforms and facilitates repair services when needed.
6. Organizes and leads after school practice sessions beginning 20 days prior to the first game and continuing through the end of the season.
7. Schedules and plays a minimum of 6 matches per season.
8. Maintain courts.
9. Coordinates publicity for the tennis program and fosters good relationships with the press.
10. Works collaboratively with staff, families and community resources.
11. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
12. Complies with and supports all school district regulations and policies.
13. Conducts off season program.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Athletic Director/Principal.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

Section: G Personnel

Policy Code: GFBEA Job Description: School Bus Drivers

Policy:

Job Description: School Bus Drivers

QUALIFICATIONS:

1. Minimum 21 years of age
2. High school diploma or equivalent
3. Valid Commercial Driver's License (CDL)
4. Valid school bus driver's certificate issued by a Mississippi State Department of Education approved instructor and attend renewal certification every other year.
5. Demonstrate sufficient strength, agility, hearing and visual acuity to exercise safe control over the school bus and passengers at all times. All bus drivers must pass a pre-employment agility test administered as part of the State Department of Education bus driver certification process.
6. Comply with drug testing policy and procedures (policy GBRM)
7. Have an acceptable driving record with no convictions deemed disqualifying under the Mississippi Commercial Driver's License Law, Sections 63-1-73, MS Code as amended recommendations of the State Department of Education, Transportation Department.
8. The local school board may supplement these qualifications and responsibilities as necessary for safe and efficient student transportation.
8.9. Ability to lift ten (10) pounds.

REPORTS TO:

Transportation Supervisor~~,~~ and ~~Attendance Center~~ Assistant Superintendent of Support ~~and Director of Transportation~~

JOB GOAL:

To operate a school bus in a safe and efficient manner and to abide by all traffic laws, State Board of Education and local school district board regulations.

SUPERVISES:

Students

DUTIES AND RESPONSIBILITIES:

Job functions shall include but not be limited to the following:

1. Conduct a thorough pre-trip (using the district's Daily Bus Inspection Form) and post-trip inspection of the school bus.
2. Keep exterior mirrors clean and adjusted at all times.

3. Perform minimum of two school bus evacuation drills each school year utilizing appropriate emergency procedures.
4. Know, recognize, and obey road signs and signals by meanings, shapes, sounds, and colors.
5. Keep the interior of the bus clean.
6. Maintain routes and schedules as planned by the ~~Attendance Center~~ Transportation Supervisor.
7. Report any hazards along the existing route to the ~~Director of~~ Transportation Supervisor.
8. Exercise the effective defensive driving skills of self-control, alertness, foresight and good judgment at all times while operating the school bus.
9. Maintain discipline on the school bus without jeopardizing safety while driving.
10. Remain alert at all times to hazards, including but not limited to, poor weather conditions, other vehicles, road conditions and trains at railroad crossings.
11. Complete all reports on bus discipline, bus maintenance and any other reports required by the local school board or ~~Attendance Center~~ Transportation Supervisor.
12. The driver shall not, at any time, permit pupils to stand in the stepwell or loading area or where the pupil would likely fall out of the bus, if the rear emergency door was opened, or where the driver's view is obscured.
13. At such time as required by law and/or the school district, the employee agrees to one mandatory drug test as part of the hiring process. In addition to the mandatory test, the employee agrees to random test(s) and post~~-~~accident testing and, to be tested, if recommended by the driver's supervisor.

TERMS OF EMPLOYMENT:

Salary, length of employment, leave and absences are defined in policy GBCG.

EVALUATION:

Transportation Supervisor and~~/or~~ Assistant Superintendent~~ Attendance Center~~of Support.

Section: F Facility Expansion

Policy Code: FFD Athletic Facility Matching Grants

Policy:

Athletic Facility Matching Grants

The Jackson County School Board supports the efforts of booster organizations to enhance athletic facilities in the Jackson County School District. In doing so, the school board may choose to provide matching grants to these organizations for capital improvement projects.

When made available, grants must be applied for through the ~~attendance area assistant superintendent~~ Assistant Superintendent of Support and approved by the Superintendent of Education and the school board. Available funding for matching grants will be limited to the approved budget of the Jackson County School District.

1. All capital improvement projects being proposed under this policy must be permanent structures, fixtures or facilities on the school campus. Athletic equipment, movable, short-term or non-durable items will not be considered.
2. All buildings and structures must have prior approval of the school board.
3. Booster groups must provide detail plans for a proposed capital improvement project and follow state purchasing guidelines.
4. Booster groups must provide documentation that their portion of the project cost is current and available. Partially funded projects based on future fundraising goals will not be considered.
5. All capital improvement projects will be procured through the Jackson County School District. Booster organizations will be required to donate their portion of the cost to the school district and the project will be bid and completed under the oversight of the district.
6. Partial or incomplete projects will not be considered.
7. A copy of all blueprints that are to be submitted for bidding by private contractors or by the organization shall be provided for each Board member and the Superintendent before board approval can take place.
8. All requests must be in accordance with JCSD Policy EB.
9. All grants awarded will be given a deadline for completion.
10. Grant revenue will be only available for a specified time period as determined by the Jackson County School Board.

Booster groups should recognize that long range planning, including the location of buildings and structures is the responsibility of the Jackson County School Board and as such, the board may determine that proposals are not in the best long term interest of the district.

~~**Matching Grant Application**~~

~~1. Statement of Need:~~

A. Group Applying for Grant: _____
B. School: _____
C. Who Benefits: _____

2. Capital Project Design/Description:

A. Goals and Objectives: _____
B. Participants: _____
C. Capital Project: _____
D. Project Management: _____
E. Building Permit Documentation: _____

3. Project Resources:

A. Completion Date: _____
B. Budget:
i. District: _____
ii. Group: _____
C. Matching Money Documentation: _____

Assistant Superintendent: _____

Superintendent: _____

JCSD Board of Education President: _____

Section: F Facility Expansion

Policy Code: FHA Construction Plans and Specifications

Policy:

Blueprints

A copy of all blueprints that are to be submitted for bidding by private contractors shall be provided for each Board member and the Superintendent, if requested by them. Said blueprints are to be presented at least two working days prior to their being made available to bidders.

Exhibits:

Regulations:

References:

Reviewed and approved: August 12, 2024

Original Adopted Date:	5/22/2000	**Status:**	Adopted
		Record Id:	272002
Approved/Revised Date:			

Section: F Facility Expansion

Policy Code: FHAA Contract Copy for Buildings

Policy:

Contract Copy for Buildings

Upon the awarding of a contract to any contractor, Board of Education members and the Superintendent will be provided a copy of the signed contract. Said copy is to be available at the close of the meeting in which the contract is approved by the Board.

Reviewed and approved: August 12, 2024

Exhibits:

Regulations:

References:

Section: G Personnel

Policy Code: TBA Assistant Coach

Policy:

Job Description: Assistant Coach

QUALIFICATIONS:

1. Strong communication, both oral and in written, skills are required.
2. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
3. Thorough knowledge of the fundamentals of the game.
4. Thorough knowledge of the principles and methodology of effective teaching.
5. Possess and maintain a valid driver's license. CDL license preferred with bus endorsement.
6. Good physical condition and able to lift 40 pounds.
7. Any other qualifications deemed appropriate by the Board.

REPORTS TO:

Head Coach

JOB GOAL:

Assist with providing a quality athletic program by supporting the Head Coach. This position shall set an example of an exceptional professional educator and be ever mindful that both coach and player represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall be responsible for helping implement a successful and competitive program, that includes the development of self-discipline, character, teamwork, leadership, sportsmanship, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. This position will be to encourage student participation and support the successful day-to-day operations.

AREAS OF RESPONSIBILITY:

1. Practice
2. Student conduct and discipline
3. Game preparations and management
4. Equipment management
5. Student participation and morale
6. Public relations
7. Student welfare
8. Student eligibility

JOB DUTIES:

1. Supports a successful program.
2. Provides guidance and leadership to student athletes.
3. Supports the implementation of successful practice plans and game plans.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Maintains a clean and organized locker room.
7. Works collaboratively with staff, families and community resources.
8. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
9. Assists with all home game preparations.
10. Assists with all practice and game competition areas.
11. Maintains and assists with preparing the competition areas.
12. Maintains compliance with MHSAA.

TERMS OF EMPLOYMENT:

To be employed for the period of time set forth by the MHSAA associated with this sport. Salary to be established by Board policy GGBB.

EVALUATION:

Performance in this position will be evaluated annually by the Head Coach.

Section: G Personnel

Policy Code: GABBA Social Media Websites

Policy:

SOCIAL MEDIA WEBSITES

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications:

1. Access of social media websites for individual use during school hours is prohibited.

2. Employees, faculty, and staff shall not friend students on any social media platforms.

3. Employees, faculty, and staff shall not give social media passwords to students.

4. Employees, faculty, and staff are solely responsible for the security of their social media accounts.

5. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.

6. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Jackson County School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Violation of this policy may result in disciplinary action.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

Section: G Personnel

Policy Code: GABB Staff/Student Non-fraternization

Policy:

STAFF/STUDENT NON-FRATERNIZATION

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students' vulnerability or of their confidence.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

STAFF GUIDELINES FOR NON-FRATERNIZATION

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.

2. Staff members shall not exchange gifts with students.

3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.

4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.

5. Staff members shall not text students nor participate in any student blogs.

6. Staff members shall not friend students on any social media platforms.

7. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.

8. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.

9. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.

10. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.

11. Staff members shall not send students on personal errands.

12. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

13. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.

14. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

SOCIAL MEDIA

Employees, faculty and staff are solely responsible for the content and the security of their social media websites and applications and shall not give their social media website passwords to students.

Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Jackson County School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Access of social media websites for individual use during school hours is prohibited.

Violation of this policy may result in disciplinary action.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

ANNUAL REMINDER TO STAFF

The Superintendent and the school principals will annually remind staff members and orient

new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks

2. Inappropriateness of posting items with sexual content

3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4. Examples of inappropriate behavior from other districts, as behavior to avoid

5. Monitoring and penalties for improper use of district computers and technology

6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Jackson County School District assures that it will comply with the following for English Learners (EL):

1. The district will identify English Learners (EL) through a home language survey, which will be completed by all students during registration.
2. The district will provide equal access to all district programs and services for all English Learners (EL).
3. The district will provide appropriate and comparable staff training, professional development opportunities, and instructional materials for serving English Learners (EL).
4. The district will monitor and maintain student records and provide support services as indicated.
5. The district will invite parental involvement and maximize attempts to communicate with parents in their native language.
6. The district English Learner (EL) program will be administered under the direction of the Director of Federal Programs and EL Coordinator.

Purpose:

The purpose of the English Learner Policy is to outline the procedures the Jackson County School District (JCSD) will follow to ensure that all non-English speaking students are provided a free appropriate public education and any additional services required to attain proficiency in the English language.

Enrollment:

The Jackson County School District will provide a free and equitable education to all school age children who live within the boundaries of JCSD, regardless of immigration status. Several laws protect the rights of English Learners (ELs) and their families, particularly during the enrollment process. These protections are provided because many EL students' levels of transiency and lack of English proficiency make them a particularly vulnerable population.

When enrolling students, JCSD will not request any information from students or their parents or guardians in order to deny access to public schools on the basis of race, color, or national origin.

Jackson County School District requires the following documents when enrolling a student unless otherwise indicated as optional:

- Birth Certificate
- Proof of Immunization
- 2 Proofs of Residency

Parent(s) or Legal Guardian(s) must be present when enrolling their child. A child will not be enrolled if a parent(s) or legal guardian(s) is not present at the time of enrollment.

Identification of English Learner:

The Home Language Survey (HLS) must be completed for each new student registering with the JCSD. The HLS is used to identify students whose first language is not English. The HLS should remain in the student's cumulative folder until graduation. If any response on the HLS indicates the use of a language other than English by the student or an individual in the home, then further assessment must be conducted to determine the student's English language proficiency.

The ~~LAS Links Placement Test~~ ELPA21 Screener is be used to determine the level of English proficiency and to facilitate appropriate instructional and program placement decisions. Students identified by the HLS during registration whose first language is a language other than English at the beginning of the school year must be assessed for English-language proficiency within 30 calendar days of initial day of enrollment. Students who register after the beginning of the school year and indicate on the home language survey that their first language is a language other than English must be assessed within 10 school days of enrollment. The assessment will be administered by a School Counselor.

The student's placement test report must be placed in their cumulative record along with the original copy of the home language survey.

EL students who have already been identified in Jackson County School District will remain in the EL program if they leave the district for a district in another state or country and return to the Jackson County School District. The EL student will only be removed if he or she has met the criteria to exit the EL program set forth by MDE.

Elementary ELs should not be placed more than one grade level behind their peers. Retention is strongly discouraged, except in rare cases where it can be documented that language proficiency is not the likely cause for academic difficulties.

At the high school level, credits must be awarded based on transcripts provided by the students/parents/guardians, even if the course work was taken in another country. If transcripts are in a language other than English, translations will be sought so credits can be awarded appropriately. ELs must be provided with access to Advanced Placement, dual credit, and other advanced courses. ELs must receive language supports to assist them in accessing academic content, just as they would if they were in other less accelerated academic courses.

When EL students enroll in U.S. schools for the first time at the secondary level, steps will be taken to ensure they have access to a high school diploma. To ensure ELs have access to the foundational skills needed to be successful in high school and ensure access to graduation, Jackson County School District will place students in academic courses sequentially. English I, II, III, and IV will be offered, scheduled, and taught in sequential order. Simultaneous enrollment is acceptable in situations where a student failed a course and needs to simultaneously enroll. EL students will not be placed out of sequence to prevent them from taking required assessments.

Parent Notification:

Parents of a student who qualifies for English language services shall be sent a notice of placement and services within thirty days of the start of the school year or within ten days for students ruled eligible enrolling after the initial day of school. The notice may either be mailed to the parent or guardian or sent home with the student. The Student Evaluation Team (SET) will invite the parent or guardian to a conference further explaining the ruling or the services that will be provided. The notification must include all of the required elements, including the right to opt out. Parents may decline EL services at any time by written request.

Any parent or guardian whose child is receiving or is eligible to receive EL services has the right to decline or opt his or her child out of any or all EL services. The district will provide guidance in a language parents or guardians can understand to ensure that they understand their child's rights, the range of EL services that their child could receive, and the benefits of such services to ensure that the parent or guardian's decision to opt out is informed and voluntary.

After ELs have been identified using the ~~LAS Links Placement Test~~ ELPA21 Screener, the district must provide ELs with appropriate language assistance services and programs, commonly known as "EL Services and Programs." The district has the flexibility to choose the EL services and programs that meet civil rights requirements and best meet the needs of their EL population.

Language Service Plans:

Each student identified as an English Learner must have a Language Service Plan (LSP) per Mississippi Department of Education guidelines. Language Service Plans are updated annually until the student exits the EL program. The LSP must contain the student's demographic information, date of first enrollment in a US school, yearly ~~LAS Links~~ English Proficiency assessment scores, and state/classroom accommodations. The SET must meet to develop the LSP at the beginning of each academic school year. The SET is composed of the student's teachers, EL teacher, administrators, counselor, and parents/guardians. The team will meet quarterly to evaluate the student's progress and make necessary adjustments. A copy of the LSP must be provided to all teachers who work with the EL student.

EL Data:

Once a student has been identified as an EL, the district must ensure the student is correctly marked in their student data package. This information will transfer over to MSIS once the district has submitted their data to MDE. Districts should ensure each column on the EL roster screen of MSIS is completed. This information should be updated monthly.

English Learner English Language Proficiency Assessment:

The Elementary and Secondary Act (ESEA) and Every Student Succeeds Act (ESSA) requires that all students identified as English Learners be assessed for English language proficiency on an annual basis. The ~~current~~ approved English language assessment is the ~~LAS Links~~ English Proficiency Assessment. The assessment is currently administered in the Spring.

The ~~LAS Links~~ English Proficiency Assessment measures four domains:

- Speaking
- Listening
- Reading
- Writing

Students taking this assessment may or may not have reasonable accommodations when taking this assessment. The Mississippi Testing Accommodations Manual outlines the accommodations available for students who have been identified as English Learners.

Scores, from the ~~LAS Links~~ English Proficiency assessment, are usually received during the summer following the assessment. Score reports will be sent to parents or guardians at the beginning of the next school year. Copies of the score reports are placed in the student's cumulative folder. Reports for students who transfer to another school during the summer months are included with the record sent to the new school.

Grading and Retention:

As students are working to learn English during the initial stages of language acquisition, it is a violation of their Civil Rights to retain them due to limited language proficiency. Schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in educational programs as noted in Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Opportunities Act of 1974.

Retention is not generally recommended for ELs. Though the decision to promote or retain will be made on a case-by-case basis, and the decision to retain an EL must be accompanied by documentation demonstrating that appropriate accommodations and modifications were employed throughout the school year to ensure compliance with federal requirements. ELs should be carefully evaluated before retention is recommended to ensure that the lack of English skills is not being mistaken for poor achievement.

Students Exiting the Program and Monitoring Exited Students:

Students may exit the EL program by achieving the following scores on the ~~LAS Links~~ English Proficiency assessment. (These are the only criteria allowed for a student to exit the program.)

- Overall Proficiency Score – Level 4 or 5 AND
- Reading Proficiency Score – Level 4 or 5 AND
- Writing Proficiency Score – Level 4 or 5.

An EL student with a disability can be "exited" from EL status when he or she no longer meets the definition of an EL. This occurs when the student meets the State's definition of "proficient" in English. The student's EL status cannot be removed based solely on the fact the student has an IEP.

Students who have achieved the proficiency levels above and exited the program must be monitored for a period of four academic years. Monitoring must be conducted and documented quarterly by the SET. Monitored students who are not achieving at a satisfactory level may be considered for placement in the EL program. The district will retest using the ~~LAS Links Placement Test~~ ELPA21 Screener to see if the student needs to be offered additional language assistance.

English Learner Services and Instructional Support:

Students identified as English Learners must be provided with appropriate English Learner language assistance services. The district will provide English Learners with access to the content of the Mississippi College and Career Readiness Standards and other services, including special education, gifted education, and extracurricular programs, as needed.

ELs will have meaningful access to the core curriculum, such as math, science, social studies and language arts, while learning English. While the district's EL program focuses in part on language acquisition, both the EL teacher and academic teachers should work together to ensure that students are mastering the academic language needed to be successful.

The goal for students who are ELs is that they attain fluency in English, master the state's academic content standards, and pass any other state required tests.

Jackson County School District will provide ELs with a language assistance program that is educationally sound and proven successful. Federal law does not require any particular program or method of instruction. An EL should be given at least 30 minutes of direct language instruction in a day in the English language. This instruction can occur within the regular classroom setting.

The Multi-Tiered System of Supports (MTSS) is a framework for effective team-based problem solving that is data informed, evidence-based, and flexible enough to meet the academic and behavioral needs of all students. With MTSS, schools identify struggling students, monitor student progress, provide evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student's responsiveness. Schools also identify students with learning disabilities, language barriers, and/or other disabilities. English Learner students with learning disabilities can also be identified using this methodology.

English Learner Programs, Staffing and Resources:

Jackson County School District currently provides individualized or small group services to the students identified as English Learners. Students work with an EL tutor during a time that does not interfere with regular classroom instruction. Necessary resources are provided by the school district to conduct the program.

Parent and Family Engagement:

Jackson County School District has a legal obligation to communicate meaningfully with Limited English Proficient (LEP) parents and families and to adequately notify them of information about any program, service or activity called to the attention of non-LEP parents. Successful communication provides LEP parents, guardians, and families with the school-related information they need to make informed decisions about, and be helpful participants in, their children's education. This may include but not be limited to information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, and gifted programs.

Jackson County School District will provide information to LEP parents and guardians with documents in a language they can understand when necessary.

MISSISSIPPI STATE UNIVERSITY

Office of Clinical/Field-Based Instruction, Licensure, and Outreach

Box 9710
Mississippi State, MS 39762

Phone: 662-325-2206

June 24, 2024

Greetings from Mississippi State University:

Without our P12 partners, we would not be able to do the work of preparing future teachers, and we are most grateful for your continued support. We must maintain a Memorandum of Understanding (MOU) with each district with which we partner for accreditation and operational purposes. Please view the MOU included within this correspondence, and if you find acceptable, please sign and return within the self-addressed envelope that we have provided for your convenience. We will return the fully executed copy to you once our Provost signs.

If you have any questions or concerns regarding this matter, please contact me by phone at (662) 325-7684, or via email at dshea@colled.msstate.edu.

Gratefully,

Donna Shea

Donna Shea, PhD
Director/Certification Specialist
Mississippi State University
College of Education
Office, Clinical/Field-Based Instruction, Licensure, and Outreach

Rcd 7-12-24 M. Miller

Memorandum of Understanding
for
Field Experience

It is hereby agreed Mississippi State University (MSU) and Jackson County School District have established an agreement for the purpose and consideration outlined below. This agreement shall automatically renew for subsequent one year terms, not to exceed a period of five years, unless either party provides notice of its intent not to renew and/or amend the Agreement.

The above school district will provide directed teaching and other internship and practicum sites for undergraduates and graduate students enrolled in Mississippi State University School of Education. It is further agreed that the number and type of assignments needed and provided by the parties of this agreement shall be arranged at the time placements are requested. It is understood that the above school district is not obligated to provide all placements that may be requested. Specific descriptions of expectations for students and faculty and School Districts personnel are described in handbooks, which can be found at https://www.taskstream.com/ts/ocfbi/Handbooks which is hereby incorporated into this Agreement.

Provost & Executive Vice President, MSU	**Date**
Superintendent or his/her designee	**Date**

MSU agrees to abide by and comply with the screening requirements of State of MS Law.

Prior to placement requests being made, all students will be cleared through a certified background check vendor and MSU Office of Clinical-Field Based Instruction, Licensure & Outreach.

It is the expectation that both MSU and Jackson County School District uphold MS Educator Code of Ethics regarding students' participation in the field.

St. Martin East Elementary
Test Security Plan Addendum
Calendar Year 2024

School District: Jackson County (3000)

7508 Rose Farm Rd	Ocean Springs	MS	39564
Address	City	State	Zip

Amanda Rosetti	Amanda Rosetti	7/17/2024
School Test Coordinator (Print Name)	Signature	Date

Dr. Brigette Myers	Brigette Myers	7/17/24
School Principal (Print Name)	Signature	Date

Dr. Tanya Sonnier	Tanya Sonnier	7/22/24
District Test Coordinator (Print Name)	Signature	Date

Mr. David Baggett	David Baggett	7/22/24
Superintendent (Print Name)	Signature	Date

Change 1: "Dr. Jillian Vallo, School Principal", change to: "Dr. Brigette Myers, School Principal"

District/School Test Security Plan Addendum
School Year 2024-2025

Note to DTC:
Describe in detail any changes in test security procedures/processes that were not included in your original test security plan when it was initially approved. If your district experienced changes in key personnel who are listed in your school/district test security plan since the plans initial approval, you must make appropriate changes to the signature page of your test security plan.

School District: Jackson County School District (3000)

School: St. Martin Upper Elementary School

11000 Yellow Jacket Road	Ocean Springs	MS	39564
Address	**City**	**State**	**Zip**

SIGNATURES

Dr. Tanya Sonnier	Tanya Sonnier	7/24/24
District Test Coordinator (Print Name)	**Signature**	**Date**
David Baggett	David Baggett	7/25/24
Superintendent (Print Name)	**Signature**	**Date**
Dr. David LaPointe		7/24/24
School Principal	**Signature**	**Date**
Katrina Rutland	Katrina Rutland	7-24-24
School Testing Coordinator	**Signature**	**Date**

Addendum to the St. Martin Upper Elementary School Test Security Plan

This addendum is being issued to update the St. Martin Upper Elementary School Test Security Plan regarding the position of Schhol Principal. The purpose of this change is to reflect the transition from Valerie Martino to Dr. David LaPointe as School Principal for the 2024-2025 academic year.

District/School Test Security Plan Addendum
School Year 2024-2025

Note to DTC:
Describe in detail any changes in test security procedures/processes that were not included in your original test security plan when it was initially approved. If your district experienced changes in key personnel who are listed in your school/district test security plan since the plan's initial approval, you must make appropriate changes to the signature page of your test security plan.

School Name: East Central Lower Elementary School

School District: Jackson County School District

5621 Highway 614	Moss Point	MS	39562
Address	City	State	Zip

Deanna Collins	Deanna Collins	7-26-24
School Test Coordinator (Print Name)	Signature	Date
Angela Sievers		7-29-24
Principal (Print Name)	Signature	Date
Tanya Sonnier	Tanya Sonnier	7-29-24
District Test Coordinator (Print Name)	Signature	Date
David Baggett		7-29-24
Superintendent (Print Name)	Signature	Date

Note: As of July 1, 2024, Angela Sievers will be replacing Ashley Dooley as the Principal of East Central Lower Elementary in the Jackson County School District. The Secure Testing Plan has also been updated to reflect this change and has been signed by the appropriate personnel. A copy of the new Secure Testing Plan is attached to this document.

College of Education & Human Sciences

School of Child & Family Sciences

AGREEMENT FOR EXPERIENTIAL EDUCATION

This agreement made and entered into on August 12, 2024, by and between Jackson County School District, located at 4700 Colonel Vickrey Road, Vancleave, MS 39565, hereinafter known as the "Facility," and The University of Southern Mississippi, hereinafter referred to as "Program".

It is agreed by the aforesaid parties to be of mutual interest and advantage for selected students, hereinafter known as "School of Child and Family Sciences," of the aforesaid Program to be provided quality experiences at the Facility.

It is further agreed by the aforesaid parties that:

I. MUTUAL RESPONSIBILITIES

A. The Facility will accept Child and Family Sciences students selected by the Program for a period of experiential education. Experiences shall be arranged by the Program and the facility representative so that the stated philosophy and objectives of the Program and the Facility are met.

B. The number of Child and Family Sciences students assigned will be subject to the availability of the Facility personnel for teaching and supervising.

C. The rules and regulations of the Facility shall be applicable to the assigned Child and Family Sciences Student(s).

D. The Program maintains the privilege to visit the Facility before, after and/or during experiential education period.

E. The Program will consider suggestions from the Facility's personnel regarding curriculum improvement.

II. PROGRAM RESPONSIBILITIES

The Program shall:

A. reserve the right to revise any Child and Family Sciences Student assignment when participating in the experiential education program.

B. provide the evaluation forms and other forms necessary for experiential education.

C. reserve the right to withdraw a Child and Family Sciences Student from his/her assigned experiential education experience at the Facility when in the Program's judgment the experience does not meet the needs of the Child and Family Sciences Student.

D. not discriminate against any Child and Family Sciences Student or applicant for enrollment on its course of study because of race, creed, color, religion, sex, disability or national origin.

III. FACILITY RESPONSIBILITIES

The Facility shall:

A. provide the physical facilities and equipment necessary for the experiential education experience.

B. designate the director of the Facility or his/her designee to be the liaison representative to the Program.

C. reserve the right to request the Program to withdraw a Child and Family Sciences Student from his/her assigned experiential education experience when his/her performance is unsatisfactory, or his/her behavior is disruptive or detrimental to the Facility and/or the persons it serves.

D. provide appropriate orientation material to the Child and Family Sciences Student and Program.

IV. CHILD AND FAMILY SCIENCES STUDENT RESPONSIBILITIES

A. be responsible for obtaining his/her own professional liability insurance, via billing to their university student account.

B. have the responsibility of transportation to and from the Facility and on any special assignment by the Facility.

C. be responsible for all emergency room and other medical expenses for treatment of on-the-job incurred injuries.

D. be responsible for following the administrative policies of the Facility.

E. be responsible for reporting to the designated individual at the Facility on time.

V. GENERAL AGREEMENT

A. The term of this agreement shall begin on 8/12/2024 and terminate on 7/30/2029.

B. It is understood and agreed that the parties hereto may revise or modify this agreement by written amendment wherever the same shall be agreed upon.

C. Both parties reserve the right to terminate the agreement with thirty days written notice.

SIGNED:

Lance Nail PhD Date Provost and Senior Vice President for Academic Affairs The University of Southern Mississippi	David Baggett Date Superintendent of Education Jackson County School District

This document shall be executed in duplicate originals. Either duplicate or a photocopy thereof shall be valid and enforceable.

4889-2936-6997, v. 2

ESGI

Riverside Insights

support@esgisoftware.com
Phone (443) 333-9898
Fax (866) 925-3450

Quote # 964306
Quote Prepared: 07/30/2024
Quote Expires: 10/30/2024

Prepared For: Holly Parrish
State: Mississippi
District: JACKSON CO SCHOOL DIST
School: VANCLEAVE LOWER ELEMENTARY

QUOTE

Qty	Description	Notes	List Price	Disc Price	Amount
8	ESGI 12-Month License (max. 35 students)		$259.00	$246.00	$1968.00
				Total	**$1968.00**

ORDER FORM

Complete all required information below and send this form with your PO or check.

REMIT PURCHASE ORDER:
support@esgisoftware.com
Fax: 866-925-3450

REMIT CHECK TO ESGI:
PO Box 7410689
Chicago, IL 60674-0689

CREDIT CARD & ACH:
Available upon request

ACTIVATION CODE CONTACT (*Required)
Name: Holly Parrish
Email: hp12871@jcsd.ms

ACCOUNTS PAYABLE CONTACT (*Required)
Phone: 228-282-3900
Email:

- AFTER YOUR ORDER IS PROCESSED, AN ACTIVATION CODE EMAIL WILL BE SENT TO THE CONTACT LISTED TO DISTRIBUTE TO TEACHERS.
- THE INVOICE WILL BE SENT TO THE ACCOUNTS PAYABLE CONTACT.
- SCHOOL AND DISTRICT ADMIN ACCOUNT EXPIRATION DATES WILL BE UPDATED WHEN A TEACHER HAS APPLIED THE ACTIVATION CODE.
- IF YOUR ORDER INCLUDES SPECIALIST ACCOUNTS, A SEPARATE EMAIL WILL FOLLOW WITH SPECIFIC DIRECTIONS.

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

NOTES:

Stephanie Beasley
Hannah Black
Heather Darby
Noelle Glokioso
Kayla Sawyer
Gina Stork
Sarah Jennie
- Michelle Peterson

Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Lower Elementary is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, ESGI, LLC, does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and ESGI, LLC (Quote #964306) (Quote Date: 07/30/2024); (ESGI 12-Month License) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the ESGI, LLC (Quote #964306) (Quote Date: 07/30/2024) (ESGI 12-Month License) and the ESGI, LLC Terms of Use (pgs. 1-13), as well as any other document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

ESGI, LLC:	Jackson County School District:
Benjamin Jacks	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Ben Jacks, Customer Support Manager	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
8/2/2024	
(DATE)	(DATE)

South Mississippi Writing Project

July 23, 2024

The University of Southern Mississippi
Robin Atwood, Director
118 College Drive
Box 5037
Hattiesburg, MS 39406
Phone: 601.266.5066 Fax: 601.266.5757

Quote for Instructional Materials to Improve Literacy and Prepare Students for the State Writing Assessment
Jackson County School District

Instructional Materials –all materials are digital	
Writing Test Bundles, Grades 3-8, 10	$7,000
Informational Reading and Writing Supplemental Lesson Plans	$8,400
Jackson County School District Total $15,400	

The South Mississippi Writing Project will provide Google files to the Jackson County School District upon receipt of payment. Files will be emailed to a contact person in the district, and the contact person will then forward the files to JCSD teachers. Jackson County School District will retain permanent access to the materials.

Robin Atwood

Robin Atwood, South Mississippi Writing Project Director

JCSD Board Approval 8/12/2024

We request the opportunity to allow all high school students in grades 9-12 to take the ACT test during the District ACT Testing window on October 29, 2024. Currently, the district covers the cost for all juniors to take this test in preparation for the State ACT in Spring. We aim to extend this opportunity to other high school students at a reduced rate, to be administered during the instructional day. The availability of proctors on each campus will determine the test-takers on a first-come, first-served basis, with seniors receiving priority. Students will be required to pay $50 (a discounted rate of $18 from Saturday tests) and register with the school testing coordinator.

Furthermore, we propose to conduct ACT Non-College Reportable tests for seniors who have not fulfilled the high school end-of-course assessment requirements for graduation, during the District ACT window.

Mississippi Admin. Code 7-3:36.5, State Board Policy Chapter 36, Rule 36.5 - provides approved options for students to meet high school end-of-course (EOC) assessment requirements for graduation through approved alternate measures. Mississippi Admin. Code 7-3: 36.5, State Board Policy Chapter 36, Rule 36.5, applies to past, current, and future graduates and allows a student to meet the graduation requirements once he or she has failed to pass any required end-of-course (EOC) assessment one (1) time.
ACT sub-scores resulting from non-college reportable accommodations can be used for graduation options, but the scores are non-college reportable.

Assessment Options	Math	Science	English	Social Studies
ACT	17	17	17	17

All students who participate in this ACT-NCR experience will be granted accommodations (i.e., extended time) in hopes that the extra time will give the student a better chance to acquire the necessary ACT score of 17 in a subject area to meet the EOC graduation requirement.

However, because these tests are given with accommodations, results earned during a non-college reportable ACT administration cannot be used for admissions or scholarship purposes.

Renaissance

Quote
3174283

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Jackson County School District - 92937
PO Box 5069
Vancleave, MS 39565-5069
Contact: Tanya Sonnier - (228) 826-1757
Email: tsj729@jcsd.ms

Reference ID: 667085

Quote Summary	
School Count: 7	
Renaissance Products & Services Total	$5,250.00
Applied Discounts	$(5,250.00)
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $0.00**

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, please sign and return this Quote.
Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date. The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Please check h[illegible] prior to invoicing (optional)

Renaissance Learning, Inc.	Jackson County School District - 92937
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 8/6/2024	Date:
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To:

If changes are necessary, or additional information is required, please contact your account executive Connor Gray at (601)914-2583, Thank You.

Renaissance

Quote
3174283

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Renaissance

Quote
3174283

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote Details

East Central Lower Elementary School - 1371968

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
East Central Lower Elementary School Total				**$(750.00)**	**$0.00**

East Central Upper Elementary School - 92817

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
East Central Upper Elementary School Total				**$(750.00)**	**$0.00**

Saint Martin East Elementary School - 92929

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
Saint Martin East Elementary School Total				**$(750.00)**	**$0.00**

Saint Martin North Elementary School - 92765

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
Saint Martin North Elementary School Total				**$(750.00)**	**$0.00**

Saint Martin Upper Elementary School - 1213634

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
Saint Martin Upper Elementary School Total				**$(750.00)**	**$0.00**

Renaissance

Quote
3174283

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Vancleave Lower Elementary School - 707814					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
Vancleave Lower Elementary School Total				**$(750.00)**	**$0.00**

Vancleave Upper Elementary School - 92933					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Platform Services					
Annual All Product Renaissance Platform	08/01/2024 - 07/31/2025	1	$750.00	$(750.00)	$0.00
Vancleave Upper Elementary School Total				**$(750.00)**	**$0.00**

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Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Renaissance Learning, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Renaissance Learning, Inc. (Quote #3174283) (Reference ID: 667085); (Renaissance Platform Services: Subscription period 8/01/2024– 07/31/2025) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Renaissance Learning, Inc. (Quote #3174283) (Reference ID: 667085); (Renaissance Platform Services: Subscription period 8/01/2024 - 07/31/2025) and the Renaissance Learning, Inc. Terms of Service and License (Pgs. 1-10; Provisions 1-11 + Exhibits A-D), as well as the Renaissance Learning, Inc. U.S. Privacy Notice (at https://www.renaissance.com/privacy/) and any other document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and

applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Renaissance Learning, Inc.:	Jackson County School District:
Ted Wolf	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Ted Wolf, SVP Global Controller	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
August 7, 2024	
(DATE)	(DATE)

Marsha Miller <mmj1263@jcsd.ms>

Requested Agenda Item Accepted

BoardBook <premier@boardbook.org> Tue, Jul 9, 2024 at 8:21 AM
To: Marsha Miller <marsha.miller@jcsd.ms>

Requested Agenda Item Accepted

Marsha Miller, your Requested Agenda Item entitled **Approve JCSD Renewal of Flocabulary Plus District License for 2024-2025** has been accepted.

[Quoted text hidden]

Justification of Purchase Memo

To: Mr. David Baggett, Superintendent

Ms. Amber Geiser, Business Manager

From: Dr. Tanya Sonnier, Director of Curriculum & Instruction

RE: Renewal purchase of Flocabulary Plus District License

Jackson County School District teachers have utilized Flocabulary for the past several years. This program is of the highest quality and students and teachers have become accustomed to the layout and flow of the online software.

This program offers 750+ standards-aligned K-12 lessons across all core subjects and beyond, each lesson includes a hip-hop video and instructional vocabulary activities. This offers interactive learning features to engage students in the classroom. Flocabulary has quizzes and activities for assessment purposes and teachers can view student performance data. It engages students while offering opportunities for group discussions and collaboration. Flocabulary integrates with our current programs like Canvas, Clever and Google Platforms and supports single sign-on.

nearpod

Quote ID: 239219

Sales Order For:		**Contact Information:**	
Account	JACKSON CO SCHOOL DIST	**Company Name**	Nearpod, LLC
Address	PO BOX 5069 VANCLEAVE, Mississippi 39565 UNITED STATES	**Address**	2911 Peach Street Wisconsin Rapids, WI 54494
Contact	Brandy Johnson	**Nearpod Contact**	Elaine Hawthorne elainez@nearpod.com
		Company Phone	305-677-5030
Service Start: 09/01/2024 **Service End:** 08/31/2025		**Please Note:** If you are a *Tax-Exempt Customer*, please include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will be included in your invoice.	

Ask your Nearpod Rep about locking in your rate for up to 3 years with multi-year pricing.

PRODUCTS

Product	Approved Pricing	Exclusive Pricing
Flocabulary Plus- District License 9200 students	$48,000.00	$42,688.00
	Total	(USD) $42,688.00

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Nearpod Confidential. All rights reserved.

Product Description Detail
Flocabulary Plus Unlimited access to: • 750+ standards-aligned K-12 lessons across all core subjects and beyond, each lesson includes a hip-hop video and instructional vocabulary activities • Week in Rap lessons, added weekly August through May to spotlight current events and help students make real-world connections • Student Accounts, enabling teachers to assign lessons and activities and view results of assessments • Upcoming comprehension content and features exclusive to Flocabulary Plus with 200+ new lessons and a new interactive activity

Training Policy
Training Cancellation Policy Nearpod requests 48 hours notice to cancel or reschedule a confirmed session. If the session is not canceled but no one attends, this session will be considered expired. **Minimum Attendance Policy** Nearpod requests that at least 10 participants attend a confirmed training session. If there are fewer than 10 participants, the session may be modified and will not be recorded. **Free Training Resources** Access to daily public webinars, on-demand webinars and how-to resources and videos can be accessed here: http://nearpod.com/resources

Nearpod Confidential. All rights reserved.

Terms

This Sales Order is valid until: 08/15/2024
Service will run from 09/01/2024 until 08/31/2025, or from when customer is first provided access to the purchased service(s) for a length of time equal to the time between the Start Date and End Date, whichever is later. The agreed upon price for this timeframe is (USD) $42,688.00.

Nearpod price quotes are confidential, unless disclosure is required by subpoena or state law. Education List Pricing is only available for PreK-12 Education customers. Please submit this price quote attachment with your Purchase Order. Tax-exempt customers should include their tax-exempt number on their Purchase Order.

This Sales Order covers the Nearpod and/or Flocabulary Services described herein and is governed by the Nearpod Terms and Conditions available online at: https://nearpod.com/terms-conditions, the Nearpod Privacy Policy available online at: https://nearpod.com/privacy-policy, the Flocabulary Terms of Use available online at: https://flocabulary.com/terms-of-use/, and the Flocabulary Privacy Policy available online at: https://flocabulary.com/privacy-policy/, as applicable.

Customers providing a Purchase Order are required to remit payment within 30 days of invoicing. Otherwise, payment is required within 7 business days. Failure to remit payment may cause a disruption in service. By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Sales Order and any documents incorporated herein.

If you are a Tax-exempt customer, please include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will be included in your invoice.

Purchase Order Information (REQUIRED):

Yes [ ] – Please provide PO number below

No [ ]

PO Number: _____

Name: _____

Signature: _____

Date: 7/19/24

Tax Exempt #: _____

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return. Name is required on this line; do not leave this line blank.)
Nearpod, LLC

2 Business name/disregarded entity name, if different from above

Print or type. See Specific Instructions on page 3.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶
Note. Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
2911 Peach Street

Requester's name and address (optional)

6 City, state, and ZIP code
Wisconsin Rapids, WI 54494

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number: ___ - ___ - ____

or

Employer identification number: 4 6 - 0 9 9 3 6 7 9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Ted Wolf Date ▶ Jan 10, 2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Cat. No. 10231X — Form **W-9** (Rev. 10-2018)

Nearpod Confidential. All rights reserved. Quote ID: 239219 Quote Date: March 20, 2024

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS the Jackson County School District is a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting parties Nearpod, LLC and Flocabulary, Inc. do hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the 2024-2025 Agreement identified as Sales Order, Quote ID: 239219 (regarding Flocabulary Plus-District License) (Quote Date 03/20/2024) (Service Start 09/01/2024; Service End 08/31/2025) between the parties as follows:

1. Term/No Automatic Renewal: Unless otherwise specified in the contract, the term of the contract or any renewal thereof shall only be for the current school year to which the agreement applies. There shall be no automatic renewals and if the contract does extend past that date, such contract will not be void but shall be voidable at the discretion of the School Board. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

Exhibit "A"

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties. Nothing in the contract between the parties shall be interpreted to abridge, modify or reduce any of the defenses provided to the Jackson County School District by case law and/or statutes of the state of Mississippi.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Nearpod Sales Order, Quote ID: 239219 regarding Flocabulary Plus-District License (Quote date 03/20/2024) (Service Start

09/01/2024; Service End 08/31/2025) and the Nearpod and/or Flocabulary Services described therein as well as the Nearpod Terms and Conditions, https://nearpod.com/terms-conditions; the Nearpod Privacy Policy, https://nearpod.com/privacy-policy/; the Flocabulary Terms of Use, https://flocabulary.com/terms-of-use/; and the Flocabulary Privacy Policy, https://flocabulary.com/privacy-policy/ are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Constitution of 1890, as amended, Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Nearpod, LLC:

_____
NAME & TITLE (SIGNED)

_____
NAME & TITLE (PRINT)

_____
(DATE)

Jackson County School District:

_____
NAME & TITLE (SIGNED)

David Burnett, Superintendent
NAME & TITLE (PRINT)

7/15/24
(DATE)

Flocabulary, Inc.:

_____
NAME & TITLE (SIGNED)

_____
NAME & TITLE (PRINT)

_____
(DATE)

APPROVED
JUL 15 2024
Jackson County School Board

Sales Order For:		Contact Information:	
Account	JACKSON CO SCHOOL DIST	**Company Name**	Nearpod, LLC
Address	PO BOX 5069 VANCLEAVE, Mississippi 39565 UNITED STATES	**Address**	2911 Peach Street Wisconsin Rapids, WI 54494
Contact	Marsha Miller	**Nearpod Contact**	Elaine Hawthorne elainez@nearpod.com
		Company Phone	305-677-5030

Service Start: 09/01/2024

Service End: 08/31/2025

Please Note: If you are a *Tax-Exempt Customer*, please include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will be included in your invoice.

Ask your Nearpod Rep about locking in your rate for up to 3 years with multi-year pricing.

PRODUCTS

Product	Approved Price	Exclusive Price
Flocabulary Plus- District License 9200 students	$48,000.00	$42,688.00
	Total	(USD) $42,688.00

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Nearpod Confidential. All rights reserved.

Product Description Detail

Flocabulary Plus

Flocabulary supports vocabulary acquisition and comprehension across core K-12 subjects with 1,300 video-based lessons. Standards-aligned, high-quality videos and activities leveraging hip-hop music, storytelling, and more, authentically engage students and create a memorable learning experience. Each lesson provides activities that assess and allow students to creatively apply their knowledge. Vocabulary Reporting and Practice feature set showcases the impact on students' vocabulary.

Training Policy

Training Cancellation Policy

Nearpod requests 48 hours notice to cancel or reschedule a confirmed session. If the session is not canceled but no one attends, this session will be considered expired.

Minimum Attendance Policy

Nearpod requests that at least 10 participants attend a confirmed training session. If there are fewer than 10 participants, the session may be modified and will not be recorded.

Free Training Resources

Access to daily public webinars, on-demand webinars and how-to resources and videos can be accessed here: http://nearpod.com/resources

PO Instructions: Please provide the following information on all POs submitted for an accepted Order

Required

- Vendor Name – Nearpod, LLC
- Customer Name
- PO Number
- Line items for each Product being purchased and the amount for each line item Product
  - If training is included with your order, please ensure it is a separate line item with an amount listed
- Total Amount of the complete Order to match Sales Order form

Requested but not Required

- Quote ID (If provided, it should match the Quote Number)
- Dates of Service

Nearpod Confidential. All rights reserved.

Terms

This Sales Order is valid until: 08/30/2024
Service will run from 09/01/2024 until 08/31/2025, or from when customer is first provided access to the purchased service(s) for a length of time equal to the time between the Start Date and End Date, whichever is later. The agreed upon price for this timeframe is (USD) $42,688.00.

Nearpod price quotes are confidential, unless disclosure is required by subpoena or state law. Education List Pricing is only available for PreK-12 Education customers. Please submit this price quote attachment with your Purchase Order. Tax-exempt customers should include their tax-exempt number on their Purchase Order.

This Sales Order covers the Nearpod and/or Flocabulary Services described herein and is governed by the Terms of Service and License Agreement and Data Protection Addendum available at: https://docs.renaissance.com/R67464.

Customers providing a Purchase Order are required to remit payment within 30 days of invoicing. Otherwise, payment is required within 7 business days. Failure to remit payment may cause a disruption in service. By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Sales Order and any documents incorporated herein.

If you are a Tax-exempt customer, please include your Sales Tax-Exempt Certificate with signed documents/proof of payment. Otherwise, applicable tax will be included in your invoice.

Purchase Order Information (REQUIRED):

Yes [ ] – Please provide PO number below

No [ ]

PO Number: _____

Name: _____

Signature: _____

Date: _____

Tax Exempt #: _____

Nearpod, LLC

By: Robert Blackwood

Robert Blackwood, Senior Manager

07 / 10 / 2024

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Subject: Nearpod 2024 W-9 Form

Dear Customer,

Effective December 31, 2023, Nearpod, Inc. was converted to Nearpod, LLC under Delaware state law. The result of this change is that Nearpod, LLC is now classified as a disregarded entity for federal and state income tax reporting purposes.

Nearpod's FEIN (46-0993679) remains the same. This change has no impact on the entity's sales and use tax reporting, excise tax, property tax, or payroll tax reporting. Contracting, quoting, and invoicing continue to be performed under the Nearpod name and EIN number.

This change does impact the presentation of Nearpod's W-9 form. The purpose of Form W-9 is to ensure Form-1099 reporting is correct. This allows the IRS to confirm income earned is properly reported on the correct federal income tax return. The Form W-9 and its instructions were updated in March of 2024 to clarify reporting requirements for disregarded entities. As Nearpod is now classified as a disregarded entity for income tax reporting purposes, the name of its ultimate parent must be listed on line 1 of the form, and its name (Nearpod LLC) must be listed on line 2. Additionally, per the instructions, its parent's EIN must be included in Part I.

Nearpod is wholly owned by Renaissance Learning, Inc., whose ultimate parent is RL AcquistionCo, Inc. For income tax purposes, Nearpod's results are reported on RL AcquisitionCo's federal tax return. As such, RL AcquisitionCo is listed as the ultimate parent on line 1 of Nearpod's W-9 form.

To reiterate, Nearpod's FEIN (46-0993679) remains the same. However, its W-9 form presentation has been adjusted due to the recent change in the entity's classification for income tax purposes. This presentation is purely income-tax related, and it has no impact on Nearpod's ability to contract with customers.

We hope this context is helpful as you review this year's W-9 form. The attached W-9 form is the latest version issued by the IRS.

Sincerely,
The Nearpod Operations Team

Phone 1-855-NEARPOD (632-7763) | Fax 305-655-1999 | 2911 Peach St, Wisconsin Rapids, WI 54494| www.nearpod.com

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

RL ACQUISITIONCO INC.

2 Business name/disregarded entity name, if different from above.

NEARPOD LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

PO BOX 8036

Requester's name and address (optional)

6 City, state, and ZIP code

WISCONSIN RAPIDS, WI 54495-8036

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number: ___ - ___ - ____

or

Employer identification number: 82-5287590

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person John Sloane Date April 18, 2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS the Jackson County School District is a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting parties Nearpod, LLC do hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the 2024-2025 Agreement identified as Sales Order, Quote ID: 239219 (Quote dated 07/10/2024) (Service Start 09/01/2024; Service End 08/31/2025) between the parties as follows:

1. Term/No Automatic Renewal: Unless otherwise specified in the contract, the tenn of the contract or any renewal thereof shall only be for the cun-ent school year to which the agreement applies. There shall be no automatic renewals and if the contract does extend past that date, such contract will not be void but shall be voidable at the discretion of the School Board. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

Exhibit "A"

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties. Nothing in the contract between the parties shall be interpreted to abridge, modify or reduce any of the defenses provided to the Jackson County School District by case law and/or statutes of the state of Mississippi.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or telm in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. Reserved:

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Nearpod Sales Order, Quote ID: 239219 regarding Flocabulary Plus-District License (Quote date 07/10/2024) (Service Start 09/01/2024; Service End 08/31/2025) and the Nearpod and/or Flocabulary Services described therein as well as the Nearpod Terms and Conditions, https://docs.renaissance.com/R67464, as well as any other condition, term, provision and/or document or documents that become a part of the Agreement between the parties, are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Constitution of 1890, as amended, Mississippi Code of 1972, as

amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Nearpod, LLC:	Jackson County School District:
Robert Blackwood	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Robert Blackwood, Senior Manager	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
08 / 07 / 2024	
(DATE)	(DATE)

Doc ID: 928562c68c6413044240b25cd80abff286d8ac0

Jackson County School District
Usage Report

	Library		myON	
	2022-23	2023-24	2023-24	
ECHS	Circulations	Circulations	Patrons	Circulations
	1,591	1,818		
SMHS	Circulations	Circulations	Patrons	Circulations
	1,190	1,913		
VHS	Circulations	Circulations	Patrons	Circulations
	3,180	2,478		
ECMS	Circulations	Circulations	Patrons	Circulations
	4,954	15,843		
SMMS	Circulations	Circulations	Patrons	Circulations
	4,257	1,868		
VMS	Circulations	Circulations	Patrons	Circulations
	1,711	4,090		
ECUE	Circulations	Circulations	Patrons	Circulations
	26,595	28,195	558	87,399
SMUE	Circulations	Circulations	Patrons	Circulations
	9,552	9,371	596	46,277
VUE	Circulations	Circulations	Patrons	Circulations
	23,044	22,337	347	28,713
ECLE	Circulations	Circulations	Patrons	Circulations
	19,133	7,002	279	13,466
SMEE	Circulations	Circulations	Patrons	Circulations
	10,742	19,357	395	19,406
SMNE	Circulations	Circulations	Patrons	Circulations
	4,149	8,422	354	50,723
VLE	Circulations	Circulations	Patrons	Circulations
	20,551	24,828	545	62,539

MEMORANDUM OF UNDERSTANDING
Between
Mississippi Department of Rehabilitation Services
Singing River Health System
Ocean Springs School District/Jackson County School District

I. Parties. This Memorandum of Understanding (MOU) (otherwise referred to herein as "Agreement") is made and entered into by and between the Mississippi Department of Rehabilitation Services and Vocational Rehabilitation for the Blind (MDRS), and Singing River Health System, a community hospital organized and existing pursuant to Mississippi's community statutes, Ocean Springs School District and Jackson County School District.

II. Period of Performance. The period of performance of this MOU shall commence upon execution of all parties but not before August 1, 2024, and end no later than July 31, 2027.

III. Purpose. The Parties to this MOU will collaborate and cooperate to create a High School Project SEARCH Transition program at Singing River Health System for a maximum of 12 students with developmental disabilities, and to foster and facilitate the acquisition of jobs by people with disabilities when possible. This MOU specifies the roles and responsibilities of the Parties as they work in partnership to increase opportunities for persons with disabilities.

IV. Participant. For the purpose of this MOU, participant is defined as a student with a disability who meets the following criteria:

1. Not younger than 18 years of age.
2. Has received education services or related services under IDEA or is an individual with a disability for the purpose of section 504 of the Rehabilitation Act: and
3. Is eligible for VR/VRB services.

V. Responsibilities of Parties.

A. MDRS, Ocean Springs School District and Jackson County School District agree to:
1. Participate on the selection committee for new student interns.
2. Provide input to the team for the intern career goal.
3. Assess progress and give feedback to student interns.
4. Participate in monthly meetings at the host business.

B. Singing River Hospital (Host Business) agrees to:
1. Provide classroom space for student and teacher.
2. Develop a minimum of 12 intern work sites and a point of contact at each site.
3. Provide access to hiring opportunities if a Project SEARCH participant is appropriate for an internal job opening.
4. Provide badges and parking access for staff working with student interns.
5. Require work site managers to give direction, feedback and evaluation to students during their work site rotation.
6. Assist with confirming a point of contact at each internship site to serve as a liaison

for staff and student intern.
7. Organize orientation process for student interns.

C. Ocean Springs School District and Jackson County School District (Schools) agree to:
   1. Provide teacher for interns at Singing River Health System site location.
   2. Provide access of student interns' records to MDRS counselor upon request and with proper authorization.
   3. Coordinate regular meetings with partners to discuss and evaluate program progress.

D. MDRS agrees to:
   1. Receive referral information on students expected to participate at intern site.
   2. Determine eligibility in accordance with 34 CFR 361.42 (a) (1) for VR services:
      a. A determination that the applicant has a physical or mental impairment constitutes or results in a substantial impediment to employment.
      b. A determination that the applicant requires VR services to prepare for, secure, retain employment consistent with the applicant's strengths, resources, priorities, concerns, abilities, capabilities, interests, and inform choice.
      c. Develop an Individualized Plan for Employment and provide, as appropriate, vocational rehabilitation services based on the vocational needs of each eligible individual through the individual's informed choice.
      d. Authorize job skills training and job development services for each intern (20 hours weekly).
      e. Participate in employment planning meetings.
      f. Assist in the identification of long-term retention through community provider when appropriate.
      g. Provide assistance with employment related needs such as background checks, uniforms, etc.
      h. Provide 2 job skills trainers.

VI. General Terms and Conditions.

A. Assignment. Neither party may assign or otherwise transfer its obligations or duties under this MOU without the prior written consent of the other party; provided however, that if all or substantially all or substantially all of Singing River's assets are acquired by another entity that is engaged in providing similar services as Singing River, then the Agreement may automatically be assigned to such successor entity.

B. Compliance with Laws. Both parties shall comply with all applicable laws, regulations, policies and procedures and grant requirements (if applicable) of the United States of America or any agency thereof, the State of Mississippi or any agency thereof and any local governments or political subdivisions that may affect the performance of services under this MOU. Specifically, but not limited to, both parties shall not discriminate against any employee nor shall any party be subject to discrimination in the performance of this MOU because of race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws.

C. Confidentiality. Ocean Springs School District, Jackson County School District and Singing River Health System assure that any and all information regarding clients of MDRS will be kept strictly confidential pursuant to 34 CFR 361.38.

D. Indemnification. The tort liability of each party, as an entity of the STATE of Mississippi Code Annotated §§ 11-46-1 et seq. (1972), as amended), included all defenses and exceptions contained therein. Nothing in this agreement shall have the effect of changing or altering this liability or of eliminating any defense available to the State under statute.

E. Background Check. The job skill trainers shall be subject to a standard background check before beginning any duties under this agreement. The results of this background check shall be deemed satisfactory by MDRS/Ocean Springs School District/Jackson County School District and Singing River Health System.

F. Funding. It is expressly understood that the fulfilment of the conditions of this MOU by MDRS/Ocean Springs School District/Jackson County School District and Singing River Health System is conditioned upon the receipt of federal and state funds, and any cessation or reduction of federal and/or funds affecting either party's ability to fulfill this MOU shall, at the option of the party whose federal or state funding has been reduced or terminated, constitute grounds for the voidance of this MOU whose state or federal funding has been reduced or terminated shall notify the other party to this MOU, in writing, of such event and this agreement shall be void.

G. Governing Law and Legal Remedies. This MOU shall be construed and governed in accordance with the laws of the State of Mississippi. Singing River Health System expressly agrees that under no circumstances shall MDRS be obligated to pay an attorney's fee or the cost of legal action to Singing River Health System. MDRS expressly agrees that under no circumstances shall Singing River Health System be obligated to pay an attorney's fee or the cost of legal action to MDRS.

H. HIPAA Compliance. All parties agree to comply with the Administrative Simplifications provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this MOU.

I. Modification or Amendment. Information developed as a result of this MOU that directly pertains to the provisions herein will be dated and signed by the chief executive officer of each party to this agreement and will be appended as amendments. Other modifications, changes or amendments to this MOU may be made upon mutual agreement of the parties, in writing and signed by the parties hereto.

J. Termination for Convenience. All parties may terminate this MOU at any time by giving notice, in writing, to the other party, specifying the effective date of termination. Such notice must be given no less than thirty (30) days prior to the specified date of termination.

K. Transparency. This MOU, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Miss. Code Ann. §§ 25-61-1 et seq. (1972, as amended) and Miss. Code Ann. § 79-23-1 (1972, as amended). In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Miss. Code Ann. §§ 27-104-151 et seq. (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at http://www.transparency.mississippi.gov. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

L. When on Singing River Hospital premises all employees, agents and interns of MDRS, Ocean Springs School District and Jackson County School District have to follow Singing River Health System policies and procedures.

M. Publications/Social Media will be a collaborative effort with all parties communication personnel or each agency designee sharing information about Project SEARCH. Before any video publication/press release is shared to the public, all parties involved must have prior review and notification.

V. Notice. Any notice required or permitted to be given under this MOU shall be in writing and sent by United States Certified Mail, Return Receipt Requested, to the party to whom the notice should be given at the address set forth below. Each party agrees to promptly notify the other in the event of change of address.

MDRS:	Billy Taylor, Executive Director Mississippi Department of Rehabilitation Services Post Office Box 1698 Jackson, Mississippi 39215-1698
Singing River Health System:	Laurin St. Pe' Interim CEO 2809 Denny Avenue Pascagoula, MS 39581
Ocean Springs School District:	Michael Lindsey, Superintendent 2300 Government Street Ocean Springs, MS 39564

Jackson County School District: David Baggett, Superintendent
4700 Colonel Vickery Road
Vancleave, MS 39565

Any other correspondence concerning this agreement (invoices, technical/programmatic matters, etc.)

For Program Matters: Faye Culpepper, OVR Program Coordinator
Mississippi Department of Rehabilitation Services
Post Office Box 1698
Jackson, Mississippi 39215-1698

Singing River Health System: Legal Department
3109 Bienville Blvd.
Ocean Springs, MS 39564

Ocean Springs School District: Mary T. Gill, CFO
2300 Government Street
Ocean Springs, MS 39564

Jackson County School District: Gwendolyn Stallworth, Special Education Director
4700 Colonel Vickery Road
Vancleave, MS 3955

VI. Entire Agreement. This MOU constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.

IN WITNESS WHEREOF, the parties hereto have affixed, on duplicate originals, their signatures on the date indicated below, after first being authorized so to do.

_____ By: _____
DATE Billy Taylor, Executive Director
Mississippi Department of Rehabilitation Services

_____ By: _____
DATE Laurin St. Pe', Interim CEO
Singing River Health System

_____ By: _____

DATE

Michael Lindsey, Superintendent
Ocean Springs School District

By: _____

DATE

David Baggett, Superintendent
Jackson County School District

2024-2025

GIFTED EDUCATION HANDBOOK

JACKSON COUNTY SCHOOL DISTRICT

David Baggett, Superintendent

WINGS

"Winning Instruction for Gifted Students"

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Gifted Programming County Administration
228-826-0158

Gwendolyn Stallworth……Gifted Director

Debrail Crosby……..Gifted Program Coordinator

Jackson County School District Board of Education
J. Keith Lee, Chairman
Jory Howell, Vice Chairman
Amy Peterson, Secretary
Deanna Smith, Member
Lea Bailey, Member
Jack Pickett, Attorney

MISSION

The mission of the Jackson County School District is to allow students that have been deemed intellectually gifted to reach their fullest potential based on their exceptional abilities. Students will be provided a differentiated program designed to address their individual needs. We will provide learning experiences through self-motivated discovery learning, and empower students with the knowledge and skills to create their own futures; therefore becoming contributors to a diverse and changing world.

PHILOSOPHY

The Jackson County School District is committed to an education program that recognizes individual student differences, abilities, interests, and needs. Our goal is to enrich the education of all students through events and activities designed to expose them to a variety of challenging and higher order critical and creative thinking experiences.

A multi-dimensional curriculum will take into consideration the interests and social/emotional needs of each student in order to encourage the development of the total individual and his/her relationship to the group. Methods, materials, and media used by the teacher will be varied and challenging in order to add dimension to thinking and to accommodate different learning styles. Providing students with enhanced differentiated instruction will enable us to nurture the diverse talents and abilities of the intellectually gifted student.

PROGRAM GOALS

To create a learning environment that facilitates and encourages thinking, creativity, metacognition, healthy relationships, appropriate expectations, understanding of self, the

development of communication skills, and self-directed learning for students in grades two through six who have been identified as intellectually gifted.

To offer the intellectually gifted a qualitatively different educational experience that is not available in the general education classroom.

To develop a differentiated program designed to address the needs of the intellectually gifted student.

To provide intellectually gifted students with an opportunity to maximize their personal potential.

DEFINITION

“Intellectually Gifted Children” shall mean those children and youth who are found to have an exceptionally high degree of intelligence as documented through the identification process.

PURPOSE

To ensure that gifted children who demonstrate unusually high potential as described in the above definitions are identified and offered an appropriate education based on their exceptional abilities. Because of their unusual capabilities, they require uniquely qualitatively different educational experiences not available in the regular classroom. These uniquely different programs are required to enable gifted students to realize their abilities and potential contributions to self and society.

STUDENT IDENTIFICATION PROCESSES

The student identification processes are separated into six steps for the Intellectually Gifted category: The six steps are: referral, (LSC) review, parental permission for testing, assessment, assessment report, and the eligibility ruling by the LSC.

The Jackson County School District identification procedures shall consider the following:

The identification process shall consist of a combination of subjective and objective measures to determine eligibility for the gifted programs. No single evaluation method or instrument adequately identifies students who are gifted. Thus, a multi-factored identification process must be followed to ensure a fair evaluation of each individual student. The identification process shall provide an equitable opportunity for the inclusion of students who are culturally diverse, underachieving, disabled under IDEA guidelines, physically handicapped, ADD/ADHD, as well as students who exhibit classroom behavior such as extreme shyness, short attention spans, disruptiveness, continual questioning, and anxiety. Throughout the identification process, close attention and careful consideration shall be paid to all information available and collected on each individual student and how that information dictates the kinds of instruments and measures that should be used to correctly assess that student.

All instruments administered and measures must have been validated for the specific purpose for which they are being used. The assessment criteria and minimal acceptable criteria to be used shall be documented in writing in the district's Gifted Education Program Proposal submitted to the Office of Gifted Education Programs at the Mississippi Department of Education (MDE) and approved by the State Board of Education (SBE).

PROCESS OF ENTERING GIFTED EDUCATION PROGRAM

Based on the guidelines set by MDE in the gifted education regulations, the following process is used in selecting students in grades 2 through 8 for Intellectually Gifted Programming.

There is six stages to the to the identification process: 1) Referral 2) Local Survey Committee (LSC) review of referral data 3) parental permission for testing 4) assessment 5) assessment report 6) LSC eligibility determination

REFERRAL

- Mass Screening Referral Process or
- Individual Referral Process
- A student may be referred by a parent, teacher, counselor, administrator, peer, self, or anyone else having reason to believe that the student might be intellectually gifted.
- Rescreening will not be done with the same screener within a one- year period.
- Data gathered to substantiate and document referral criteria (Objective and Subjective measures).
- Results of three measures recorded on Assessment Report. •
- LSC to review data of the referral.
  _____ A. Student meets the minimal criteria on at least three approved measures as outlined in the gifted proposal and is eligible for I.Q. testing to determine eligibility.
  _____B. Student does not meet the minimal criteria on at least three of the above measures as outlined in the gifted proposal and is ineligible for further testing.

- Written parental permission for testing obtained. Parents are notified of their rights under FERPA.

ASSESSMENT PHASE

- Folder forwarded to district office for Phase II of assessment.
- District LSC met to review assessment data and recommends the following:

_____A. Student meets the minimal criteria on the assessment measures and the I.Q. test and is eligible for placement in the gifted program.

_____ B. Student is Twice Exceptional. Student should be granted provisional eligibility for one year.

____ C. Student does not meet the minimal criteria on the assessment measures and is ineligible for gifted class placement.

- Notification to parents of eligibility/ineligibility
- Permission for placement.

OUT OF STATE GIFTED ELIGIBILITIES

Intellectually gifted students from out of state will be accepted into the MS GEP if they have met the 91st percentile on an accepted IQ test. These students will no longer be required to be reassessed for the GEP in the state of Mississippi. This includes students from military families based on the Military Interstate Children's Compact.

IN STATE GIFTED STUDENT TRANSFERS

Students who have a valid Mississippi gifted eligibility ruling do not have to be re-evaluated. A Mississippi eligibility determination shall be accepted by all school districts within the state provided the district has a program in the area for which the student has eligibility. Before serving a transfer student in the local gifted education program, districts shall collect a copy of the student's Gifted Eligibility Form, assessment reports, and parental permission to serve.

BASIS FOR PROGRAM DESIGN & EVALUATION

The Outcomes for Gifted Education MDE document is the basis of study for the students in the GEP, in grades 2-8. The Scope & Sequence is flexible in that it recognizes the strengths, needs, and interests of the student and provides challenging learning opportunities reflecting these areas. Students are provided an Interest Inventory in the Gifted Education class and the GEP teacher analyzes this inventory, the psycho-educational profile, in-put from the parent, achievement test scores, and the characteristics checklists. Development of individualized project-based learning opportunities is then provided for the student within the process skills of the Scope & Sequence. 7th and 8th grade student's progress will be assessed twice each 9 weeks as a numerical grade on their progress report and report card. In accordance with the Mississippi Department of Education recommendations, the Gifted Program is evaluated annually by parents, students, and teachers through surveys. The information gathered is used to improve and strengthen the program and to provide ongoing training for Gifted Education teachers in order to ensure quality services for intellectually gifted students. The Local Survey Committee, as well as the parent, has the authority to withdraw the student from the GEP based on performance in the GEP. The GEP teacher completes an annual assessment of student progress in the GEP and recommendation for return to the GEP is approved or denied.

ANNUAL REASSESSMENT

A committee shall meet at least annually to reassess each gifted student's continuation in the gifted program. The committee must include at least the student's teacher of the gifted and a designated administrative representative. Documentation of the meeting must be maintained and must include the name(s) of the student(s) discussed, a list of the committee members present, and the date of the meeting. Since participation in the gifted program is an entitlement under law, students should remain in the gifted program as long as they are being successful in the program. Grades and/or success in the regular education program is the responsibility of the regular classroom teachers and should not be considered as a reason for removal from the gifted program. Should the committee determine that a student should exit the program due to lack of progress in the program and/or unsatisfactory participation in the program, the student's parents must be notified and given the opportunity to discuss the decision with the committee before the

student is removed. Should the parents not agree to the removal of the student from the program, the local district shall grant the parents a hearing. Each local school district should have a policy in place as to how this hearing will be conducted and how the lack of agreement will be resolved.

REINSTATEMENT PROCEDURES

Students will be considered for reinstatement in the gifted program at the request of the parents and with the recommendation of the classroom teachers. Consideration and arrangements for reinstatement in the program will be made through the LSC, with parent(s) in attendance, and documented in the minutes. Parent's signatures on the minutes will provide documentation of parental permission to reinstatement of the student in the program.

CONTINUUM OF SERVICES

Grades 7-12 In order to provide a continuum of services for high ability students in the secondary schools, a variety of advanced level and honors classes are offered. Most of these courses are available to all students who meet the criteria, including those who have been identified as gifted. Students may also enroll in Mississippi Gulf Coast Community College to earn elective or dual-enrollment credit while still in high school. High School Students are offered the opportunity to enroll in accelerated classes, advanced placement classes, and honors classes based on grades and teacher recommendations. The accelerated classes offered are: English 1, English 2, English 3, U.S. History, and World History. The advanced placement classes offered are: Government 1 and 2, Calculus, English 4, US History 1 and 2, World History 1 & 2, Biology, and Chemistry. Honors classes offered include: US History, Government, World History, and Geometry.

CURRICULAR DIFFERENTIATION

Intellectually gifted curriculum can be described as interest and strength-based curriculum that is "in addition to and different from" the regular curriculum offered for gifted eligible students. Students are routinely pre-tested and moved ahead to appropriate instructional and/or 13 interest levels based on this assessment and/or interest inventories. Gifted eligible students in the regular curriculum are often pre-tested and moved ahead to appropriate instructional levels as modeled in the GEP program. Project based learning opportunities and Curriculum Compacting are highly recommended curricular strategies for use in the regular curriculum for GEP students. GEP teachers are available to assist regular classroom teachers in the process of Curriculum Compacting.

TIME AND MAKE-UP PROCEDURES

The 2-6 GEP student is taken from the regular classroom a minimum of 300 minutes a week. This is usually scheduled in blocks of time that vary according to each school's schedule. Due to scheduling difficulties, this hour may be the same hour daily, or it may be a floating hour. There are also conditions that dictate unique scheduling procedures. Gifted students in grade 2-6 may not be required to do makeup class work when they are scheduled to be in the gifted classroom. The teacher should provide the student with the information in the form of a handout or by posting the page numbers covered in a designated place in the classroom. The Gifted Education student must accept the challenge of reviewing and learning the information provided. The student must be responsible for checking the designated area for posted information or hand out information. Actual paperwork handed-in during the student's Gifted Education period will not be required to be turned in.

GEP class is a required part of the student's academic week. Students are assessed, instruction is planned based on the results of the assessment and teaching and active participation in assignments follows. Students are then assessed to determine progress. Absences negatively affect the progress students can make in the GEP class. Students may not be held from the GEP class as punishment for behavior, incomplete assignments, etc. State and District Assessments: Each district is responsible for ensuring that students are being serviced during the administration of state and district assessments. A modified or alternate schedule is permitted and made available to the MDE upon request.

What You Should See in Your Child's Gifted Classroom

- Focus on specific and unique identified needs of the gifted students
- Focus on the identified learning styles of the student

- Focus on CREATING new ideas and products
- Focus on analysis, synthesis, and evaluation
- Focus on discovery, open-endedness, and reasoning
- Focus on specific interests of the gifted child
- Focus in identification of real problems, real investigation, and real audiences
- Focus on self-understanding
- Focus on self-directed learning
- Focus on self-initiated, lifelong learning
- Focus on creativity
- Focus on process skills
- Focus on Metacognition
- Focus on development of individual strengths and individual interests
- Focus on small group and individual investigations

What You Should Not See in the Gifted Classroom

- More of the same kind of work from the regular education program
- Focus in the use of activity books and/or the "worksheet" of the day
- Focus on recall of facts, information, and knowledge
- Focus on pre-packed units and/or mini-units that have no relevance to the needs of the gifted students being served
- Focus on hobbies and interests of the teacher of the gifted
- Focus on competitions and educational games
- Focus on cookbook approaches to classroom activities
- Focus on "things" simply because they are not covered in the regular education program Traditional classroom setting
- Focus on a single learning style

Adapted from "What You Should Not See and What You Should See in the Gifted Classroom", by Conrad Castle, PhD. Past coordinator of MDE Gifted Education

NOTES:

Resources

http://www.gifted.uconn.edu
National Research Center on the Gifted and Talented

http://www.gifteddevelopment.com
Gifted Development Center, Dr. Linda Silverman

http://www.hoagiesgifted.org
Information for parents, students, teachers, and administrators

http://www.nagc.org
National Association for Gifted Children

http://www.magc.org
Mississippi Association for Gifted Children

http://www.prufrock.com
Books for teachers, parents, and students

http://www.giftedbooks.com
Books for parents, teachers, and students

http://www.gifted.org
The Gifted Child Society

http://www.criticalthinking.com
Books for teachers and students

http://www.usm.edu/~gifted
Frances Karnes Center for Gifted Studies University of Southern Mississippi

WINGS ADVISORY COMMITTEE

This committee will be consulted for program design, evaluation, student activities and act as a support group in promoting the advancement of Gifted Education. Parents, teachers, administrators and/or community members are part of the advisory committee.

Independent Contractor Agreement/Service Agreement

This Agreement ("Agreement") is entered into as of the sth day of August, 2024, by Angela S Godfrey and Godfrey Therapy Services, hereinafter referred to as "the VENDOR" and Jackson County School District hereinafter referred to as "the BOARD".

The Board and the Vendor agree to the terms and conditions set forth below and in accompanying Exhibits, attached incorporated herein.

The Vendor and the Board Agree:

1. Scope of Services:
   a. The Vendor will provide the Board with speech and language therapy services rendered by qualified, state licensed and ASHA certified speech-language pathologist.
   b. The Vendor will provide services as described as direct or indirect therapy services as indicated on each student's Individual Education Program (IEP) that shall include, but is not limited to: planning, therapy, assessments, report and IEP writing, participation in IEP reviews and parent conferences, related travel, consultations with classroom teachers and other staff members, management of required documentation and attendance.
   c. If Vendor desires to add a subcontractor at any time during the term of the contract, Vendor will submit to Board in writing the following information on the subcontractor; company name, address, telephone and fax number, and service they will be providing and proposed effective date. Vendor is responsible for ensuring that all subcontractors who provide services under this contract comply with the terms and conditions of the contract.

2. Term and Termination:
   a. The term of this Agreement shall commence on 08/01/2024 and on the 08/30/2025, unless terminated earlier in accordance with the terms and conditions set-forth.
   b. Termination without Cause: Either party has the right to terminate the Agreement without cause by giving 30 days written notice.
   c. Termination with Cause: Either party reserves the right to terminate this Agreement immediately if the other party fails to comply with any terms or conditions of this Agreement and such failure continues for 15 days following receipt of written notice.

3. Compensation:
   a. To provide Speech-Language Therapy Services to Board until 30th day of August, 2025 excluding those days as determined by the district as holidays or closings.
   b. The rate established by mutual agreement, shall be per fully qualified, licensed, and certified speech language pathologist at a rate of $80 per hour for skilled treatment, comprehensive speech and language assessments, and bilingual comprehensive speech and language assessments.
   c. The rate established by mutual agreement for bilingual (Spanish) comprehensive speech and language assessments at the rate of $150 per hour.
   d. The Vendor will provide a monthly statement based on the rate listed above within 30 days.
   e. The Board will provide payment to the Vendor within 45 days of receipt of a submitted invoice. The invoice will contain description, location, time and date of services.

4. Independent Contractor
   a. Both parties agree that the terms of the Agreement do not constitute a formation of a partnership, joint venue, employer-employee, or other relationship and no form of agency exist between the parties.
   b. Board agrees to submit W-9 form with Vendor submitting a completed W-9 form and Request for Taxpayer Identification Number and Certification with social security number/federal identification number.

5. Insurance/License:
   a. The Vendor agrees to maintain professional liability and malpractice insurance with the following minimum limits of liability: $1,000,000. Per occurrence and $5,000,000 in the aggregate and provide Board with proof of insurance upon request.
   b. The Vendor is licensed by the State of Mississippi in the performances of the Services provided herein and agrees to provide proof upon request.
   c. The Vendor is creditialed through and holds a certificate of clinical competency with The American Speech and Hearing Association.

6. Direct Hire-Non-Solicitation
   a. Board agrees to notify Vendor in writing of its intent to hire, enter into and an arrangement to hire, or contract for services with any personnel who worked for Vendor in scheduled assignment in a facility during the preceding six (6) month period. In the event the Board does hire such personnel, Board aggress to pay Vendor a onetime hire "Fee" of $2,000.

7. General
   a. This agreement shall be governed by the State of Mississippi, and governing regulatory rules, all which are incorporated herein.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed and do each represent that their respective signatory whose signature appears below is fully authorized to execute this Agreement.

By: _____

Name: _____

Title: _____

Date: _____

VENDOR

By: Angela S. Godfrey MS, CCC-SLP

Name: Angela S Godfrey, MS, CCC-SLP

Title: Owner, and Speech-Language Pathologist

Date: 06/05/2024

Contract

3 messages

Branda Stewart <bsj885@jcsd.ms> Thu, Aug 1, 2024 at 1:27 PM
To: "jcp jackpickettatty.com" <jcp@jackpickettatty.com>

Please take a look at the attached contract.

Thanks!



Brandy Stewart
SPECIAL EDUCATION COORDINATOR
JACKSON COUNTY SCHOOL DISTRICT
228-826-0158 228-281-3030
Special Education Department
4700 Colonel Vickery Road
Vancleave, MS 39565

contract Godfrey.pdf
776K

jcp jackpickettatty.com <jcp@jackpickettatty.com> Thu, Aug 1, 2024 at 4:09 PM
To: Branda Stewart <bsj885@jcsd.ms>

Brandy: While I have approved these types of agreements in the past with a provision saying that invoices will be paid within 30 days of an invoice (as per 3.e. in this one), would you ask the Vendor to change the 30 to 45 days so as to make it more in line with the dates of Board meetings. You can just cross out 30 and write in 45 and have her initial the change if that works. Let me know if there is a problem. jack

Jack C. Pickett
P. O. Drawer 1268
3108 Canty Street
Pascagoula, MS 39568-1268
(228) 762-3168
jcp@jackpickettatty.com

Confidentiality Statement: The following material is strictly confidential; all persons are advised that they may be prosecuted under federal or state law for sharing this information with unauthorized individuals.

From: Branda Stewart <bsj885@jcsd.ms>
Sent: Thursday, August 1, 2024 1:27 PM
To: jcp jackpickettatty.com <jcp@jackpickettatty.com>
Subject: Contract

[Quoted text hidden]

Branda Stewart <bsj885@jcsd.ms> Fri, Aug 2, 2024 at 8:11 AM
To: "jcp jackpickettatty.com" <jcp@jackpickettatty.com>

Okay, I will take care of it.



Brandy Stewart

SPECIAL EDUCATION COORDINATOR
JACKSON COUNTY SCHOOL DISTRICT

228-826-0158 228-283-3030

Special Education Department
4700 Colonel Vickery Road
Vancleave, MS 39565

[Quoted text hidden]

Jackson County School District

English Learner & Immigrant *PROCEDURAL MANUAL*



Superintendent

Mr. David Baggett

Director of Federal Programs & Student Services

Dr. Kimberly Williams

EL Interventionist/Coordinator

Mrs. Anastasia Harris



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FORWARD

The purpose of this document is to provide support to Jackson County School District in its effort to serve the needs of English Learners. The materials in this document are intended to provide educators with appropriate services and resources necessary for English Learners to attain English proficiency and reach high academic standards.

This document is based on the Mississippi English Learner Guidelines: Regulations, Funding Guidance, and Instructional Supports 2018 and the U.S. Department of Education's English Learner Toolkit for State and Local Education Agencies. To ensure consistency in understanding the purpose and to accomplish successful implementation, key sections of the MS EL Guidelines have been duplicated.



INTRODUCTION

Jackson County School District is located on the Mississippi Gulf Coast, enrolling over 8900 students in 14 schools with an EL population near 3% with over 10 languages spoken.

The mission of our EL program is to optimize individual student learning for success in a global community. We believe in the importance of equity, excellence, growth mindset, relationships, relevance, and positive and respectful cultures.

This English Learner plan adopts the Mississippi Department of Education's (MDE) newly revised policies, procedures and guidelines to ensure compliance with Title III of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) of 2015 which addresses requirements serving students who are English learners and or immigrant children and youth. As required by MDE, the plan will be reviewed for Board approval annually.

This plan provides the procedures and practices necessary for ensuring all EL students enrolled in Jackson County School District receive a high-quality education. These guidelines will heighten awareness of the importance of our English Learners making growth and meeting the requirements of the state, as well as supporting the vision of being a district of A-level schools.

Definition of English Learner

The U.S. Department of Education (ED) defines an English Learner as an individual, "who comes from an environment where a language other than English that has had a significant impact on the individual's level of English language proficiency," thereby impacting the student's English language proficiency where difficulties in speaking, reading, writing, and comprehension the English language may be sufficient to deny the individual;

- the ability to meet the State's proficient level of achievement on State assessment;
- the ability to successfully achieve in classrooms where the language of instruction is English;
- or the opportunity to participate fully in society.

RIGHTS OF ENGLISH LEARNERS AND THEIR FAMILIES

The following federal laws clarify the obligation of every school not only to enroll students from diverse language backgrounds but also to provide the foundation for guidance in establishing an equitable, quality education for Mississippi students, including ELs:

- Title VI of the Civil Rights Act of 1964
- May 25, 1970, Memorandum
- Lau vs. Nichols – 1974
- Equal Education Opportunities Act of 1974
- Plyler vs. Doe – 1982
- Presidential Executive Order 13166
- Title III of the No Child Left Behind Act of 2001

IDENTIFICATION AND PLACEMENT

Guidelines for Registration:

The Jackson County School District will provide a free and equitable education to all school age children who live within the boundaries of JCSD, regardless of immigration status. Several laws protect the rights of English Learners (ELs) and their families, particularly during the enrollment process. These protections are provided because many EL students' levels of transiency and lack of English proficiency make them a particularly vulnerable population.

When enrolling students, JCSD will not request any information from students or their parents or guardians in order to deny access to public schools on the basis of race, color, or national origin.

Jackson County School District requires the following documents when enrolling a student unless otherwise indicated as optional:

1. Birth Certificate
2. Proof of Immunization
3. 2 Proofs of Residency

Parent(s) or Legal Guardian(s) must be present when enrolling their child. A child will not be enrolled if a parent(s) or legal guardian(s) is not present at the time of enrollment.

Grade level placement:

ELs should be placed at their age-appropriate grade level. Some situations allow for exceptions. If a student is less than seven years old and has not attended school before, it is often best to place the student in kindergarten. Grade level placement should be on a case-by-case basis, using information available such as previous school records (if available) and personal history.

Transferring Foreign Credits:

The school guidance counselor should be trained in assessing non-U.S. school transcripts for appropriate awarding of credits. Students should not be required to repeat content classes they had in their native language just because of their lack of English skills. Every effort should be made to review previous school records and transcripts to evaluate and award transfer credits.

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within thirty (30) days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five (5) days prior to the date of the administration of such test. {MS Code § 37-15-33} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4)

Definitions:

An English Learner (EL) may be defined as:

a. A student who was not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant.
b. A student who is a Native American of Alaska or a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency.
c. A student who is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant.

Immigrant Children and Youth are individuals who:

a. are ages 3 through 21;
b. were not born in the U.S, "state" means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico (Section 3127 of ESEA). Children born to U.S. citizens abroad (e.g., children born on a military base overseas) maybe be considered immigrants if they meet all the criteria in the definition of immigrant; and
c. have not been attending one or more schools in any one or more states for more than three full academic years. A full academic year is 10 months of school attendance, kindergarten through 12th grade. If a student has been in different school districts and even different states, the number of months that the student has been in school in any one or more states must not add up to total of more than 3 full academic years.

Procedures:
In order to effectively serve EL students and make appropriate educational decisions, procedures are necessary for the identification, assessment, and placement of these students. The Jackson County School District will follow Steps 1-4 for identifying and placing a student in the EL program.

Step 1- Identification

Parents/guardians are asked to complete the Home Language Survey (HLS) during the online registration process. To ensure that all students receive the education services they need, we are required to ask questions about students' language backgrounds on a Home Language Survey (HLS). The answers to the following questions will tell us if a student's proficiency in English should be evaluated and help us to ensure that important opportunities to receive programs and services are offered to students who need them. A copy of the HLS can be found in the appendix of this document.

The questions of the HLS are as follows:

1. What is the dominant language most often spoken by the student?
2. What is the language routinely spoken in the home, regardless of the language spoken by the student?
3. What language was first learned by the student?
4. Does the parent/guardian need interpretation services?
5. Does the parent/guardian need translated materials?
6. What was the date the student first enrolled in a school in the United States?
7. In what country was the student born?

If any question indicates a language other than English is spoken in the home, the student is referred to the EL teacher for further assessment.

Step 2- Initial Assessment

A student whose home language survey indicates the need for a placement test must be administered within thirty (30) days of enrollment at the beginning of the school year. Students who register after the beginning of the school year must be assessed within ten (10) school days.

The placement test assesses English proficiency in all four domains of language development - listening, speaking, reading, and writing - as well as comprehension, to ensure that a student's language needs are properly identified and addressed through the district's EL program.

Students who were previously administered with the state board approved placement assessment or have taken the annual state-adopted English Language Proficiency Test (ELPT) do not need to be rescreened. The assessment will be administered by a School Counselor.

The student's placement test report must be placed in their cumulative record along with the original copy of the home language survey.

Step 3-Parental Notification

Parents of a student who qualifies for English language services shall be sent a notice of placement and services within thirty days of the start of the school year or within ten days for students ruled eligible enrolling after the initial day of school. The notice may either be mailed to the parent or guardian or sent home with the student. The LEA and EL Coordinator will invite the parent or guardian to a conference further explaining the ruling or the services that will be provided. The notification must include all of the required elements, including the right to opt out. Parents may decline EL services at any time by written request.

Any parent or guardian whose child is receiving or is eligible to receive EL services have the right to decline or opt his or her child out of any or all EL services. The district will provide guidance in a language parents or guardians can understand to ensure that they understand their child's rights, the range of EL services that their child could receive, and the benefits of such services to ensure that the parent or guardian's decision to opt out is informed and voluntary.

After ELs have been identified using the ELPA21 Screener, the district must provide ELs with appropriate language assistance services and programs, commonly known as "EL Services and Programs." The district has the flexibility to choose the EL services and programs that meet civil rights requirements and best meet the needs of their EL population.

Parents are encouraged to respond to the notification for the student to participate in the district's EL program; parents do have the right to waive EL services and decline any services provided. However, the student remains in the EL program. If a student has been identified as an EL, the student is still required by federal law to take the annual ELPT until the student meets state exit criteria, regardless of parental refusal of services.

Step 4- Program Placement:

The Mississippi Department of Education requires each student designated as an EL to have a Language Service Plan (LSP), which must be updated annually until the student exits the EL program. The Student Evaluation Team (SET) must meet to develop the LSP at the beginning of each academic school year. This team must be composed of teachers

(including EL teachers), administrators, counselors, and parents or guardians. The team will meet quarterly to evaluate the student's progress and make necessary adjustments. A copy of the LSP must be provided to all teachers who work with the EL student. The LSP must contain the following:

- Student's demographic information
- Date of first enrollment in a U.S. school
- Yearly ELPT scores
- Classroom accommodations
- State testing accommodations
- Signatures of SET members

After ELs have been identified using the ELPA21 Screener, LEAs must provide ELs with appropriate language assistance services and programs, commonly known as "EL services and programs". The LEAs have the flexibility to choose the EL services and programs that meet civil rights requirements and best meet the needs of their EL population. The goal for students who are ELs is that they attain fluency in English, master the state's academic content standards as demonstrated by proficiency on the state's required student assessments, and pass any other state required tests. ELs must be placed age-appropriately in the mainstream classroom. This provides them with access to challenging, grade-level content instruction, and the opportunity to interact with their English-speaking peers and is considered generally to be the least restrictive educational environment.

When EL students enroll in U.S. schools for the first time at the secondary level, steps will be taken to ensure they have access to a high school diploma. To ensure ELs have access to the foundational skills needed to be successful in high school and ensure access to graduation, Jackson County School District will place students in academic courses sequentially. English I, II, III, and IV will be offered, scheduled, and taught in sequential order. Simultaneous enrollment is acceptable in situations where a student failed a course and needs to simultaneously enroll. EL students will not be placed out of sequence to prevent them from taking required assessments.

Step 5- Exiting and Monitoring:

Exiting:
English Learners are required to obtain proficiency on the state approved English Language Proficiency Test to officially exit the EL program.

ESSA requires states to have uniform exit criteria. All students including students with disabilities will no longer meet the definition of an EL when they meet the state's definition of "proficient" in English. The following guidance is from the Mississippi Department of Education's Office of Student Assessment.

07. Action: Revise English Language Proficiency Test (ELPT) score requirements for English Learners (EL) to exit EL status [Goals 1, 2, 3, and 4 – MBE Strategic Plan]
Background Information: The Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act (ESEA), requires that states establish and implement standardized English Learner entrance and exit procedures. On July 14, 2016, the State Board of Education approved the exit criteria for English Learners (EL) to exit EL status. The student is required to obtain the following proficiency levels on the ELPT.

Students Exiting the Program and Monitoring Exited Students:
Students may exit the EL program by achieving the following scores on the English Proficiency assessment. (These are the only criteria allowed for a student to exit the program.)

1. Overall Proficiency Score – Level 4 or 5 AND
2. Reading Proficiency Score – Level 4 or 5 AND
3. Writing Proficiency Score – Level 4 or 5.

An EL student with a disability can be "exited" from EL status when he or she no longer meets the definition of an EL. This occurs when the student meets the State's definition of "proficient" in English. The student's EL status cannot be removed based solely on the fact the student has an IEP.

ELPT: Overall 4-5, Reading 4-5, Writing 4-5
This item references Goals 1, 2, 3 and 4 of the Mississippi Board of Education 2016-2020 Strategic Plan.
Source: MDE, Jan. 19, 2017 Agenda Items

Monitoring:

After students have exited EL status, their academic progress is monitored for 4 years. Monitoring will be conducted and documented quarterly, with a LEA/SET team reviewing monitored student's grades, assessments, and other related data. If an exited EL is not progressing academically as expected and monitoring suggests a persistent language need, the student will be re-evaluated using the state adopted ELPT to determine if the student needs additional language services. The district will retest using the ELPA21 Screener to see if the student needs to be offered additional language assistance. If the student re-enters the EL program based on the results of the placement test, the parent's consent for reentry will be requested.

EL Instructional Services:

The Jackson County School District utilizes multiple methods for providing EL instruction. EL teachers provide daily standards-based language instruction as specified in the students' LSP. In addition to the EL teachers, all Jackson County School District teachers are language teachers. All teachers should hold ELs to the same high academic standards expected of all students; however, content teachers must understand to do this, differentiated instruction, modifications, and accommodations must be provided to each EL for instruction and assessment to be meaningful and to meet individual needs as required by law.

Jackson County School District serves EL students through:

1. **ESL pull-out**
   This is generally used in elementary school settings. Students spend part of the school day in a mainstream classroom, but are pulled out for a portion of each day to receive instruction in English as a second language.

2. **ESL class period**
   This is generally used in middle and high school settings. Students receive ESL instruction during a regular class period and usually receive course credit. They may be grouped for instruction according to their level of English proficiency.

3. **Sheltered English or content-based programs**
   These group language minority students from different language backgrounds together in classes where teachers use English as the medium for providing content area instruction, adapting their language to the proficiency level of the students. They may also use gestures and visual aids to help students understand. Although the acquisition of English is one of the goals of sheltered English and content-based programs, instruction focuses on content rather than language.

Language Service Plan**:**

Each student identified as an English Learner must have a Language Service Plan (LSP) per Mississippi Department of Education guidelines. Language Service Plans are updated annually until the student exits the EL program. The LSP must contain the student's demographic information, date of first enrollment in a US school, yearly ELPT scores, and state/classroom accommodations. The SET must meet to develop the LSP at the beginning of each academic school year. The SET is composed of the student's teachers, EL teacher, administrators, counselor, and parents/guardians. The team will meet quarterly to evaluate the student's progress and make necessary adjustments. A copy of the LSP must be provided to all teachers who work with the EL student.

The SET should use the following guidelines for implementation of the Language Service Plan:

1. Convene as needed to discuss changes or adjustments in the EL's instructional services.
2. Review student's progress in language acquisition and academic achievement annually.
3. Identify accommodations needed on state assessments. Additional classroom strategies and accommodations should be identified as appropriate.
4. Communicate in a timely manner the student's LSP with faculty and staff who interact with and provide instruction for the student.

GRADING

Grading/Retention Guidelines for English Learners:

Per State and Federal Guidelines, it is a violation of a student's civil right to be retained/ penalized due to limited language proficiency during the initial stages of language acquisition. Under Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in education programs. Students receiving language supports and accommodations should have this information notated on their report cards and all stakeholders must be informed. Parents/ guardians of EL students must have a clear understanding of their child(s) true academic performance in a language they understand.

EL students who have already been identified in Jackson County School District will remain in the EL program if they leave the district for a district in another state or country and return to the Jackson County School District. The EL student will only be removed if he or she has met the criteria to exit the EL program set forth by MDE.

Elementary ELs should not be placed more than one grade level behind their peers. Retention is strongly discouraged, except in rare cases where it can be documented that language proficiency is not the likely cause for academic difficulties.

At the high school level, credits must be awarded based on transcripts provided by the students/parents/guardians, even if the course work was taken in another country. If transcripts are in a language other than English, translations will be sought so credits can be awarded appropriately. ELs must be provided with access to Advanced Placement, dual credit, and other advanced courses. ELs must receive language support to assist them in accessing academic content, just as they would if they were in other less accelerated academic courses.

Grading and Retention:

As students are working to learn English during the initial stages of language acquisition, it is a violation of their Civil Rights to retain them due to limited language proficiency. Schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in educational programs as noted in Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Opportunities Act of 1974.

Retention is not generally recommended for ELs. Though the decision to promote or retain will be made on a case-by-case basis, and the decision to retain an EL must be accompanied by documentation demonstrating that appropriate accommodations and modifications were employed throughout the school year to ensure compliance with federal requirements. ELs should be carefully evaluated before retention is recommended to ensure that the lack of English skills is not being mistaken for poor achievement.

EL Data:

Once a student has been identified as an EL, the district must ensure the student is correctly marked in their student data package. This information will transfer over to MSIS once the district has submitted their data to MDE. Districts should ensure each column on the EL roster screen of MSIS is completed. This information should be updated monthly.

English Learner English Language Proficiency Assessment:

The Elementary and Secondary Act (ESEA) and Every Student Succeeds Act (ESSA) requires that all students identified as English Learners be assessed for English language proficiency on an annual basis. The current approved English language assessment is the English Proficiency Assessment. The assessment is currently administered in the Spring. The English Proficiency Assessment measures four domains:

1. Speaking
2. Listening
3. Reading
4. Writing

Students taking this assessment may or may not have reasonable accommodations when taking this assessment. The Mississippi Testing Accommodations Manual outlines theP accommodations available for students who have been identified as English Learners.

Scores from the English Proficiency assessment are usually received during the summer following the assessment. Score reports will be sent to parents or guardians at the beginning of the next school year. Copies of the score reports are placed in the student's cumulative folder. Reports for students who transfer to another school during the summer months are included with the record sent to the new school.

Annual Measurable Achievement Outcomes

Adequate Yearly Progress for subgroups/ELs are required to meet State academic standards on MAAP. In order to ensure measurable progress of ELs, our Annual Measurable Achievement Outcomes are to:

1. decrease the percent of students not exiting ESL services within five years,
2. increase the percent of ELs with initially strong oral language production skills who exit within three years,
3. increase the percent of ELs making sufficient growth toward English proficiency, as measured by the ELPT
4. making adequate yearly progress for the district's English learner and immigrant student populations (as measured by academic assessments included in the state's accountability and assessment system in the areas of mathematics, reading/language arts, and science).

The ELPT is administered, annually, to all English learners in Mississippi to include students whose parents have waived language services. It is a standards-based, criterion referenced English language proficiency test designed to measure English learners' social and academic proficiency and progress in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains of speaking, listening, reading, and writing. Proficiency performance levels are: Beginning, Early Intermediate, Intermediate, Proficient, and Above Proficient.

English Language Learners and other Program Services

<u>Guidelines for Gifted Education Students:</u>
In the identification of ELs for gifted services, students must meet the criteria determined by the state, LEA, or school.

Gifted students who are also ELs should receive programming services designed to develop their specific area(s) of strength or ability and should be conducted in the language that would give the student the greatest advantage for optimal learning and performance. This does not preclude continuing English language instruction and developing proficiency in English use; developing English proficiency should complement and supplement, not substitute for, the development of the student's significant strengths and abilities.

The time spent in the development of English proficiency should not take precedence over appropriate instruction and learning in the student's areas of strength and talent. For example,

a mathematically gifted, non-English proficient student should receive advanced and accelerated mathematics instruction and opportunities to perform at optimal levels. The language of instruction should serve the optimal development of the student's mathematics ability. The student should spend as much quality time in high-level mathematics learning and production as would a highly English proficient, mathematically gifted student.

Guidelines for Students with Disabilities:

As with other populations, one expects a range of abilities among students whose English proficiency is limited. The difficulty often comes in determining whether a learning problem is related only to the English language issue or whether there is an actual disability present. Students learning English, because of their cultural and linguistic background, have special instructional needs. When a student is having difficulty mastering specific skills, it is important for the teacher to accommodate the instructional strategies and/or instructional pace for the student. Just because the student requires accommodations to his/her program does not necessarily mean that he/she has a disability or that he/she should be referred to special education.

If, however, the student continues to have difficulty after consistent language accommodations and instructional interventions have been attempted for a reasonable amount of time and the interventions from Tiers 1 and 2 have not resolved the issues, the student should be referred to the SET.

Knowledge of second language acquisition, along with the following information, is essential in determining the possible need for different interventions or future referrals for additional services:

At this point, one of two things may happen: (1) the SET may recommend additional interventions and accommodations for the classroom. If these supports are successful, the student may be served successfully in the general education classroom with the recommended supports in place. If the additional interventions and accommodations are not successful, (2) the SET can then make a referral to the Multi-disciplinary Evaluation Team (MET) to determine the need for a comprehensive assessment. If the student qualifies as a student with a disability under the Individuals with Disabilities Education Act (IDEA), he/she may be served through the special education program.

Depending on the extent of the student's disability, it may be appropriate for the general education teacher, EL teacher, and the special education teacher to work collaboratively in order to meet the needs of the student. The fact that an EL has a disability does not replace the need for language assistance. The plan for providing language assistance and support should be delineated in the student's Individual Education Plan (IEP). ELs should be dually served through both programs. In the event another means of support will be more beneficial to the student,

the Special Education team and the EL teacher should work together to determine the most effective plan and to provide needed support for implementation.

The SET and the Special Education Committee members should meet together to set both language and academic goals for ELs identified in SPED based on their areas of expertise.

Specific procedures for special education assessment are provided in the Mississippi Policies and Procedures Regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 2004, State board policy 74.19. Proficiency assessment in both English and the child's first language can identify the dominant language for the purpose of further evaluation and assessment if needed. Non-verbal tests are another alternative. All students who qualify for services under IDEA, regardless of the type or degree of disability, share certain rights and needs, including:

- The right to a free and appropriate public education,
- The right to an Individualized Education Program (IEP) specifying the student's unique needs along with the special education and related services the student is to receive,
- The need to have cognitive, linguistic, academic, and social/emotional characteristics considered and appropriate environmental modifications or accommodations made.

Guidelines for ELs and Multi-Tiered Systems of Support (MTSS):

Response to Intervention (RTI) integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce discipline infractions.

With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student's responsiveness and identify students with learning disabilities or other disabilities (National Center on Response to Intervention). EL students are eligible for intervention services, and EL teachers will assist with the documentation process.

Parent and Family Engagement:

Jackson County School District has a legal obligation to communicate meaningfully with Limited English Proficient (LEP) parents and families and to adequately notify them of information about any program, service or activity called to the attention of non-LEP parents. Successful communication provides LEP parents, guardians, and families with the school-related information they need to make informed decisions about, and be helpful participants in, their children's education. This may include but not be limited to information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies

and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, and gifted programs.

Jackson County School District will provide information to LEP parents and guardians with documents in a language they can understand when necessary.

Immigrant Introduction

Currently, there are over 4.7 million foreign born individuals enrolled in pre-kindergarten to postsecondary education, representing 6% of the total student population. Another 20 million students are the children of foreign-born parents.

As a nation of immigrants, America has benefited from the vitality and enthusiasm brought to its shores by those seeking a better life. Successful immigrant and refugee integration efforts build the capacity of schools and early learning programs, communities, organizations, and other stakeholders to support the civic, linguistic, and economic integration of immigrants.

The programmatic efforts of the U.S. Department of Education (ED) support a number of immigrant populations, including immigrant children (e.g., unaccompanied youth) and the children of immigrants, Deferred Action for Childhood Arrivals (DACA) children and youth, immigrant families, adult immigrants (e.g. refugees, asylees), foreign-born professionals, migrant students, teachers of English learners and foreign languages, and receiving communities. ED's initiatives geared toward learners, teachers, schools and communities support all three pillars of immigrant integration: civic, economic, and linguistic integration.

Definition of Immigrant ESEA Sec. 3201(5)

<u>According to the ESEA, an Immigrant:</u>

- are ages 3 through 21;
- was not born in any state or U.S. territory;
- children born to U.S. citizens abroad;
- has not been attending one or more schools in any one or more states for more than three full academic years;
- may or may not be ELs;
- children of U.S. military personnel
- children of NATO families;
- children of visiting faculty;

- children who are temporarily residing in the U.S. because of parental employment; and
- students on exchange visitor visas or exchange high school student visas.

Definition of a Refugee

According to U.S. Department of Education's Newcomer Tool Kit (2016), a refugee is an individual who has fled his or her country of origin because of past persecution or a fear of future persecution based upon race, religion, nationality, political opinion, or membership in a particular social group.

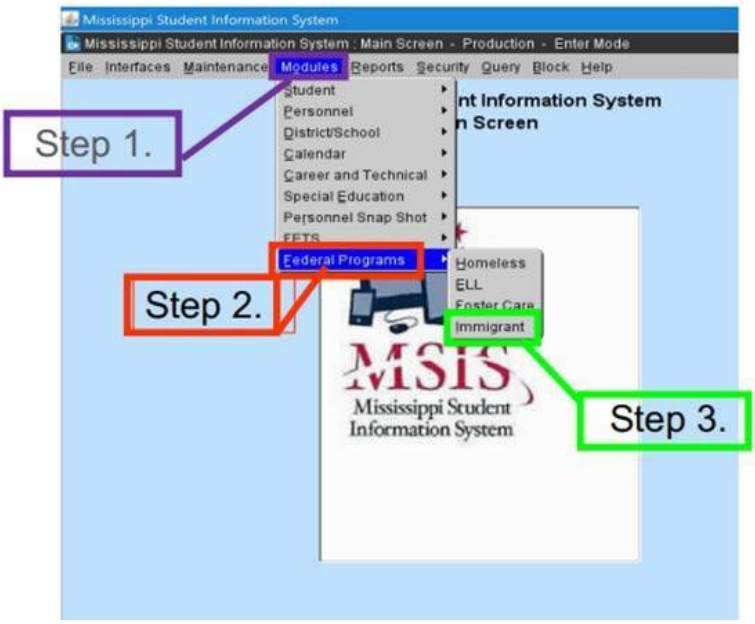
<u>ESEA Title III Program funds must be used to:</u>

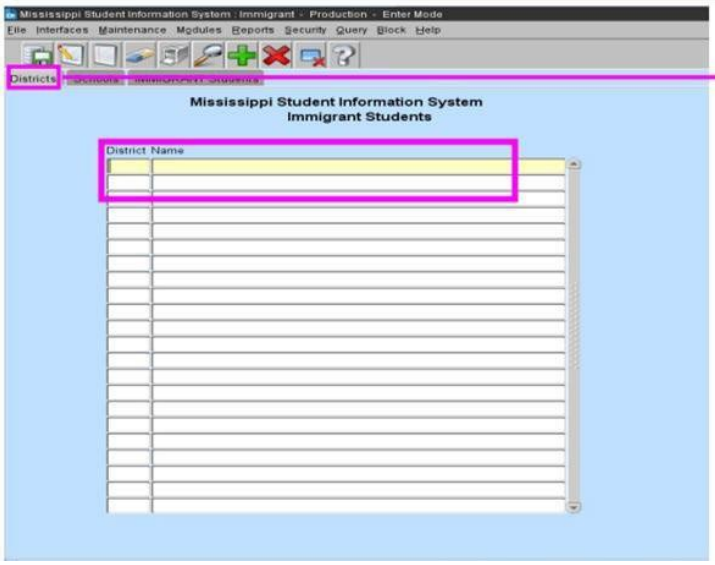
- upgrade program objectives and effective instructional strategies; Sec. 3115(d)(1);
- improve the instructional program for ELs by identifying, acquiring, and upgrading curricula, instructional materials, educational software, and assessment procedures; Sec. 3115(d)(2);
- provide tutorials and academic or vocational education for ELs; Sec. 3115(d)(3)(A)
- develop and implement elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services; Sec. 3115(d)(4);
- provide intensified instruction, which may include materials in a language that the student can understand, interprets, and translate; Sec. 3115(d)(3)(B);
- improve the English proficiency and academic achievement of ELs; Sec. 3115(d)(5);
- provide community participation programs, family literacy services, and parent outreach and training activities to ELs and their families; Sec. 3115(d)(6)(A);
- assist parents in helping their children to improve their academic achievement and become active participants in the education of their children; Sec. 3115(d)(6)(B);
- improve the instruction of ELs by providing for the acquisition or development of educational technology or instructional materials and access to electronic networks for materials, training, and communication; Sec. 3115(d)(7);
- offer early college high school programs/courses designed to help English learners achieve success in postsecondary education Sec. 3115(d)(8); and
- carry out other activities that are consistent with the programs Sec. 3115(d)(9).

MSIS – Immigrant Module

Accessing the Immigrant Module in MSIS

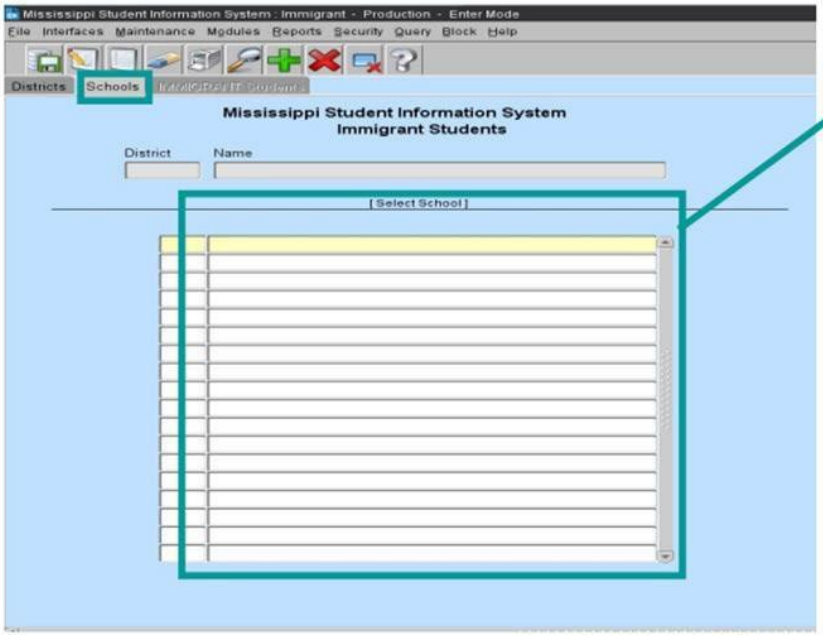
1. Select **Modules** from the MSIS Main Screen
2. Next select **Federal Programs** from the drop box.
3. Finally select **Immigrant** from the Federal Programs drop box.





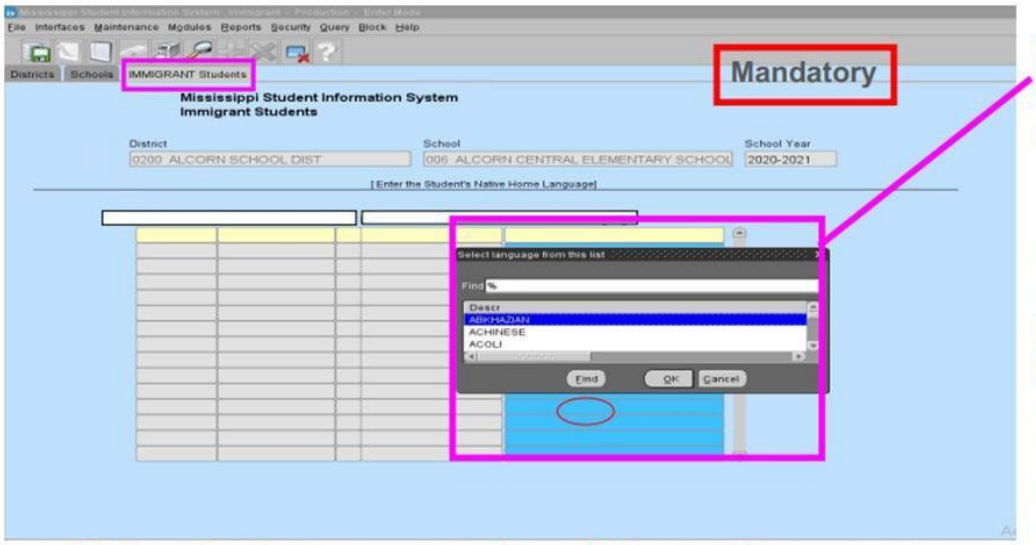
Districts Tab

The school district in which you are currently employed will appear in a box in the District tab.



Schools Tab

Please select a school within the district.



Immigrant Student Tab

Immigrant student's **Native Home Language** must be entered in this section.

Codes for the Representation of Name of Languages

Native Home Language

- The native language at birth or most commonly spoken in the home.

- **If a language spoken is not in the drop-down list, please select the standard language of the home country.**

- Additional information on the language families is contained on the Ethnologue website.

- Native Home Language

- Note: Reset the Immigrant student indicator to "N" in the SAP after Month 9 data district submission is complete.

Resources for Teachers

The following compilation of resources is provided to assist classroom teachers with effective instruction and assessment, differentiation, parent engagement activities, and available content area graphic organizers designed to aid in the comprehension and proficiency of English Learners.

Academic language and English learners

Teachers who work with Els will find English as a Second Language {ESL), English for Speaking of Other Language (ESOL), English Learner (EL), English as a Foreign Language (EFL) reading/writing skill-building activities and ideas to help PreK-3, 4- 8, and 9-12 students with acquiring Academic Language. Color in Colorado! offers a webcast on Academic Language and English Learners. The webcast features Dr. Robin Scarcella of the University of California at Irvine. Dr. Scarcella provides an overview of academic language instruction for English Learners, as well as teaching strategies, activity ideas, and recommended resources.
http://www.colorincolorado.org/webcasts/academiclanguage/

English Learners with Learning Disabilities (ELLO)

Do you know how to tell the difference between an EL student with a learning disability or an EL having difficulties in learning an academic language? Many times, it is difficult to identify the difference because the student is being quiet or we think the student is nonverbal. In this webcast from Color in Colorado, Dr. Elsa Cardenas-Hagan discusses effective assessment and instructional strategies for English Learners with disabilities. Dr. Cardenas-Hagan is a bilingual speech language pathologist. This webcast discusses effective assessment and instructional strategies for English Learners with learning disabilities, as well as ways to help encourage the active involvement of parents of Els with learning disabilities in their children's schools.
http://www.colorincolorado.org/webcasts/disabilities/

Strategies for Teaching English Learners

If you are like many teachers, your classroom is becoming more linguistically diverse. While this diversity occurs, teachers are asking, “How can I assist this student to learn English and become proficient?" Scholastic has an article that includes advice from veteran teachers on how to most effectively serve English Learners.

http://www.scholastic.com/teachers/article/strategies-teaching-english-languagelearners

High School English Learners and Mathematics

WIDA has a blog titled "Using the Can-Do Descriptors in a High School Math Class," which provides strategies mainstream and EL teachers can use to instruct high school students in math. The blog highlights how to differentiate classroom instruction or classroom assessment according to the student's language proficiency level. (NOTE: Any Reference to WIDA is for resource purposes only. ELPA21 Screener is the new diagnostic assessment administered to EL students upon enrollment in a Mississippi public school.)
http://www.widaatwcer.blogspot.com/2012/05/using-can-do- descriptors-in-highschool.html

Graphic Organizers for Content Instruction

Graphic organizers make content area information more accessible to English Learners by converting complex information into manageable chunks. One of the roles of EL and bilingual specialists is to encourage mainstream teachers to employ teaching techniques which make content area information more accessible to second language learners. Content materials present text which is too dense for Els. You might teach your students to use graphic organizers such as webs, Venn diagrams, and charts to help them better comprehend texts. The link provides various downloadable activities that can be used in the classroom.
http://www.everythingesl.net/inservices/graphic_organizers.php

Let's Read It Again: Comprehension Strategies for English Learners

One of the most effective ways to engage Els and help them comprehend and read English is through repeated readings and retellings of appealing bilingual picture books. Using Con Mi Hermano/With My Brother by Eileen Roe, second grade Spanish-speaking Els identify the main idea of the story, construct meaning from text and illustrations, and learn English words. Students then demonstrate their knowledge and practice writing in English by writing a poem and a retelling of the story. This lesson (which can be adapted using bilingual books in other languages and for older students) also has older struggling readers read with younger students. Finally, English-speaking students in regular classrooms learn Spanish words for familiar people and objects. The following link from ReadWriteThink is a good resource for lesson planning and activities. This is a K-2 activity with an estimated time of five 30-minute sessions.

http://www.readwritethink.org/ classroom-resources/lesson-plans/read-aga incomprehension-strategies-1045.html

Acrostic Poems

In this online interactive writing poetry activity from ReadWriteThink, students can learn about and write acrostic poems. An acrostic poem uses the letters in a word to begin each line of a poem. All lines of the poem relate to or describe the main topic word. As part of the online tool, students brainstorm words to prepare themselves to write their poems and can save their work

in progress to revise and edit, reinforcing elements of the writing process. Students can also print their finished acrostic poems or proudly show off their work by emailing it to a friend or family member.

http://www.readwritethink.org/classroom-resources/student-interactives/acrosticpoems30045.html.

Understanding the "Silent Period" with English Learners

If you have a new EL in your class who is not speaking, do not assume that they are not learning. According to language researcher Stephen Krashen, most new learners of English will go through a "silent period/' where they are unwilling or unable to communicate orally, even though they understand much of what is going on around them. They are not comfortable speaking in the new language, because it is difficult for them to express their thoughts orally. Children in this silent period should not be forced to speak before they are ready. They need time to listen to others talk, digest what they hear, and observe their fellow classmates' interactions with each other. Their silence does not mean they are not learning the language. The following link from Choice Literacy has a helpful article by Andie Cunningham and Ruth Shagoury to assist teachers with understanding non-verbal English Learners. https://www.choiceliteracy.com/articles-detailview.php?id=47.

ELPT Frequently Asked Questions

The Office of Student Assessment provides an overview of answers to commonly asked questions about Mississippi's new ELPT assessments. https://districtaccess.mde.k12.ms.us/studentassessment/PublicAccess/Special_Populations/English Learners/ELPT Assessment System Q-A- December 2015.pdf

Bilingual Dictionary Listing

The Mississippi Office of Student Assessment provides a list of recommended bilingual word-toward and technical dictionaries for use with EL students. https://districtaccess.mde.k12.ms.us/studentassessment/Public%20Access/Special

_Populations/English%20Learners/Suggested%20List%20of<>/420Bilingual%20Dictionaries%20for%20ELL%20Students.pdf

U.S. Department of Education EL Tool Kit

In 2015, the U.S. Department of Education's Office of English Language Acquisition released the English Learner Tool Kit, a 10-chapter resource that contains an overview of EL policies and needs, sample tools, and EL resources. http://www2.ed.gov/about/offices/list/oela/englishlearner- toolkit/index.htm1

APPENDICES

A. Glossary of terms
B. Rights of English Learners
C. Home Language Survey
D. Procedures for Participation in Athletics or Mississippi High School Activities Association Programs
E. JCSD Policy: IK- English Learner Policy (pending update on August Board agenda)
F. EL Registration Flowchart
G. JCSD EL PROCEDURES CHART
H. Procedures for Monitoring an English Learner Exited from EL Services

APPENDIX A
GLOSSARY

Common Acronyms	Programs
EEOA	Equal Educational Opportunities Act
ELD	English Language Development
EL	English Learner
ESSA	Every Student Succeeds Act
LEA	Local Education Agency
MDE	Mississippi Department of Education
NCELA	National Clearinghouse for English Language Acquisition and Language Instruction Educational
OELA	Office of English Language Acquisition
SEA	State Education Agency
SET	Student Evaluation Team
USDOE	United States Department of Education

Common Terms:

Accommodation: Adapting language (spoken or written) to make it more understandable to second language learners. In assessment, accommodations may be made to the presentation, response method, setting, or timing/scheduling of the assessment.

Alternative Assessment: Assessment that is different from a traditional paper-and-pencil test. This type of assessment usually examines how well a student can perform a realistic task.

Bicultural: Identifying with the cultures of two different language groups. To be bicultural is not necessarily the same as being bilingual, and vice-versa (Baker, 2000).

Biliteracy: The ability to effectively communicate or understand thoughts and ideas through two languages' grammatical systems and vocabulary, using their written symbols.

Bilingualism: Defining bilingualism is problematic since individuals with varying bilingual characteristics may be classified as bilingual. One approach is to recognize various categories of bilingualism such as bilingual ability through the determination of bilingual proficiency that includes consideration of the four language dimensions: listening, speaking, reading, and writing.

Carnegie Unit: A standard measure of high school work indicating the minimum amount of time that instruction in a subject has been provided. Awarding of one Carnegie unit indicates that a minimum of 140 hours of instruction has been provided in regular and laboratory classes over a school year; awarding of % Carnegie unit indicates that a minimum of 70 hours has been provided.

Culture Shock Cycle: Euphoria, during this initial phase the student will experience a period of excitement over the newness of the surroundings. Culture shock refers to the symptoms ranging from mild irritability to deep psychological panic and crisis. Anomie, a stage of gradual, tentative and vacillating recovery. Some problems of the acculturation process are solved while others linger.
Individuals become more empathetic with other persons in the second culture and more accepting of the new surroundings. It is also described as homelessness in that individuals do not feel bound to the native culture nor fully adapted to the second one. Assimilation, this stage represents near or full recovery as shown by acceptance of the new culture and self-confidence in the "new" person who has developed in the new culture.

Cultural Diversity: Understanding that students come from a variety of ethnic, geographic, economic and religious backgrounds and how these diverse cultural and/or academic backgrounds impact the instructional process.

Dominant Language: The language with which the speaker has greater proficiency and/or uses most often.

English Learner (EL): The language in the No Child Left Behind Act of 2001 identifies language minority students as limited English proficient students or LEPs. However, the Mississippi Department of Education follows the suggestion of the National Research Council with the identification of these students as English language learners or ELs since this term highlights the positive aspect of the English language acquisition process. The terms for EL and LEP may be used interchangeably. According to Title III of the No Child Left Behind Act of 2001, an English language learner is and individual:

(A) Who is aged 3 through 21; was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant; or is a Native American or Alaska Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; or · is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant; and

(B) Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Home Language Survey (HLS): Form completed by parents/guardians that gives information about a student's language background. Must be on file for every EL student.

Immigrant Child: According to Title III of the No Child Left Behind Act of 2001, an immigrant child is an individual who: (A) is aged 3 through 21; (B) was not born in any State; and (C) has not been attending one or more schools in anyone or more States for more than three (3) full academic years.

Informed Parental Consent: The permission of a parent to enroll their child in an EL program, or the refusal to allow their child to enroll in such a program, after the parent is provided effective notice of the educational options and the district's educational recommendation.

Interpreter: A person who translates orally from one language to another.

Interventions: All students are entitled to appropriate instructional interventions. Interventions may include alternative strategies and assessments and additional time to learn the curriculum.

Interventions provide additional opportunities for students to master the curriculum. They differ from modifications since interventions do not include changing or deleting objectives in the curriculum. EL classes are appropriate instructional interventions for EL students. Core content courses delivered through a sheltered approach are also appropriate interventions for EL students.

Language Educational Program: According to Title III of the No Child Left Behind Act of 2001, language educational program means an instruction course:

(A) in which ELs are placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards; and

(B) that may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

Language Proficiency: Refers to the degree to which the student exhibits control over the use of language, including the measurement of expressive and receptive language skills in the areas of phonology, syntax, vocabulary, and semantics and including the areas of pragmatics or language use within various domains or social circumstances. Proficiency in a language is judged independently and does not imply a lack of proficiency in another language.

Local Education Agency (LEA): Also referred to as a school district.

Migrant Child: Migratory child means a child who is, or whose parent, spouse or guardian is, a migratory agricultural worker or migratory fisher and who, in the preceding thirty-six (36) months, has moved from one school district to another to obtain or accompany such parent, spouse, or guardian in order to obtain temporary or seasonal employment in agricultural or fishing industry as a principal means of livelihood.

Native Language: The first language learned in the home, or the home language. Often, it continues to be the students' stronger language in terms of competence and function.

Office for Civil Rights (OCR): The Office of Civil Rights of the U.S. Department of Education is responsible for enforcing Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, national origin, disability, sex, or age.

Parent Involvement: Any program or activity that encourages parents to become involved in their child's education; for example, conferences, volunteering, helping the child with

homework, attending workshops on parenting.

Phase or Stage: Periods of language development that area typically used in discussion of language ability instead of ages to refer to a child's progress in second language development.

Primary Language: The language of most benefit in learning new and difficult information.

Pull-out: A program model in which a paraprofessional or tutor pulls students from their classes for small group or individual work. Also, a paraprofessional or tutor may serve students in a small group within the regular classroom setting.

Push-in: when the English teacher comes into the general education classroom and aids the English language learners.

Student Evaluation Team (SET): A group of educators who meet to discuss possible interventions for students experiencing difficulty in school.

Syntax: The study of the sentence patterns of a language and the rules that govern the correctness of the sentence.

Teachers of English to Speakers of Other Languages (TESOL): This is the international professional organization.

Title I: Title I of the No Child Left Behind Act of 2001 supports programs to assist economically disadvantaged students and students at-risk of not meeting educational standards. The reauthorized Title I makes it clear that EL students are eligible for services on the same basis as other students.

Title III: Title III of the No Child Left Behind Act of 2001 ensures that EL students, including immigrant children and youth, develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet. Title III effectively establishes national policy by acknowledging the needs of EL students and their families.

Title VI: Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities that receive federal financial assistance.

Total Physical Response (TPR): Communicative approach where students respond with actions,

not words first. Instruction is accomplished through the use of commands.

Translator: A person (or computer program or application) that translates written documents from one language to another. This term is used simultaneously with the term interpreter.

Waiver: Official document needed for parents who decline the services of the language instruction educational program while the student is considered EL. In these cases, a waiver is required. The waiver must state that students are held accountable for meeting all grade level expectations regarding Mississippi curriculum and state mandated standardized testing.

Appendix B
Rights of English Learners

- 1964 Civil Rights Act, Title VI

What the law says

> "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." 42 U.S.C. § 2000d.

What this means

> Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Public institutions (like schools) must provide equal quality of educational services to everyone including those who are Limited English Proficient (LEP). Title VI covers all educational programs and activities that receive Federal financial assistance from the United States Department of Education.

- May 25, 1970, Memorandum

What the law says

> "The purpose of this memorandum is to clarify policy on issues concerning the responsibility of LEAs to provide equal educational opportunity to national origin minority group children deficient in English language skills."

What this means

> Where inability to speak and understand the English language excludes national origin-minority group children from effective participation in the education program offered by a LEA, the LEA must take affirmative steps to rectify the language deficiency in order to open its instructional program to these students. School districts have the responsibility to notify national origin- minority group parents of school activities, which are called to the attention of other parents. Such notice in order to be adequate may have to be provided in a language other than English.

- Lau v. Nichols (US Supreme Court Decision 1974)

What the law says

> The failure of school system to provide English language instruction to

national origin students who do not speak English, or to provide them with other adequate instructional procedures, denies them a meaningful opportunity to participate in the public educational program, and thus violates § 601 of the Civil Rights Act of 1964, which bans discrimination based "on the ground of race, color, or national origin," in "any program or activity receiving Federal financial assistance," and the implementing regulations of the Department of Health, Education, and Welfare. Pp. 414 U. S. 565-569.

What this means

The Supreme Court stated that these students should be treated with equality among the schools. Among other things, Lau reflects the widely-accepted view that a person's language is so closely intertwined with their national origin (the country someone or their ancestors came from) that language- based discrimination is effectively a proxy for national origin discrimination.

- 1974 – Equal Education Opportunities Act

What the law says

The Equal Education Opportunities Act of 1974 states: “No state shall deny equal educational opportunity to an individual based on his or her race, color, sex, or national origin by the failure of an educational agency to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs.”

What this means

The EEOA prohibits discriminatory conduct, including segregating students on the basis of race, color or national origin, and discrimination against faculty and staff serving these groups of individuals, as it interferes with their equal educational opportunities. Furthermore, the EEOA requires LEAs to take action to overcome students' language barriers that impede equal participation in educational programs.

- Plyler v. Doe (U.S. Supreme Court Decision 1982)

What the law says

“The illegal aliens who are plaintiffs in these cases challenging the statute may claim the benefit of the Equal Protection Clause, which provides that no State shall „deny to any person within its jurisdiction the equal protection of the laws‟ . . . The undocumented status of these children does not establish a sufficient rational basis for denying them benefits that the State affords other residents . . . No national policy is perceived that might justify the State

in denying these children an elementary education." -457 U.S. 202

What this means:

The right to public education for immigrant students regardless of their legal status is guaranteed. Schools may not require proof of citizenship or legal residence to enroll or provide services to immigrant students.

- Schools may not ask about the student or a parent's immigration status.
- Parents are not required to give a Social Security number.
- Students are entitled to receive all school services.

- <u>Presidential Executive Order 3166</u>

What the law says

"Entities receiving assistance from the federal government must take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to the programs, services, and information those entities provide."

What this means:

Recipients of federal assistance are required to help students overcome language barriers by implementing consistent standardized language assistance programs for LEP. In addition, persons with limited English proficiency cannot be required to pay for services to ensure their meaningful and equitable access to programs, services, and benefits.

- Title III of the No Child Left Behind Act of 2001

What the law says

Title III of the No Child Left Behind (NCLB) Act requires that all English language learners (ELs) receive quality instruction for learning both English and grade-level academic content. NCLB allows local flexibility for choosing programs of instruction, while demanding greater accountability for ELs' English language and academic progress.

What this means

Under Title III, states are required to develop standards for English Language Proficiency and to link those standards to the state's Academic Content Standards. Schools must make sure that ELs are part of their state's accountability system and that ELs' academic progress is followed over time by:

- establishing learning standards, that is, statements of what children in that state should know and be able to do in reading, math, and other subjects at various grade levels; creating annual assessments (standardized tests, in most states) to measure student progress in reading and math in grades 3-8 and once in high schools;
- setting a level (cut-off score) at which students are considered proficient in tested areas; and
- reporting to the public on what percentages of students are proficient, with the information broken down by race, income, disability, language proficiency, and gender subgroups.

APPENDIX C

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Student Name: _____ **Grade:** _____

First *Middle* *Last*

Date of Birth: _____ **Gender:** _____ **School:** _____

1. What is the dominant language **most often** spoken by the student?_____

2. What is the language **routinely** spoken in the home, regardless of the language spoken by the student?_____

3. What language was **first** learned by the student? _____

4. Does the parent/guardian need **interpretation** services? ____Yes ____No

If so, what language?

5. Does the parent/guardian need **translated** materials? ____Yes ____No

If so, what language? _____

6. What was the date the student first enrolled in a school in the United States? _
MM/YYYY

7. In what country was the student born? _____

_____

Parent / Guardian Signature Date (MM/DD/YYYY)

District Use Only

☐ Designated English Learner on the ELPA212 Screener

DOCUMENTATION OF ELPA21 SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

APPENDIX D



Procedures for Participation in Athletics or Mississippi High School Activities Association Programs

The process for referral of an EL student is the same as the process outline for all students:

1. Any member of the EL student's set team or other representative may notify or make the coach aware of the student's interest to participate.
2. Meet eligibility requirements established by MDE, MHSAA, and the OSD, including a health clearance from a physician and other health related requirements as applicable.
3. Attend try-outs with other students or request a private try-out if entering after the initial try- out period, as allowed by MHSAA rules.
4. If selected to participate based on ability, the student must adhere to all discipline and academic requirements set by MHSAA, the OSD, and individual coaches, band directors, or activity sponsors.
    a. Not all sports or activities have a number of players allowed on the team based on ability. Therefore, a student would simply make the coach aware if he/she wishes to participate and follow all practice and game rules as instructed by the coach according to the MHSAA and the OSD regulations.

APPENDIX E

JCSD Policy: IK- English Learner Policy

(pending update on August Board agenda)

The Jackson County School District assures that it will comply with the following for English Learners (EL):

1. The district will identify English Learners (EL) through a home language survey, which will be completed by all students during registration.
2. The district will provide equal access to all district programs and services for all English Learners (EL).
3. The district will provide appropriate and comparable staff training, professional development opportunities, and instructional materials for serving English Learners (EL).
4. The district will monitor and maintain student records and provide support services as indicated.
5. The district will invite parental involvement and maximize attempts to communicate with parents in their native language.
6. The district English Learner (EL) program will be administered under the direction of the Director of Federal Programs and EL Coordinator.

Purpose:

The purpose of the English Learner Policy is to outline the procedures the Jackson County School District (JCSD) will follow to ensure that all non-English speaking students are provided a free appropriate public education and any additional services required to attain proficiency in the English language.

Enrollment:

The Jackson County School District will provide a free and equitable education to all school age children who live within the boundaries of JCSD, regardless of immigration status. Several laws protect the rights of English Learners (ELs) and their families, particularly during the enrollment process. These protections are provided because many EL students' levels of transiency and lack of English proficiency make them a particularly vulnerable population.

When enrolling students, JCSD will not request any information from students or their parents or guardians in order to deny access to public schools on the basis of race, color, or national origin.

Jackson County School District requires the following documents when enrolling a student unless otherwise indicated as optional:

1. Birth Certificate
2. Proof of Immunization
3. 2 Proofs of Residency

Parent(s) or Legal Guardian(s) must be present when enrolling their child. A child will not be enrolled if a parent(s) or legal guardian(s) is not present at the time of enrollment.

Identification of English Learner:

The Home Language Survey (HLS) must be completed for each new student registering with the JCSD. The HLS is used to identify students whose first language is not English. The HLS should remain in the student's cumulative folder until graduation. If any response on the HLS indicates the use of a language other than English by the student or an individual in the home, then further assessment must be conducted to determine the student's English language proficiency.

The ELPA 21 Screener is be used to determine the level of English proficiency and to facilitate appropriate instructional and program placement decisions. Students identified by the HLS during registration whose first language is a language other than English at the beginning of the school year must be assessed for English-language proficiency within 30 calendar days of initial day of enrollment. Students who register after the beginning of the school year and indicate on the home language survey that their first language is a language other than English must be assessed within 10 school days of enrollment. The assessment will be administered by a School Counselor.

The student's placement test report must be placed in their cumulative record along with the original copy of the home language survey.

EL students who have already been identified in Jackson County School District will remain in the EL program if they leave the district for a district in another state or country and return to the Jackson County School District. The EL student will only be removed if he or she has met the criteria to exit the EL program set forth by MDE.

Elementary ELs should not be placed more than one grade level behind their peers. Retention is strongly discouraged, except in rare cases where it can be documented that language proficiency is not the likely cause for academic difficulties.

At the high school level, credits must be awarded based on transcripts provided by the students/parents/guardians, even if the course work was taken in another country. If transcripts are in a language other than English, translations will be sought so credits can be awarded appropriately. ELs must be provided with access to Advanced Placement, dual credit, and other advanced courses. ELs must receive language supports to assist them in accessing academic content, just as they would if they were in other less accelerated academic courses.

When EL students enroll in U.S. schools for the first time at the secondary level, steps will be taken to ensure they have access to a high school diploma. To ensure ELs have access to the foundational skills needed to be successful in high school and ensure access to graduation, Jackson County School District will place students in academic courses sequentially. English I, II, III, and IV will be offered, scheduled, and taught in sequential order. Simultaneous enrollment is acceptable in situations where a student failed a course and needs to simultaneously enroll. EL students will not be placed out of sequence to prevent them from taking required assessments.

Parent Notification:

Parents of a student who qualifies for English language services shall be sent a notice of placement and services within thirty days of the start of the school year or within ten days for students ruled eligible enrolling after the initial day of school. The notice may either be mailed to the parent or guardian or sent home with the student. The Student Evaluation Team (SET) will invite the parent or guardian to a conference further explaining the ruling or the services that will be provided. The notification must include all of the required elements, including the right to opt out. Parents may decline EL services at any time by written request.

Any parent or guardian whose child is receiving or is eligible to receive EL services has the right to decline or opt his or her child out of any or all EL services. The district will provide guidance in a language parents or guardians can understand to ensure that they understand their child's rights, the range of EL services that their child could receive, and the benefits of such services to ensure that the parent or guardian's decision to opt out is informed and voluntary.

After ELs have been identified using the ELPA 21 Screener, the district must provide ELs with appropriate language assistance services and programs, commonly known as "EL Services and Programs." The district has the flexibility to choose the EL services and programs that meet civil rights requirements and best meet the needs of their EL population.

Language Service Plans:

Each student identified as an English Learner must have a Language Service Plan (LSP) per Mississippi Department of Education guidelines. Language Service Plans are updated annually until the student exits the EL program. The LSP must contain the student's demographic information, date of first enrollment in a US school, yearly ELPT scores, and state/classroom accommodations. The SET must meet to develop the LSP at the beginning of each academic school year. The SET is composed of the student's teachers, EL teacher, administrators, counselor, and parents/guardians. The team will meet quarterly to evaluate the student's progress and make necessary adjustments. A copy of the LSP must be provided to all teachers who work with the EL student.

EL Data:

Once a student has been identified as an EL, the district must ensure the student is correctly marked in their student data package. This information will transfer over to MSIS once the district has submitted their data to MDE. Districts should ensure each column on the EL roster screen of MSIS is completed. This information should be updated monthly.

English Learner English Language Proficiency Assessment:

The Elementary and Secondary Act (ESEA) and Every Student Succeeds Act (ESSA) requires that all students identified as English Learners be assessed for English language proficiency on an annual basis. The approved English language assessment is the English Language Proficiency Test. The assessment is currently administered in the Spring.

The English Proficiency Assessment measures four domains:

1. Speaking
2. Listening
3. Reading
4. Writing

Students taking this assessment may or may not have reasonable accommodations when taking this assessment. The Mississippi Testing Accommodations Manual outlines the accommodations available for students who have been identified as English Learners.

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Scores from the English Proficiency assessment are usually received during the summer following the assessment. Score reports will be sent to parents or guardians at the beginning of the next school year. Copies of the score reports are placed in the student's cumulative folder. Reports for students who transfer to another school during the summer months are included with the record sent to the new school.

Grading and Retention:

As students are working to learn English during the initial stages of language acquisition, it is a violation of their Civil Rights to retain them due to limited language proficiency. Schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in educational programs as noted in Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Opportunities Act of 1974.

Retention is not generally recommended for ELs. Though the decision to promote or retain will be made on a case-by-case basis, and the decision to retain an EL must be accompanied by documentation

demonstrating that appropriate accommodations and modifications were employed throughout the school year to ensure compliance with federal requirements. ELs should be carefully evaluated before retention is recommended to ensure that the lack of English skills is not being mistaken for poor achievement.

Students Exiting the Program and Monitoring Exited Students:

Students may exit the EL program by achieving the following scores on the English Proficiency assessment. (These are the only criteria allowed for a student to exit the program.)

1. Overall Proficiency Score – Level 4 or 5 AND
2. Reading Proficiency Score – Level 4 or 5 AND
3. Writing Proficiency Score – Level 4 or 5.

An EL student with a disability can be "exited" from EL status when he or she no longer meets the definition of an EL. This occurs when the student meets the State's definition of "proficient" in English. The student's EL status cannot be removed based solely on the fact the student has an IEP.

Students who have achieved the proficiency levels above and exited the program must be monitored for a period of four academic years. Monitoring must be conducted and documented quarterly by the SET. Monitored students who are not achieving at a satisfactory level may be considered for placement in the EL program. The district will retest using the ELPA21 Screener to see if the student needs to be offered additional language assistance.

English Learner Services and Instructional Support:

Students identified as English Learners must be provided with appropriate English Learner language assistance services. The district will provide English Learners with access to the content of the Mississippi College and Career Readiness Standards and other services, including special education, gifted education, and extracurricular programs, as needed.

ELs will have meaningful access to the core curriculum, such as math, science, social studies and language arts, while learning English. While the district's EL program focuses in part on language acquisition, both the EL teacher and academic teachers should work together to ensure that students are mastering the academic language needed to be successful.

The goal for students who are ELs is that they attain fluency in English, master the state's academic content standards, and pass any other state required tests.

Parent and Family Engagement:

Jackson County School District has a legal obligation to communicate meaningfully with Limited English Proficient (LEP) parents and families and to adequately notify them of information about any program, service or activity called to the attention of non-LEP parents. Successful communication provides LEP parents, guardians, and families with the school-related information they need to make informed decisions about, and be helpful participants in, their children's education. This may include but not be limited to information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, and gifted programs.

Jackson County School District will provide information to LEP parents and guardians with documents in a language they can understand when necessary.

APPENDIX F

EL Registration Flowchart

Complete the Home Language Survey

Student populates on HLS & is ***new to the US schools***.	Student populates on HLS & ***enrolled less than 12 months in US. Schools***.	Student populates on the HLS & previously ***enrolled in US more than 12 months***.
1. If ***new to US schools***, alert counselor and send copy of HLS with enrollment date to EL coordinator within 2 school days of enrollment.	1. If ***enrolled in US schools less than 12 months***, registrar marks the following on the record request form: **current Language Service Plan & ELPA21 placement & annual ELPT scores**. Send copy of request to EL coordinator within 2 school days.	1. If ***enrolled in US schools more than 12 months***, registrar marks the following on the record request form: **current Language Service Plan & ELPA21 placement & annual ELPT scores**. Send copy of request to EL coordinator within 2 school days.
2. Counselor gives newcomer the ELPA21 Screener between school days 2-5 of enrollment. Counselor sends parent letter of invitation to LSP meeting by end of school day 6 enrolled.	2. Registrar alerts counselor and EL coordinator of records received for EL services within day 4 of enrollment; if no response, registrar emails EL coordinator.	2. Registrar alerts counselor and EL coordinator of records received for EL services within day 4 of enrollment; if no response, registrar emails EL coordinator.
3. Counselor works with EL Coordinator to schedule meeting between school day 8-10. EL coordinator arranges interpretation services, generates LSP, and facilitates meeting. EL teacher acquires all necessary signatures & returns signed acceptance letter to counselor. Counselor or registrar creates chart.	3. Counselor & EL Coordinator work together to determine if transfer of LSP is appropriate or if ELPA21 placement test needs to be administered. 4. Once course of actions is determined, counselor and EL Coordinator follow steps # 2-3 of blue directions as appropriate within 10 school days of enrollment. Enrollment is day 1.	3. Counselor & EL Coordinator work together to determine appropriate course of action for LSP. Once course of action is determined, both follow step 3 of blue directions as appropriate within 10 school days of enrollment. Enrollment is day 1. MDE EL Guidelines step 2 & 3.

APPENDIX G



ELL Procedures

STEP 1

Student registers and parent/guardian completes the **Home Language Survey**. If language other than English is indicated and/or documentation, parent report of prior eligibility is presented, proceed to Step 2. If English only is indicated **DO NOT** proceed to Step 2. The student is **NOT ELIGIBLE** for EL services.

STEP 2

If the student is possibly eligible for EL services, the Registrar will inform the counselor and EL Interventionist. The counselor will then conduct the **ELPA21 Screener**.

STEP 3

1. The School counselor will complete the ELPA21 Screener, and, notify the EL interventionist & EL school tutor when a student meets the criteria. The school counselor will inform the JCSD EL personnel of eligibility.
2. The counselor sends the **English Learner Notification Letter** to parent/guardian, and notifies the EL Interventionist, EL Tutor and SET.
3. The EL Interventionist prepares LSP. The meeting will be held with SET members present

STEP 4

1. Signed copies of LSP are given to parent/guardian, all teachers, and STC (Recipients sign **LSP Acceptance Notice**).
2. Original LSP is filed in green EL folder and placed in the cumulative folder along with all other EL documentation (i.e. HLS, ELPA21 Screener, prior EL history).

STEP 5

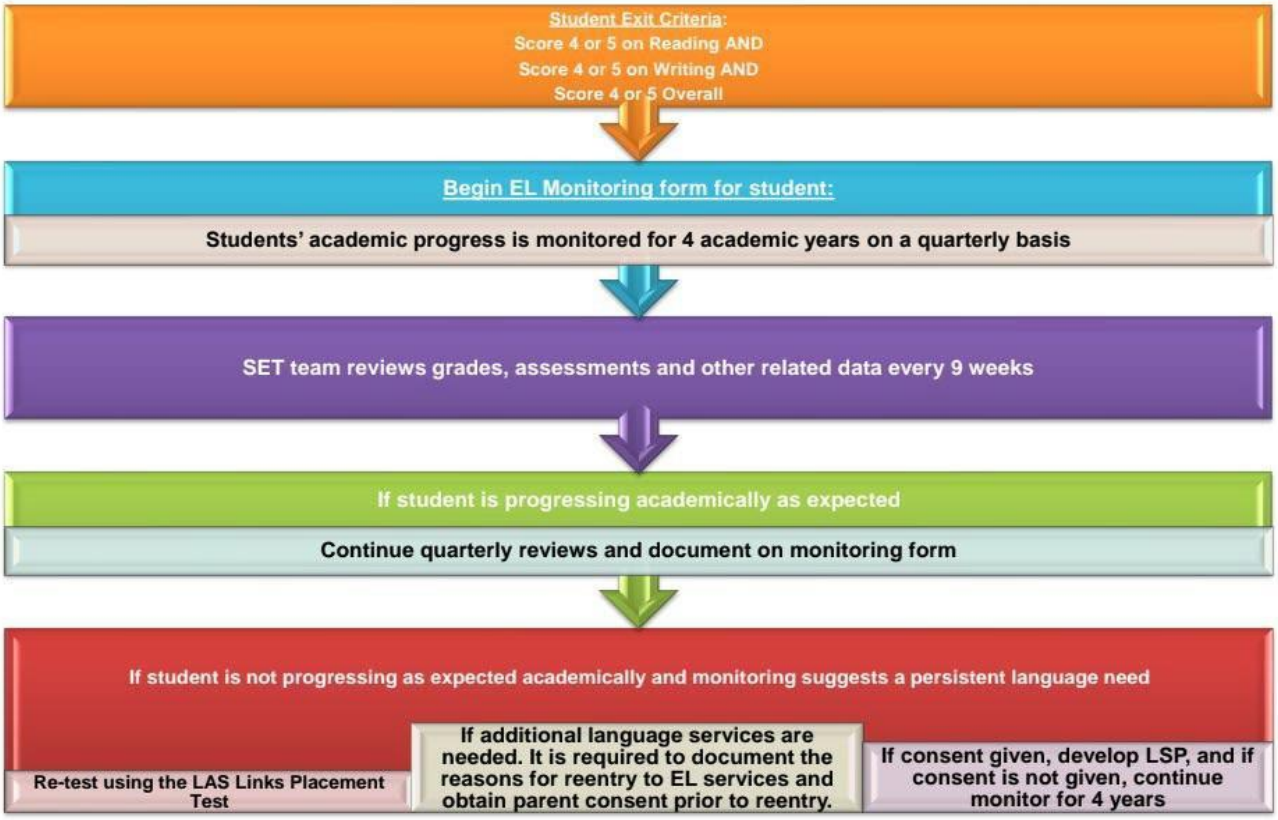
1. The School Educational Team (SET) meets to review LSP quarterly with the parent/guardian.
2. Student takes ELPT – If student scores below proficient in Writing, Reading and Overall – EL Services continue for the following school year.

STEP 6

Exit Criteria: Student takes ELPT and student scores:
4 or 5 for Reading AND
4 or 5 for Writing AND
4 or 5 Overall
Student exits services and moves to Monitored status

APPENDIX H

Procedures for Monitoring an English Learner Exited from EL Services





Homeless and Foster Care Manual

2024-2025

JCSD Superintendent, Mr. David Baggett

Federal Program Director, Dr. Kimberly Williams

Homeless Liaison, Mrs. Shelly Barnett

Foster Care POC, Mrs. Shelly Barnett

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JCSD
Homeless Education Plan

Introduction

The Jackson County School District is dedicated to ensuring each child who is homeless has equal access to the same free, appropriate public education available to other students. This commitment includes services to preschool students and unaccompanied youth who are homeless.

McKinney-Vento Law

The McKinney-Vento Homeless Assistance Act (Act) requires all school districts to maintain compliance. The McKinney-Vento Act specifies rights for homeless students. Every school district must designate a McKinney-Vento Liaison to assist in identifying, supporting, and ensuring the rights of homeless students and families. These rights include waiving certain requirements, such as proof of residency, when students are enrolling and allowing categorical eligibility for certain services, such as free lunch. The McKinney-Vento Act also state:

● Students who are homeless may attend their school of origin or the school where they are temporarily residing.

● Parents or guardians of homeless students must be informed of educational and related opportunities.

● Students who are homeless may enroll without school, medical, or similar records.

● Students who are homeless and their families receive referrals to health, dental, mental health, substance abuse, housing, and other needed services.

● Students who are homeless have a right to transportation to school.

● Students must be provided a statement explaining why they are denied any service or enrollment.

● Students must be enrolled in school and receive services, such as transportation, while disputes are being settled.

● Students are automatically eligible for Title I services.

● School districts must reserve a portion of Title IA funds to serve homeless students.

● School districts must review and revise policies that serve as barriers to homeless students.

● Schools must post information in the community regarding the rights of homeless students and unaccompanied youth in schools and other places where homeless families may frequent and written in a language they can understand.

● School districts must identify a McKinney-Vento Liaison to assist students and their families

JCSD Homeless Policy JQN

Section: J Students
Policy Code: JQN Education for Homeless Children and Youth

Policy:JQN

Education of the Homeless School Age Children

All school-age children, including the homeless, who live within the Jackson County School District, shall be eligible to attend the district's schools, Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held, A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from district school or school of origin in a manner that would be in the best interest of the child as determined by the district Homeless Liaison for homeless students.

The Superintendent of Education has the authority to designate a student as homeless based on criteria outlined in this policy and the McKinney Vento Homeless Assistance Act. If, it is determined by the Superintendent that a child or his/her parents are attempting to use a designation of homeless to change schools for reasons other than those delineated in the McKinney Vento Act (i.e. athletics, school choice or other non-related reason), the Superintendent may deny a homeless designation.

The district utilizes this policy as its guideline to explain the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing

and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

Definition

For the purposes of this policy, children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that IS a publicly or privately-operated shelter designed to provide temporary living accommodations, a temporary residence prior to being placed in an institution, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who IS placed in a transitional or emergency shelter before placement in a foster home or home for neglected children
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or another similar situation.
5. A child who is placed in a foster home due to lack of shelter space.
6. A migratory child who is staying in accommodations not fit for human habitation.
7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other Inadequate accommodations
8. A child who is placed in a state institution because s/he has no other place to live.
9. A child who has been abandoned by his/her family and is staying in a hospital.
10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, or other inadequate accommodations.
11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

SERVICES TO BE PROVIDED

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless Individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.

2. The placement of an eligible homeless child or youth will take into consideration the best interests of the homeless child or youth and placement requests made by a parent
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.
5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20
6. Should this school district receive assistance un S11432 of the Act, It shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families
7. Should this school district ever receive assistance under S11432 of the Act, it shall designate a homelessness liaison to ensure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.
8. The homelessness liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2 3 and 4 above
10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to Issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.
11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA - Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that particular matter for prompt resolution.

If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program
Mississippi Department of Education
P. O. Box 771
Jackson, MS 39205

Should the homeless child be living with a parent designee, a person with whom the parents have placed the child but who is not a legal guardian, school officials shall communicate directly with the parent designee concerning any school-related matters involving the homeless child and, in addition, shall use their best efforts to communicate the same information to the respective parent(s).

If a dispute arises over any issued covered in this policy, the school where the dispute arises will provide the parent/guardian or unaccompanied homeless youth with a written explanation of its decision and the right to appeal and will refer the parent/guardian or youth to Director of Student Services/Federal Programs in the Jackson County School District Office immediately. The Superintendent shall designate the Director of Student Services/Federal Programs in the district office to investigate and report complaints that are believed to be in non-compliance with the Stewart B. McKinney Homeless Assistance Amendment Act and/or issues that deal with the educational placement of homeless children and youth which cannot be resolved at the attendance center. If a parent or guardian has a complaint, he/ she should go first to the building principal. If the dispute cannot be resolved at this point, then it should be presented to the Assistant Superintendent of the Attendance Center. If the dispute is not resolved at this point, it will be presented to the Director of Student Services/Federal Programs in the district office. If the dispute cannot be resolved at this level, a request will be made to the State Department of Education's Coordinator of the Homeless Program for a formal review. The review must be requested in writing immediately after the dispute takes place. The parent/guardian or youth will be given every opportunity to participate in the resolution of the dispute.

Reference: Stewart B. McKinney Act, P.L. 100-77 Mississippi Code 37 -13-91; 37-15-9; 37-7-301; 41-23-37; 37-3 -49; 37-15-1 through 37-15-3 National School Lunch Act, 1946 Family Educational Rights and Privacy Act, 1974

LEGAL REF: McKinney-Vento Homeless Education Assistance Improvements Act of 2001 P L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF: Policies JAA - Equal Educational Opportunities JBCCA - Assignment of Pupils IB - Instructional Goals

CSD Foster Care Policy JQO

Section: J Students
Policy Code: JQO Foster Care Plan

Foster Care Plan

The Jackson County School District is dedicated to promoting high achievement and educational stability to those students in foster care. The District will collaborate with the Mississippi Department of Education (MDE), the Mississippi's Child Welfare Agency, and the Mississippi Department of Child Protection Services (MDCPS) as needed to provide educational services for students in foster care.

DEFINITIONS

1. Best Interest Determination (BID) – refers the collaborative process between MDCPS and local school districts based on the individual student's unique best interests. The determination involves input from multiple parties to make decisions about whether a student placed in foster care should continue to attend his or her school of origin.
2. School of Origin – refers to the school that a student was attending at the time of placement in foster care or the last school the student attended, despite a change in home. To ensure continuity in education, remaining in the school of origin is preferred.
3. School District of Origin – refers to the Mississippi school district in which a school of origin is physically located.

DISTRICT POINT OF CONTACT (POC)

The District will maintain a staff person who is designated as the District's POC for students in foster care. The POC will follow all requirements as set forth in MDE Rule 30.8.

The District will provide MDE with the name and contact information of the District POC at the beginning of each school year. The POC and his/her contact information will be posted on the District's website for ease of contact. Any changes to the District POC before the end of the academic year will be provided to the MDE POC.

BEST INTEREST DETERMINATION (BID)

The District will coordinate with MDCPS to finalize a BID within seven (7) school days from the date the District is notified, by MDCPS, of child's placement in foster care or change in the child's living arrangement, except in emergency removal situations.

During the BID determination period, the District will ensure the child is permitted to remain in his or her school of origin and the District will document how transportation shall be provided, arranged, and funded during the pendency of the BID decision. *See Policy EDA*

The BID decision will involve input from multiple, relevant parties who have the authority to make decisions regarding the child in foster care, and who have the knowledge and expertise about the child and the child's circumstances to determine whether a student in foster care should continue to attend his or her school of origin. These parties may include:

1. MDCPS representative;
2. Student, if applicable;
3. Child's foster family;
4. Individual from receiving school district;
5. Counselor;
6. Guardian Ad Litem; and,
7. Biological Parent, if determined by MDCPS or Court Order.

If there is disagreement regarding school placement for a student in foster care, MDCPS is the final decision maker. Students should continue to attend their schools of origin while BIDs are determined.

The District will consider all factors relating to a child's best interest. In evaluating the appropriateness of the current educational setting, the District will consider:

1. Appropriateness of the current educational setting (the school of origin),
2. Proximity to the school in which the child is enrolled (the school of origin) at the time of placement in foster care,

3. Preferences of the child's parent(s) or education decision maker(s) (individual legally authorized by the court to make educational decisions for a child in foster care);
4. Holistic and well-informed determination, utilizing a variety of student-centered factors including, but not limited to –

    a. Student's age and grade level;
    a. Student's preference, when age appropriate;
    b. Student's attachment to the school, including meaningful relationships with staff and peers;
    c. Placement of the student's sibling(s);
    d. Distance/length of time to travel to/from school;
    e. Time of academic year, academic performance, and skills;
    f. Current educational goals and services; anticipated length of time in placement, and whether reunification is the family goal;
    g. Number of placements to date;
    h. Child's participation in specialized instruction (e.g., gifted programming, career technical education program, College Credit Plus, Advanced Placement classes);
    i. Availability of required special education and/or related services in a school other than the school of origin when the student has an identified disability under IDEA or Section 504;
    j. Availability of language services in a school other than the school of origin when the student has been identified as an English learner;
    k. Child's ability to earn full academic credit, the ability to proceed to the next grade, or the ability to graduate on time;
    l. School climate, peer support, supportive adults, and involvement in extracurricular activities;
    m. Availability and quality of the services in the school to meet the child's educational and socioemotional needs;
    n. Impact the commute to and from school would have on the child, based on developmental functioning. For children with disabilities, consider the IDEA's federal requirements when determining best interest;
    o. Any other relevant factors pertinent to the child.
2. Whether the student needs to remain in the school of origin for a limited time (e.g., until the end of the school year, the end of a testing or grading period).
3. Determine if it is appropriate to revisit the question of whether it is in the student's best to remain in the school of origin or enroll locally, and if so, document a specific time to reassess; and,
4. NOT consider the cost of transportation when determining a child's best interest.

REMAIN IN SCHOOL OF ORIGIN

When the District has determined that it is in the best interest of the child to remain in the school of origin, the District will document in the individualized student's plan regarding how transportation will be provided, arranged, and funded for the student.

The District will document, in collaboration with MDCPS, the Transportation Plan that supports the District's obligations under state and federal law and follows all guidelines in MDE Rule 30.8, in order for the student to receive transportation services on the first day of the student's attendance. *See also policy EDA.*

LEAVE SCHOOL OF ORIGIN

When the District has determined it is in the best interest of the child to leave the school of origin, the enrolling district will:

1. Ensure enrollment in the new school takes place on the same day the student is enrolled, even if the child is unable to provide records normally required for enrollment.

    a. A student in foster care must be enrolled by a MDCPS representative.
    a. The District will confirm, in writing, the person responsible for making educational decisions. If a student is removed from the school, by anyone other than a MDCPS employee the district will notify MDE immediately, unless a court order states otherwise.
    b. The District will contact the school last attended (school of origin), within one (1) school day of enrollment, to obtain relevant academic and other records.
2. Update the student database and contact information for the student within one (1) school day of notification of enrollment from the custodial agency (MDCPS).
3. Ensure the student is assigned to a school in the district in the same manner and according to the same process used for all other students in the district.
4. Give foster children transferring into the District credit for full and/or partial coursework completed at their school of origin, in accordance with the District's policy on transfer credits.
5. Ensure each student in foster care shall be provided services comparable to other students in the school of attendance.

6. Ensure that it is documented that a student was withdrawn prior to the best interest determination, if applicable.

STUDENT RECORDS

Upon receipt of a written request for school records from a new school, the school district of origin shall forward, in a manner consistent with state and federal law, a complete copy of the records of the student in foster care. Information needed by the receiving school district shall include, but is not limited to:

1. Proof of age;
2. Immunization records;
3. Cumulative education file, if the child is attending a public school.
4. Copy of the current IEP, if the child is eligible for special education services;
5. Copy of the current Section 504 Plan, if the child has a Section 504;
6. Copy of health records kept by the school; and,
7. Any other pertinent information needed to assist the enrolling school in providing appropriate educational services.

The inability to receive records shall not delay student enrollment. Once a foster student is disenrolled by MDCPS, no other sharing of information shall occur. The District will comply with all state and federal law in order to protect student privacy.

LEGAL REF: 20 U.S.C. §§ 6311(g)(1)(E); 6312(c)(5); Uninterrupted Scholars Act (USA), P.L. No: 112-278; Every Student Succeeds Act (ESSA); Equal Educational Opportunities Act of 1974 (EEOA); Family Educational Rights and Privacy Act (FERPA)

Homeless

Requirements

Jackson County School District is required to maintain compliance with the McKinney-Vento Act which provides specific rights for homeless students. Every school district must designate a McKinney-Vento Liaison to assist in identifying, supporting, and ensuring the rights of homeless students and families. These rights include waiving certain requirements, such as proof of residency, when students are enrolling and allowing categorical eligibility for certain services, such as free lunch. The Act also states:

- Students who are homeless may attend their school of origin or the school where they are temporarily residing.

- Parents or guardians of homeless students must be informed of educational and related opportunities.
- Students who are homeless may enroll without school, medical, or similar records.
- Students who are homeless and their families receive referrals to health, dental, mental health, substance abuse, housing, and other needed services.
- Students who are homeless have a right to transportation to school.
- Students must be provided a statement explaining why they are denied any service or enrollment.
- Students must be enrolled in school and receive services, such as transportation, while disputes are being settled.
- Students are automatically eligible for Title I services.
- School districts must reserve a portion of Title IA funds to serve homeless students.
- School districts must review and revise policies that serve as barriers to homeless students.
- Schools must post information in the community regarding the rights of homeless students and unaccompanied youth in schools and other places where homeless families may frequent and written in a language they can understand.
- School districts must identify a McKinney-Vento Liaison to assist students and their families.

Definition

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines *homeless* as follows:

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

DIstrict Procedures

1. When a parent/guardian completes the Title IX form, at the time of registration, and marks one of the situations listed at the bottom of the form, **the school counselor will interview** the parent and make sure that they have a clear understanding of the circumstances.
    a. Unaccompanied Homeless Youth (Child does not reside with a parent or legal guardian)
    b. Family resides in substandard housing (Lacks or has inadequate utilities, excessive holes in floors, cardboard walls/windows, camping ground, etc).
    c. Child/family resides in temporary or public/privately operated shelter (Runaway, domestic violence, substance abuse, emergency, etc.) Temporarily child/family resides with relatives or friends (due to loss of job, housing, income or similar reason) Please explain:_____
    d. Child/family resides in non-sub-standard domiciles or on the “streets’ (tents, vehicles, buses, abandoned buildings, condemned areas, etc.)
    e. Parent/guardian in placement of institution (i.e. jail/prison, mentally ill facility, etc)
    f. Child who is initially housed in an emergency placement by DHS and awaiting foster care placement.
2. Then the counselor will send the Title IX forms (part 1 and 2) & Caregiver Authorization form, if applicable, to **the Federal Programs Director and the Homeless Liaison** and make every effort to inform them of any extenuating circumstances in a brief synopsis.
3. The Homeless Liaison will review the form and decide on whether the student should be considered as homeless. If the student is considered homeless then the following must occur:

a. The counselor must mark the student as homeless in SAMS (Go to the student's folder, then to the At-Risk tab, scroll down and click on edit, and check the box next to "homeless" under the At-Risk section).
b. Please store all forms in the student's cumulative folder for a period of one academic school year. ***(This documentation will need to be removed from the cumulative folder at the end of the year).***
c. **The Homeless Liaison** will send Food Services a copy of the homeless student's Title IX (form 1) for their records.

4. Once each school uploads MSIS MSD files for the month, please go into MSIS (under the view student data to make sure that the title x indicator has turned to "y" instead of "n". If the student was marked in SAMS before you upload, then all should go well.
5. **A student is marked homeless for 1 year, and will have to reapply every year. Please clear out all of your homeless indicators in SAMS at the end of the school year after your final Month 9 upload to MSIS**.

MSIS

Homeless Services

After JCSD's student data is certified each month in MSIS, the Homeless Liaison will enter the required monthly homeless services that were provided to the student in the MSIS portal.

Homeless Barriers

After JCSD's student data is certified each month in MSIS, the Homeless Liaison will enter the required homeless barriers in the MSIS portal.

Disputes

Chapter 40 McKinney-Vento Homeless Education Dispute Resolution Procedure

1. INTRODUCTION

The McKinney-Vento Homeless Assistance Act (Act) acknowledges that disputes may arise between a local educational agency (LEA) and the parent or guardian of a homeless child or youth, or unaccompanied youth, when the LEA seeks to place him or her in a school other than the school of origin or the one requested by the parent, guardian, or unaccompanied youth. Guidance regarding the definition of homeless, the responsibilities of the LEA in serving homeless children and youth, school selection, eligibility and enrollment is provided in the Act. The Act includes dispute resolution among the required duties of the LEA liaison and the State Educational Agency (SEA).The following procedures are specified in the Act:

a. Enrollment: Immediately enroll the homeless child or youth in the school preferred by the parent, guardian or unaccompanied youth until the dispute is settled and all available appeals have been exhausted. The statutory definition of “enroll” includes attending classes and participating fully in school activities.

b. **Written explanation:** Written explanations provided by the LEA shall be in a manner and form understandable to the parent, guardian, or unaccompanied youth of any decisions related to school selection, eligibility or enrollment made by the school or LEA, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.

c. Parent/Guardian/Unaccompanied Youth Rights: It is the responsibility of the LEA to inform the parent or guardian, or unaccompanied youth of the McKinney-Vento rights and the dispute resolution process. While the dispute is being resolved, the child or children in question must be enrolled in school and receive all services for which they are eligible, including transportation services. If the dispute is concerning the school of “best interest,” the child must be enrolled in the school preferred by the parent/guardian or unaccompanied youth.

2. ADMINISTRATIVE PROCEDURE

The Mississippi Department of Education (MDE), Office of Federal Programs, has adopted a dispute resolution process at the local and state levels. If a dispute arises regarding the eligibility, school selection, or school enrollment of a homeless child or youth, or unaccompanied youth, the following procedures are to be followed:

Local Educational Agency Level: If the LEA makes a determination regarding school selection or enrollment that would result in the child or youth attending a school other than the one requested by the parent, guardian, or unaccompanied youth, a written explanation shall be provided in a manner and form understandable to the parent, guardian, or unaccompanied youth. The parent, guardian, or unaccompanied youth shall be informed of the right to appeal and the written decision shall include a statement of the right to appeal to the LEA superintendent. The dispute resolution process shall be initiated at the local level by the parent/guardian or unaccompanied youth who wishes to appeal the school district's decision. The LEAs shall develop written policies and procedures with timelines that govern the dispute resolution process and shall include, at a minimum, the following:

a. Each LEA is required to have a designated McKinney-Vento liaison. In addition, each school should have a contact who has been trained on the McKinney-Vento Act.

b. If the parent, guardian or unaccompanied youth disagrees with the LEA's decision and wishes to appeal to the LEA superintendent or his/her designee, the parent, guardian, or unaccompanied youth shall file a request for dispute resolution with the LEA liaison by completing a dispute resolution form or submitting a written request after receiving notification of the LEA's decision. The LEA superintendent's designee shall be someone other than the LEA liaison. The parent, guardian, or unaccompanied youth shall be informed of the right to appeal and the LEA superintendent's written decision shall include a statement of the right to appeal to the local school board of education.

c. If the parent, guardian, or unaccompanied youth disagrees with the LEA superintendent's decision and wishes to appeal to the local board of education, the parent, guardian, or unaccompanied youth shall inform the LEA liaison of the intent to appeal. The LEA liaison shall ensure an appointment is made for the next, regularly scheduled board meeting to address the dispute. The LEA liaison shall also provide the parent, guardian, or unaccompanied youth with the documentation collected up to that point, including the parent, guardian or unaccompanied youth request for dispute resolution, the LEA liaison and local superintendent's

written decisions and any other additional information submitted by the parent, guardian, or unaccompanied youth. The parent, guardian, or unaccompanied youth shall be informed of the right to appeal and the local school board of education's written decision shall include a statement of the right to appeal to the MDE if aggrieved.

State Educational Agency Level: Appeals made to the MDE shall be submitted in writing, signed by the complainant, and forwarded by the LEA. The following steps are to be taken:

a. Address the complaint to:
Mississippi Department of Education
Office of Federal Programs
State Homeless Education Coordinator
359 North West Street, Suite 111
Jackson, MS 39205

b. The complaint shall include the following:
1. A description of the situation that prompted the dispute
2. The name(s) and age(s) of the homeless child or youth
3. The name(s) of the LEA and personnel involved
4. A description of the attempts that were made to resolve the issue at the local level, including copies of any documentation used in making the decisions.

c. The State Homeless Coordinator will gather needed information from statements of the parties involved and forward the information to the Executive Director of the Office of Federal Programs, along with a recommendation for resolution or for further investigation.

d. Within ten (10) business days after receiving a complaint, the Executive Director of the Office of Federal Programs will recommend a resolution and will inform interested parties, in writing, of the decision.

e. If the parent, guardian, or unaccompanied youth disagrees with the decision, that party may, within ten (10) business days, appeal to the State Superintendent. This appeal shall be made in writing and state why the party disagrees with the decision of the Executive Director of the Office of Federal Programs.

f. Within ten (10) business days after receiving an appeal, the State Superintendent or his/her designee will render a final administrative decision and notify all parties in writing.
If the parent, guardian, or unaccompanied youth disagrees with the decision of the State
Superintendent in a matter concerning homeless children or youth, the party may request a
review of the decision by the United States Secretary of Education in accordance with 34 CFR
Part 299.11.

Visit the Mississippi Department of Education website, Office of Federal Programs, Title IX,
Part A Education for the Homeless Children and Youth Program (McKinney-Vento) for more
information.
Sources:
42 U.S. Code § 11432(g)(1)(C) (Rev. 2017);
42 U.S. Code § 11432(g)(3)(E)(i)-(iv) (Rev. 2017);
Miss. Code Ann. § 37-3-11(c) (Rev. 2017);
Miss. Code Ann. § 37-1-3 (Rev. 2017)

Transportation

Section 7.2 School of Origin Transportation Requirements

The McKinney-Vento Act requires every state and its LEAs to
adopt policies and practices to ensure that transportation is provided at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin in accordance with the following, as applicable. If the homeless child or youth:

1) continues to live in the area served by the LEA in which the school of origin is located, transportation to and from the school of origin shall be provided or arranged by the LEA in which the school of origin is located [42 U.S.C. § 11432(g)(1)(J)(iii)(I)].
2) begins living in an area served by another LEA but remains enrolled in the school of origin, the LEA of origin and the LEA in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and

costs for providing the child with transportation to and from the school of origin. If the LEAs are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally [42 U.S.C. § 11432(g)(1)(J)(iii)].

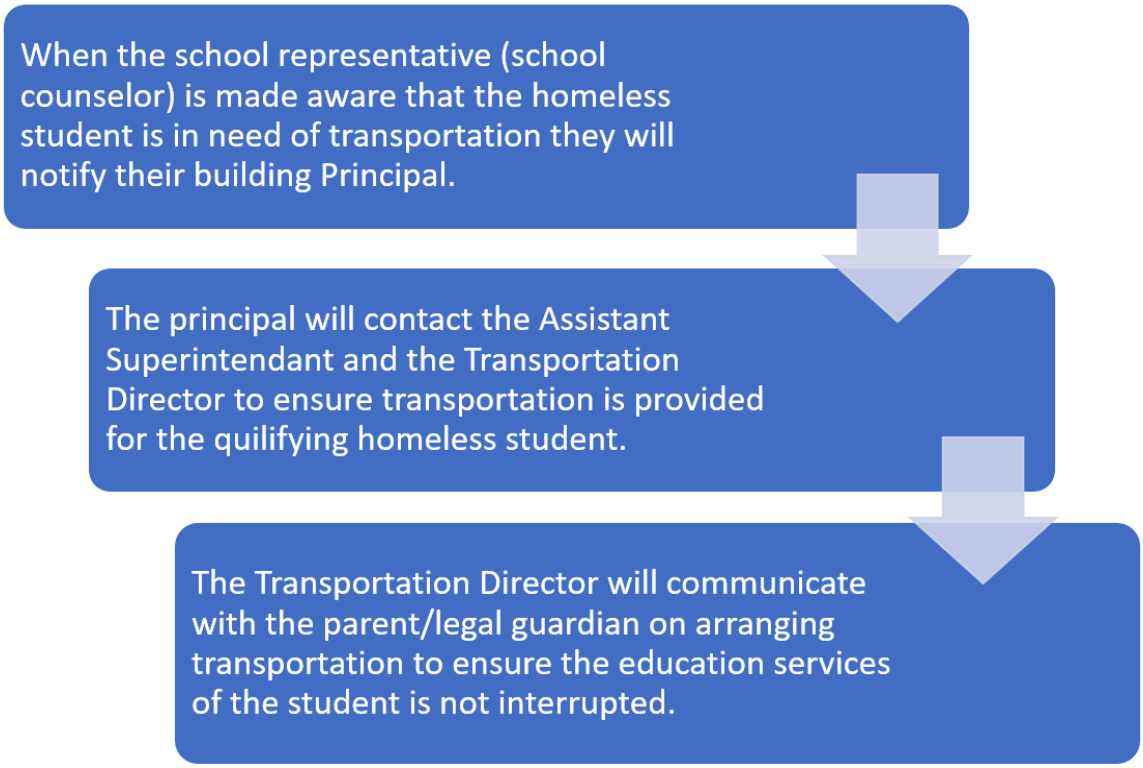
The law requires LEAs to coordinate inter-district activities with other LEAs, specifically mentioning the coordination of transportation [42 U.S.C. § 11432(g)(5)(A)(ii)]. It is important to note that this requirement applies to all LEAs whether or not they receive subgrant funds and whether or not they provide transportation to other students.

Homeless children and youth have the right to remain in their school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during the academic year, and for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year [42 U.S.C. § 11432(g)(3)(A)].

Related to transportation, “The State and its LEAs in the State will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin” [42 U.S.C. § 11432(g)(1)(J)(iii)].

Liaisons must ensure that “…the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin…and is assisted in accessing transportation to the school that is selected…” [42 U.S.C. §.11432(g)(6)(A)(viii)].

Homeless Transportation Flowchart



JACKSON COUNTY School District

"Raising the Standard"

Title IX, Part A

Education for Homeless Children and Youth Program

Student Identification

For

Referral and Eligibility Form

Section I: Student Information, Fill in all blanks if Possible.

Student Name: _____

Current Age: _____Current Grade: _____Sex: _____Race:_____

Parent/Guardian Name:_____

Mailing Address:_____

Home Phone #:_____ Work Phone #:_____

Section II: Eligibility Criteria

____Unaccompanied Homeless Youth (Child meets the definition of homeless and does not reside with a parent or legal guardian)

____Family resides in substandard housing (Lacks or has inadequate utilities, excessive holes in floors, cardboard walls/windows, camping ground, etc).

____Child/family resides in temporary or public/privately operated shelter (Runaway, domestic violence, substance abuse, emergency, etc.)

____**Temporarily** child/family resides with relatives or friends (due to loss of job, housing, income or similar reason)
Please explain:_____

_____Child/family resides in non-sub-standard domiciles or on the "streets' (tents, vehicles, buses, abandoned buildings, condemned areas, etc.)

_____Parent/guardian in placement of institution (i.e. jail/prison, mentally ill facility, etc)

_____ Child who is initially housed in an emergency placement by DHS and awaiting foster care placement.

If one or more of the above items are marked, parent must complete Displaced Student Residency Form.

Title IX Displaced Student Residency Form

JACKSON COUNTY School District

"Raising the Standard"

Displaced Student Residency Form

Editable

This form is intended to address the requirements of the McKinney-Vento Act (Title IX, Part A of the Every Student Succeeds Act). The question below is to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act. In the event that the child is not staying with his/her parent(s) or guardian(s), use the caregiver authorization form to address guardianship issues.

Where does the student sleep at night? (Click in box to check; use tab key to move between lines for typing answers)

- ☐ in a shelter
- ☐ in a motel/hotel
- ☐ in a foster home
- ☐ in a car
- ☐ at a campsite
- ☐ in another location that is not appropriate for people
- ☐ temporarily with more than one family in a home (Due to loss or hardship)

Name of School: _____ **Grade:** _____

Name of Student: _____ **Date of Birth:** _____ mm/dd/yyyy

I, (name) _____, **declare as follows:**

I am the parent/legal guardian of (name of student) _____ **who is**

of school age and is seeking enrollment in (name of school district) _____.

Since (date) _____, **our family has not had a permanent residence.**
mm/dd/yyyy

Under penalty of perjury under the laws of this state, I declare that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to do so:

Name of person completing this form: _____

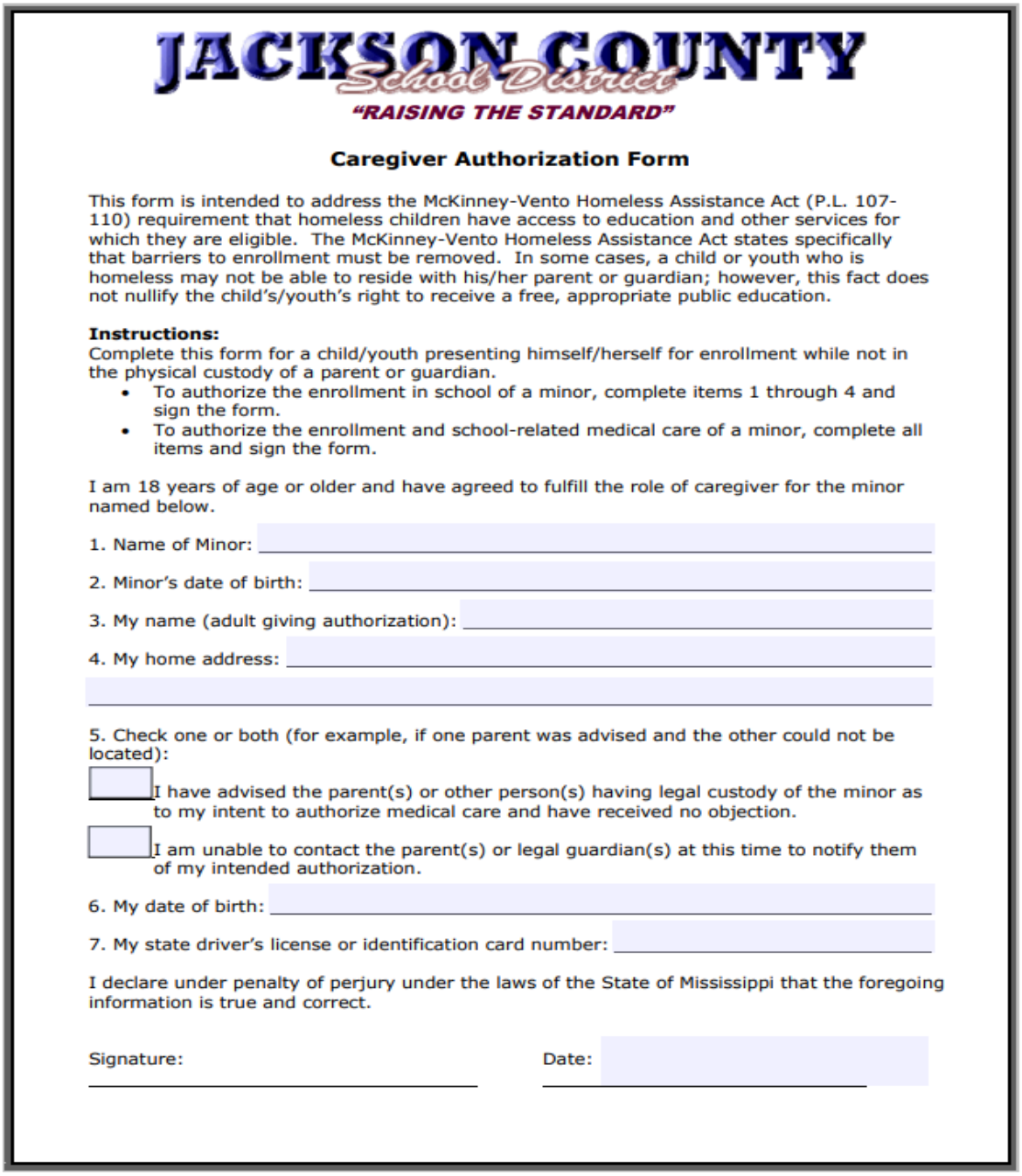
Signature: _____ **Date:** _____ mm/dd/yyyy

Address: _____

Phone number: _____ xxx-xxx-xxxx **E-mail address:** _____

I can be reached for emergencies at : _____

Caregiver Authorization Form



JACKSON COUNTY School District

"RAISING THE STANDARD"

Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

Instructions:
Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of Minor: _____
2. Minor's date of birth: _____
3. My name (adult giving authorization): _____
4. My home address: _____

_____

5. Check one or both (for example, if one parent was advised and the other could not be located):

☐ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

☐ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

6. My date of birth: _____
7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of the State of Mississippi that the foregoing information is true and correct.

Signature: _____ Date: _____

JCSD
Foster Care
Education Plan

Foster Care

Requirements

Jackson County School District will collaborate with MDCPS to implement the educational stability provisions for students in foster care. JCSD will work closely with MDCPS, during the best interest determination, to ensure that processes and procedures are in place to meet the unique needs of students in foster care including:

· Students in public preschool – Districts must meet the educational stability requirements for children in foster care who were enrolled in preschool at their time of placement in a foster home.

· English language learners (ELLs) - students identified as having limited English proficiency in speaking, listening, reading, or writing English through procedures established by school districts. Title VI and the Equal Educational Opportunities Act of 1974 (EEOA) require public schools to ensure that all English learner students, including English learner students in foster care, can participate meaningfully and equally in educational programs.

JCSD Foster Care Point of Contact

Given that educational stability for children in foster care provisions will largely be implemented at the local level, LEAs must designate a Point of Contact. The contact information for the LEA point of contact should be made public so the designee may be easily reached when required. Roles and responsibilities of the LEA point of contact may include:
· Coordinating implementation of the Title I, Part A provisions, as it relates to Foster Care provisions outlined in the Every Student Succeeds Act;
· Leading the development of a process for making the best interest determination;
· Documenting the best interest determination; 7 Educational Stability for Children in Foster Care December 2016
· Facilitating the transfer of records for immediate enrollment;

· Facilitating data sharing with the MDCPS consistent with Family Education Rights to Privacy Act and other privacy protocols;
· Developing and coordinating local transportation procedures;
· Managing best interest determinations and transportation cost disputes;
· Ensuring that children in foster care are enrolled in and regularly attending school; and,
· Coordinating and implementing the child's IEP if applicable. If the child is a child with a disability the school of origin should collaborate with the new school to ensure services begin day one.Foster Care Law

Best Interest Determination (BID)

The LEA and MDCPS must collaborate to determine or ensure a determination is made as to whether it is in the child's best interest to remain in his/her school of origin. The school of origin is defined as the school in which a child is enrolled at the time of initial foster care placement or at the time a change in foster placement is made. The custodial agency must notify the school and district within one school day of the child being placed in foster care or of a change in the foster child's living arrangement. A district must ensure that a child in foster care remains in his or her school of origin unless a determination is made that it is not in the child's best interest to do so. The LEA must take into consideration all factors relating to a child's best interest. Although there is flexibility in determining which factors should be considered as part of evaluating the appropriateness of the current educational setting, to make a holistic and well-informed determination, a variety of student-centered factors should be considered such as:

· The child's participation in specialized instruction (e.g., gifted programming, career technical education program, College Credit Plus, Advanced Placement classes); 8 Educational Stability for Children in Foster Care December 2016
· The availability of required special education and/or related services in a school other than the school of origin when the student has an identified disability under IDEA or Section 504;
· The availability of language services in a school other than the school of origin when the student has been identified as an English language learner pursuant to Title VI and the Equal Educational Opportunities Act;
· The student's ability to earn full academic credit, the ability to proceed to the next grade, or the ability to graduate on time;

· School climate, peer support, supportive adults, and involvement in extracurricular activities;
· The availability and quality of the services in the school to meet the child's educational and socioemotional needs;
· The impact the commute to and from school would have on the student, based on developmental functioning. For children with disabilities, the Fostering Connections Act, and Individuals with Disabilities Education Act (IDEA) federal requirements are to be factored in when determining best interest; and
· The cost of transportation or the appropriate services should not be a consideration when determining a child's best interest. Best interest determinations are only required when there is a potential change in the school; however, the custodial agency should inform the student's school and district the next school day when there is an out of home placement or a change in placement. This process will ensure the LEA has correct information. The LEA must update the student database and contact information for the student upon notification. Timely notification allows the school and district to adjust necessary services and interventions (e.g., counseling, school-based health services) for the student. When it is not in the best interest of the child to remain in his or her school of origin, a child must be immediately enrolled in his or her new school even if the student doesn't have the necessary documentation for enrollment.

Procedure

District

Identifying Foster Care Students

The Child Protection Services (CPS) will identify for the LEA when a student is placed in foster care, is attending or is to be enrolled in Jackson County School District. CPS will also be responsible for notifying JCSD of any foster care living placement changes.

Request to Participate in the Best Interest Determination

CPS will notify JCSD immediately upon learning that a student attending JCSD has been placed in foster care or will be moved to a new home placement that is located outside the JCSD and a best interest decision must be made.

Notice of Final Best Interest Decision

1. When it is determined that it is in a student's best interest not to remain at their school of origin after being placed or changing foster care living placement CPS will contact the school counselor and together they will complete a BID for the student.

O R

2. When it is determined that it is in a student's best interest to remain in their school of origin after changing foster care placement to reside outside of JCSD; CPS must notify JCSD of the final decision and submit a BID form to the school. This decision determines the need for the parties to collaborate under this agreement and procedure to establish the most cost- effective transportation available for the student.

MSIS

Foster Care Services

After JCSD's student data is certified each month in MSIS, the Foster Care Point of Contact will enter the required foster care services in the MSIS portal.

Foster Care Barriers

After JCSD's student data is certified each month in MSIS, the Foster Care Point of Contact will enter the required foster care barriers in the MSIS portal.

Disputes

Transportation

Some children in foster care may need transportation to remain in their school of origin. Any child in foster care needing transportation to their school of origin must promptly receive transportation services. If the child remains in their school of origin and moves outside the current school's

attendance zone, the LEA must collaborate with the local MDCPS to develop and implement clear written transportation procedures in accordance with 34 C.F.R. § 299.13(c)(1)(ii). The two entities must establish a system that expedites transportation for children placed in foster care. The goal is to maintain educational stability for the student. There are various modes of transportation available for students. Examples of no-cost or low-cost options for transportation that LEAs and the MDCPS could explore include whether:

1. MDCPS will arrange for the child to be dropped off at a school bus stop for the school of origin;
2. MDCPS will arrange for the foster parent or other designee to transport the child to school (mileage reimbursable through foster care maintenance payments);
3. MDCPS and the LEA will review pre-existing bus routes or stops close to the foster care placement that cross district boundaries, such as bus routes for magnet schools and transportation for homeless students as required by the McKinney-Vento Act;
4. MDCPS and the LEA will determine if the child is already eligible for transportation covered by other programs;
5. MDCPS and LEA will address how the child welfare agency will use foster care maintenance payments and administrative funds to pay for transportation to the school;
6. MDCPS and LEA will specify how “additional costs” of transportation will be calculated, to delineate clearly the LEA’s responsibility to provide transportation when there are no additional costs;
7. MDCPS and LEA will specifically describe how transportation to the school of origin will be provided in situations where there are no additional costs; and
8. MDCPS and LEA will specify the timing and procedures for the child welfare agency to reimburse the LEA for transportation costs.

In the event of a dispute between the LEA and MDCPS concerning the cost of transportation, the two entities must consider what is in the best interest of the student. If the disagreement continues, the cost will be divided equally between the LEA and MDCPS. The dispute shall be brought before the state appointed POCs (MDE and MDCPS).

Current transportation expenses shall remain in effect until a decision is rendered to maintain the student’s status quo.

Funding Source for Transportation: In addition to state and local funds that may be available for providing transportation, certain federal funds may be available to cover additional transportation costs to the school of origin for

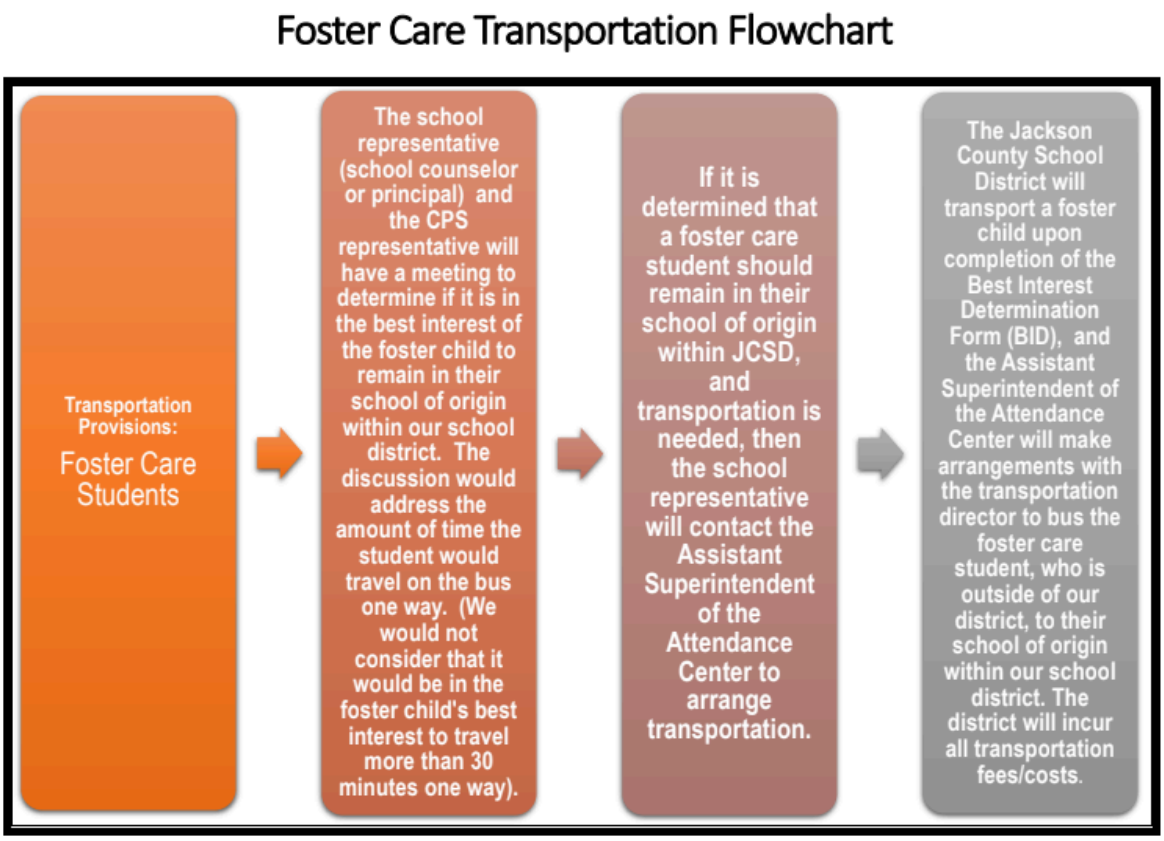
students in foster care. Districts may use Title I funds to pay for additional costs needed to transport children in foster care to their schools of origin. Additionally, Title IV-E funds which are earmarked for the child welfare training program was created as part of the Child Welfare and Adoption Assistance Act of 1980 (P.L. 96-272) to support training in both foster care and adoption services. These funds are provided through the Mississippi Department of Child Protection Services to aid with reasonable transportation costs that will enable foster care students to attend his or her school of origin. LEAs will need to consult with MDCPS regarding individual student's eligibility of Title IV-E child welfare funds. It is important to note that if a foster care student receives Title IV-E reimbursement, it is only available for the federal portion of transportation costs, LEAs are responsible for the non-federal portion. Cost-sharing to meet the match requirements for federal reimbursement is allowable, and is one way for LEAs and MDCPS to collaboratively meet their responsibilities for providing transportation and maximize use of available federal funds. The following will aid the LEA

Multiple factors are utilized in determining reasonable transportation, including costs, distance, and duration. The MDCPS has sole authority in determining which cost to include in a child's foster care maintenance payment. These factors must be considered and part of the plan developed collaboratively between the LEA and local MDCPS.

Furthermore, the Every Student Succeeds Act requires that districts must ensure that transportation is provided for a child in foster care, regardless of whether the district provides transportation otherwise. This requirement includes students in foster care who attend public preschools. If an LEA offers a public preschool education, an LEA must meet the Title I requirements for children in foster care in preschool, including ensuring that a child in foster care remains in his or her preschool of origin, unless a determination is made that it is not in the child's best interest. (See Elementary and Secondary Education Act Section 1111(g)(1)(E)).

Additional costs incurred in providing transportation to the school of origin should reflect the difference between what an LEA otherwise would spend to transport a student to his or her assigned school and the cost of transporting a child in foster care to his or her school of origin. U.S. Departments of Education and Health and Human Services (2016), NonRegulatory Guidance: Ensuring Educational Stability for Children in Foster

Flowchart


Foster Care Transportation Flowchart
Transportation Provisions:
Foster Care Students
The school representative (school counselor or principal) and the CPS representative will have a meeting to determine if it is in the best interest of the foster child to remain in their school of origin within our school district. The discussion would address the amount of time the student would travel on the bus one way. (We would not consider that it would be in the foster child's best interest to travel more than 30 minutes one way).
If it is determined that a foster care student should remain in their school of origin within JCSD, and transportation is needed, then the school representative will contact the Assistant Superintendent of the Attendance Center to arrange transportation.
The Jackson County School District will transport a foster child upon completion of the Best Interest Determination Form (BID), and the Assistant Superintendent of the Attendance Center will make arrangements with the transportation director to bus the foster care student, who is outside of our district, to their school of origin within our school district. The district will incur all transportation fees/costs.

Appendices

BID – Best Interest Determination Form

BEST INTEREST DETERMINATION
FOSTER CARE SCHOOL PLACEMENT FORM

BID Timeframe
A BID must be completed every time a youth comes into care or there is a placement change while in care. **BID conferences/meetings with the school district POC must take place within five (5) business days of a child entering foster care or changing placement.** **The youth shall not be withdrawn/enrolled until a BID is completed.**

Student Information		
Student Name: (first, middle, last)	**Grade:**	**Date of BID:**
Address/District of Residence:	**MSIS:**	**IEP Ruling** ☐**Yes** ☐**No**
School/District of Origin: (enter school name)		

Mississippi Department of Child Protection Services Information		
Case Worker: _____ **ASWS:** _____	**COR:**	**Phone:** (___) ___-____ **Phone:** (___) ___-____

Determination
☐ The student shall remain in the district/school in which the child was enrolled at the time of placement (**school of origin**). **Name of School District/School:** (enter school name)
☐ Based on the best interest determination, a change in school placement is recommended. In accordance with ESSA, the child will be enrolled in the district/school of current residence (**receiving school**). **Name of School District/School:** (enter school name)
NOTE: *If a change in educational placement is necessary, enrollment in the new school must take place* ***immediately.*** *All educational records must be provided to the receiving school. * An IEP Placement meeting should be scheduled with the new school district's POC.*

BID Participants

Title	**Participated**	**Printed Name**	**Signature**	**Agree with Determination**
Student	☐Yes ☐No			☐Yes ☐No
Birth Parent(s) if applicable	☐Yes ☐No			☐Yes ☐No
MDCPS POC- Case Worker or Supervisor	☐Yes ☐No			☐Yes ☐No
Guardian Ad Litem	☐Yes ☐No			☐Yes ☐No
POC for School of Origin	☐Yes ☐No			☐Yes ☐No
POC for New School District (if applicable)	☐Yes ☐No			☐Yes ☐No
IEP Team Member (if applicable)	☐Yes ☐No			☐Yes ☐No
Foster Parent (If applicable)	☐Yes ☐No			☐Yes ☐No
Ed. Decision Maker (if applicable)	☐Yes ☐No			☐Yes ☐No
Other	☐Yes ☐No			☐Yes ☐No

Supporting Documentation

Indicate and attach any supporting documentation which was used in making this best interest determination interest. Send documentation to the receiving school district if applicable. (The following is checklist of sample documents that may be considered. The list is not intended to be exhaustive.)

- ☐Report cards
- ☐Progress reports
- ☐Achievement data (test scores)
- ☐Attendance data
- ☐E-mails or correspondence from individuals consulted
- ☐Disciplinary referrals
- ☐Health reports/records
- ☐IEP or 504 Plan**

A copy of the BID form must be sent to the receiving school district and BID@mdcps.ms.gov. When applicable, a copy of the BID form must be sent to the group home and/or treatment facility.

Special Education Decision Maker /Surrogate Parent Checklist

****Education Decision Maker/Surrogate Parent needed-** The local school district must appoint one if (Check all that apply)

- ☐ *Parental rights have been terminated.*
- ☐ *Biological/adoptive parent cannot be located or not attempting to act*
- ☐ *Foster parent/relative is not willing or able to serve as the education decision maker*
- ☐ *Child/Youth placed in congregate care or residential treatment facility **IF** the first two boxes are checked*

The Youth Court with jurisdiction of the child's case may appoint an Education Decision Maker/Surrogate parent.

_____is authorized to make special education decisions as an Education Decision Maker/Surrogate Parent under IEAS. See 34C.F.R.300.30(a)(3) and 34 C.F. R.300.519(c).

Transportation Plan

☐**A transportation plan is needed.** (Only check if needed)

Any child in foster care needing transportation to their school of origin must promptly receive transportation services, regardless of whether the district provides transportation otherwise. This requirement includes students in foster care who attend public pre-schools. The LEA must collaborate with the local MDCPS to develop and implement clear written transportation procedures in accordance with 20 U.S.C. § 6312(c)(5)(B) if the child remains in their school of origin but moves outside the school's attendance zone. The two entities must establish a system that expedites transportation for children placed in foster care. (MDE ESSA Guidance, December 2016)

BID Impasse

The COR Worker must forward the BID Packet to the MDCPS Education Unit if an impasse is reached between the LEA and MDCPS. The LEA POC must forward a copy to the MDE Compulsory School Attendance Unit if an impasse is reached.

Jackson County School District

Federal Funding PROCEDURAL MANUAL



SUPERINTENDENT

Mr. David Baggett

OFFICE OF FEDERAL PROGRAMS

Dr. Kimberly Williams	***Director of Student Services & Federal Programs***
Ms. Amber Geiser	***Business Manager***
Ms. Gwendolyn Stallworth	***Director of Special Education***
Mrs. Branda Stewart	***Special Education Coordinator***
VACANT	***Federal Grant Accountant***
Mrs. Leslie Tillman	***Federal Programs Coordinator***
Mrs. Anastasia Harris	***EL Instructional Interventioist***
Mrs. Shelly Barnett	***Homeless Liaison/Foster Care Point of Contact***

JACKSON COUNTY SCHOOL DISTRICT STRATEGIC PLAN GOALS

1. **Increased student achievement**
2. **Sound Financial Management**
3. **Improved Facilities and Infrastructure**
4. **Positive Educational Experience**
5. **Effective Leadership**
6. **Decrease Safety Incidents**

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A. ACCOUNTING SYSTEMS AND FISCAL CONTROLS

Fiscal Controls: Allowable Cost

Section A-1

Jackson County School Policy DFC

FEDERAL AID TO SCHOOL DISTRICTS

ISSUE DATE: 5-18-98 Revised: 6-10-24

The Jackson County School District (JCSD) strives to provide the best educational opportunities possible for the children in the district by seeking as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid program offered by the state.

Therefore, the district shall participate in federal financial assistance programs which provide direct educational and auxiliary services or opportunities to students enrolled in the school. The following procedures shall be employed when administering federal programs:

1. Federal funds will not be used for partisan political activity of any kind by any person or organization involved in the administration of federal-assisted programs. Prohibited expenditures shall include but not limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).
2. No person shall, on the grounds of race, sex, color, national origin, age, religion or disability, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
3. The local school district may use federal funds so restricted (i.e. - Title I, Title 1003a) only to supplement and to the extent practical, increase the level of non federal funds that would, in the absence of federal funds, be made available for the education of pupils participating. In order to assure equitable distribution of funds, the school district will not use federal funds so restricted to provide services to students that the district is required to furnish.
4. A school district management system will require that federal draws be made to minimize the time elapsed between the transfer of funds from the Mississippi Department of Education (MDE) and the disbursement of funds by the local school district.
5. The school district will observe all applicable state and federal laws and guidelines regarding receipts, expenditures, accounting and reports for materials and equipment received from federal funds
6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.
7. The combined fiscal effort per student or the aggregate expenditures of the district from state and local funds for free public education for the school year will be at least ninety (90) percent of the combined fiscal effort per student or aggregate expenditures for the

preceding year, unless specifically waived by the state.

8. Title I, P.L. 94-142, P.L. 99-457, and P.L. 89-313 funds will be used to provide programs which, taken as a whole, are at least comparable to services being provided in areas not receiving Title I funds.

9. The Title I project will be based on an annual assessment of educational needs.

10. Parental involvement and support will be encouraged and implemented as required by federal guidelines in all federal programs. Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs.

11. The District will enter all approved MDE Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE.

12. The District will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, align with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law.

13. The District will adhere to all guidelines prescribed in OMB Circular A-87, Appendix B.8.h regarding compensation for personal services which states, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification.

These certifications will be prepared at least monthly and/or semi-annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

Legal Reference: Mississippi Code Section 37-7-301

References: Improving America's School Act; P.L. 94-142, P.L. 99-457, P.L. 89- 313; Accreditation Requirements of the State Board of Education, Bulletin 171, (1997) OMB Circular A-87, Federal Administration section of 34 CFR 80.20(b)(4) and 80.30; OMB Circular A-87, Appendix B.8.h

PROGRAM ALLOWABILITY

All costs charged to federal programs must be allowable in accordance with the Subpart E-Cost Principles. Prior to the purchase of any equipment, supplies, or the expenditure of any funds charged to federal programs, the Federal Programs Director must approve the expenditure through the school district's financial software prior to the purchase. In addition, all costs charged to the program must be: (1) necessary, reasonable and allocable, (2) conform with the federal law and all federal program terms, (3) be consistent with state and local policies, (4) must be consistently treated the same, (5) must be in accordance with General Accounting A Procedures (GAAP), (6) adequately documented, (7) not included in

the match, and (8) must consider both cost reductions and cash refunds in any applicable credits (as indicated in § 200.406). All program purchases must be clearly aligned to the provision of the federal program in question.

As the final approving agent for the expenditure of all federal program funds, the Federal Programs Director must authorize all purchases as outlined in the district's purchasing procedures in advance of all purchases. Program guidelines prohibit the use of federal program funds to: provide incentives to participants, supplant other local, state, or federal initiatives, purchase foods, provide services outside of the scope of the program's intended purpose, or purchase other materials or services that are strictly forbidden by federal or state guidelines.

The Federal Programs Director reviews each federal program expenditure to ensure that all expenditures are necessary, reasonable, and allowable (and have supporting documentation to support such) and then provides approval only for those activities as outlined in the federal award plan.

TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES

TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES

Guidance on Allowable and Unallowable Expenditures

Below is a general overview of allowable and unallowable activities to support Title I, Part A program planning activities.

Allowable Expenditures	Unallowable Expenditures
• **Academic Support for At Risk Students (AIS, RTI, counseling, credit recovery, etc.):** o Certified teachers and teaching assistants o Guidance counselors, social workers and other professionals providing supplemental services o Proportional benefits for Title I salaries o Equitable services for private school students o Pre-K, summer and extended day programs o Transportation for Title I extended day and summer programs if not otherwise available • **Support Staff for Title I Programs:** o Teacher Aides (non-instructional services) o Data management staff for Title I only o Secretary and/or clerks for Title I only o Title I Coordinators and administrators o Stipends for principals outside contract hours o Nurses for summer and extended day Title I programs • **Title I program supplies and materials:** o Supplemental instructional materials o Computer aided instruction software for AIS o Diagnostic and progress monitoring materials o Title I data management software o Nutritional snacks for Title I students during extended day and summer programs o Technology to upgrade the educational program of a SWP • **Title I Parent and Family Engagement:** o Parent Liaison or Coordinator o Consultants o Stipends for staff to plan for or participate in Title I activities outside contract hours o Costs for activities including materials, transportation, childcare, and light refreshments • **Professional Development aligned with Title I:** o Stipends and/or substitutes for staff o Educational Consultants o Reasonable supplies and materials for PD	• **Core instruction or mandated services:** o Teachers providing core instruction o Base pay for principals (contract hours) o Superintendents and Deputies with districtwide responsibilities o Special Education services (OT, PT, Speech) o Part 154 services for English Learners o Mandated guidance counselors, social workers, nurses, etc. o Direct reimbursements to private schools. o Costs for standardized screening to determine student eligibility for AIS o Cost for administering, scoring and reporting results for mandated state assessments • **Supplies and materials:** o Food and refreshments for staff activities, including working lunches o Costs for basic reading series or materials for core instruction o Promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains o Door prizes, movie tickets, gift certificates, pass to amusement parks, etc. o Ceremonies, banquets, or celebrations • **Professional Development:** o PD that is stand-alone, 1-day, or short-term workshops not aligned to a schoolwide plan or school improvement initiative

For additional assistance on allowable and unallowable Title I A costs districts may contact the Mississippi Department of Education Director of Federal Programs 601-359-3499

Section A-2

Jackson County School Policy DJEA

Purchasing Authority

ISSUE DATE: 12-10-2007 REVISED: 12-12-2022

Purchasing Authority

"Purchasing agent" shall mean superintendent. Pursuant to the authority granted by Section 37- 39-15, Mississippi Code 1972 as amended, this school board hereby designates other individuals as "purchasing agents" subject to the limitations set forth below.

1. In addition to the superintendent, the school board hereby designates the Business Manager and/or designee and purchasing agent as "purchasing agents" with general authority to negotiate for and purchase the commodities and services necessary for the operation of the school district, within the limits of budget categories and purchasing law.
The purchasing agents of this school board, before entering upon their official duties in such capacity, shall furnish a good and sufficient surety bond in the penal sum of Fifty Thousand Dollars ($50,000.00). Section 37-39-21 (1987)

GENERAL AUTHORITY

All agencies and governing authorities shall purchase their commodities and printing; contract for fire insurance, automobile insurance, casualty insurance (other than workers' compensation) and liability insurance; contract for garbage collection or disposal; contract for sewage collection or disposal; and contract for public construction as provided by law. Section 31-7-13 (For purchase of commodities, see Section 31-7-12.)

A. $5,000.00 or less purchases which do not involve an expenditure of more than Five Thousand Dollars ($5,000.00), exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. Provided, however, that nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars ($5,000.00) or less. Section 31-7-13 (a)

B. Purchases Over $5,000.00 but Not Over $75,000.00 See Section 31-7-13 (b)

C. Purchases Over $75,000.00 See Section 31-7-13(c)

D. Lowest and Best Bid Decision Procedure See Section 31-7-13 (d)

The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

E. All federal purchases of goods (commodities) between $5,001 to $75.000 services between $10,001 to $250,000 must have two (2) price quotes from qualified sources. Any federal services over $250,000 will need to follow the competitive bidding process outlined in the Uniform Administrative Requirement (2 CFR 200.320(c)-(d))

F. Federal purchases cannot be done through sole source providers unless:

- Emergency not permitting delay
- Awarding agency expressly authorizes noncompetitive proposals
- After solicitation of number of sources, competition is determined inadequate (must document vendors contacted and result)

Procedure:

All expenditures charged to federal programs must be allowable in accordance with Subpart E- Cost Principles. The written JCSD Federal Programs Purchasing Procedures must be followed for all federal program expenditures. The Federal Programs Department and/or the Federal Programs Coordinator will check the expenditure for allow-ability. The final approving agent for all federal programs expenditures is the Federal Programs Director.

Jackson County School Policy DJEG
Purchase Orders and Contract
ISSUE DATE: 6-19-2000 REVISED: 2-16-2012

One of the most important aspects of control over expenditures is an efficient and effective system of purchasing. The purchasing system of the Jackson County School District includes purchase requisitions and purchase orders.

1. Purchase requisitions are documents filled out by requesting departments/divisions/schools or teachers requesting that the purchasing department buy the items requested. A requisition is the device by which management realizes that there is a need for materials.
2. Purchase orders are documents issued by the school district to vendors ordering the items requested by departments/divisions/schools or teachers. A purchase order is the device by which management places an order. Accepting a purchase order by a vendor affects a legally binding contract. The purchase order gives the vendor authority to ship the required items and binds the district for payment.
3. The District will refrain from awarding grants or subgrants when conflicts of interests exist. Education Department of General Administrative Regulations (EDGAR) defines a "conflict of interest" as arising when any of the following has a financial or other interest in the firm selected for award:

a. The employee, officer, or agent

b. Any member of that person's immediate family

c. That person's business partner

d. An organization which employs, or is about to employ, any of the above or has a financial or other interest in the firm selected for award.

Employees of the District are not permitted to solicit or accept gratuities, favors, or anything of monetary value for personal gain from contractors, potential contractors, or subcontractors. Violations of this policy may result in disciplinary action and/or legal ramifications.

Using the documents above, the purchasing process will work as follows:

1. Purchase requisitions are to be prepared by school district personnel whenever there is a request for materials. All requisitions require approval by the principal of the school or director of the department. Requisitions originating at the schools must be approved by the Assistant Superintendent of the respective attendance center. The requisition will be reviewed to ensure that it will not exceed the budget. Once approved, this requisition will be forwarded to the Business Manager's office.
2. When a properly prepared and approved requisition is received by the Business Manager's office, it will be reviewed to ensure that the requisition is in compliance with public purchasing law requirements.
3. Once the public purchasing law requirements are fulfilled, a purchase order will be issued, the issuance of which is official notice to the vendor that the order should be filled.
4. When ordered materials are received, the vendor's invoice shall be signed by the person receiving the material and returned to the Business Manager's office.
5. Prior to paying any claim, the accounts payable clerk will match the following documents:

a. Purchase requisitions
b. Purchase order
c. Vendor invoice

All purchase orders shall be pre-numbered and controlled. Requisitions do not require prenumbering.

A purchase order log shall be maintained by purchase order number. This log will allow for follow-up on unfilled orders, as well as allowing for the school district to determine the dollar value of outstanding purchase orders. The purchase order log shall, at a minimum, contain the following information: purchase order number, date issued, vendor name, description and amount.

Open purchase orders to vendors are acceptable if items have been bid and the bids properly accepted by the school board in their official minutes. Open purchase orders to vendors are only good for the duration of the bid and no bid shall exceed two fiscal years. This bid should be for a period, established by the school board, to ensure budgetary control over the purchase of such commodities.

LEGAL REFERENCE: Mississippi Code, Sections 31-7-1, 31-7-12, 31-7-13, and 37-39-1 ***et seq.***

Financial Accounting Manual for Mississippi Public School Districts

Jackson County School Policy DJEJ
Payment Procedures
ISSUE DATE: 04-21-2022 REVISED: 9-11-2023

In addition to prepayments laid out in Policy DK—Student Activities Fund Management and Policy DJDAA—Travel Reimbursements, the Superintendent and School Business Manager and/or designee are authorized to release payment warrants to vendors prior to school board approval under the following circumstances:

1. Payments on contractual obligations approved by the board if the contract includes specific deposit/payment/invoice terms
2. Public utility bills
3. Postage up to $500 per school or department
4. Fuel reimbursements up to $250 per employee when using a school vehicle
5. Grant fund expenses that require payment in order to meet liquidation deadlines, not to exceed approved grant amounts, and only after goods have been delivered or services have been rendered
6. Instances where the period between verification of invoice and the next board meeting is greater than 45 days {MS 31-7-305(2)}
7. Vehicle title and tag fees

The Superintendent and Business Manager and/or designee should use discretion with the goal to limit the number of prepayments each month. Discretion should consider whether proper planning was performed, whether the circumstances were unexpected and/or outside of the district's control, and ramifications if prepayment is not made. All prepayments will be ratified by the school board at the next regularly scheduled meeting.

Legal Reference: MS Code as cited and MS 31-7-305

JCSD Federal Programs Purchasing Procedures

Requisition Created in Marathon

- Any school/department receiving federal funds will create a requisitions in Marathon for school level federally funded purchases based off the budget narrative and wait for a PO number to be assigned. If it is a district level federally funded purchase then the Federal Programs Coordinator will create a requisition in Marathon.
- Federal fund budgets in Marathon mirror budgets in MCAPS
- For school/department purchases - The principal/director approves the requisition as primary authorization. The Director of Information Technology will approve if it is a technology purchase, the Assistant Director of Educational Technology will approve if it is a software purchase, and the Director of Curriculum and Instruction will approve if it is a software or professional development purchase. The Federal Programs Coordinator will check for the following allowability, correct coding, and to check the school/department budget narrative to ensure that the expense is aligned to the school/department plan. The Director of Federal Programs will check to make sure federal purchasing laws are being followed and the Purchasing Agent and/or Business Manager designee will check to make sure state purchasing laws are being followed during the final authorization.
- For district level federally funded purchase - The Federal Programs Department approves as primary authorization. The Director of Information Technology will approve if it is a technology purchase, the Assistant Director of Educational Technology will approve if it is a software purchase, and the Director of Curriculum and Instruction will approve if it is a software or professional development purchase. The Director of Federal Programs will check to make sure federal purchasing laws are being followed and the Purchasing Agent and/or Business Manager designee will check to make sure state purchasing laws are being followed during the final authorization.

PO# Assigned

- The Purchasing Agent and/or Business Manager designee upgrades the requisition to a PO and assigns a PO number.

Order Placed

- The school/department designee and the Federal Programs Coordinator will monitor Marathon daily to check for the creation of requisitions and the issuance of PO's for requisitions. Once the requisition has been upgraded to a PO the school/department designee will print the PO from Marathon if it is a school/department level purchase. The Federal Programs Coordinator will print the PO from Marathon and email it to the school/department if it is a district level purchase.
- School designee will be the point of contact with vendors for their purchases and will be responsible for placing their school/department's orders.
- Federal Programs Coordinator will be the point of contact for all vendors for the federally funded purchases for the district office and will be responsible for placing all district Federal Programs orders.

Submit for Payment

- School/department level: The school/department designee should upload all signed invoices in Marathon and email the Purchasing Agent and/or Business Manager designee to let them know it has been uploaded. Then email the Claim Docket Submission Checklist with all required documents attached to the Federal Programs Department.
- District level: The Federal Programs Coordinator should upload all signed invoices in Marathon and email the Purchasing Agent and/or Business Manager designee to let them know it has been uploaded.
- The Federal Programs Coordinator must ensure that the principal/director's signatures are on all required documents submitted to the business office for school/department federal purchases.
- The Federal Programs Coordinator must ensure that the Director of Federal Programs signature is on all required documents submitted to the business office for district level federal purchases.

Final Closeout of Claim by Business office

- The business office will add the claim to the next board claim docket to be paid after board approval.
- After the payment of the claim, the business office will close out the PO if there is no balance.
- If there is a balance on the PO, the Federal Programs Department will notify the business office when the PO is ready to be closed.

REVISED 8/1/2024

TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES

Guidance on Allowable and Unallowable Expenditures

Below is a general overview of allowable and unallowable activities to support Title I, Part A program planning activities.

Allowable Expenditures	Unallowable Expenditures
• **Academic Support for At Risk Students (AIS, RTI, counseling, credit recovery, etc.):** o Certified teachers and teaching assistants o Guidance counselors, social workers and other professionals providing supplemental services o Proportional benefits for Title I salaries o Equitable services for private school students o Pre-K, summer and extended day programs o Transportation for Title I extended day and summer programs if not otherwise available • **Support Staff for Title I Programs:** o Teacher Aides (non-instructional services) o Data management staff for Title I only o Secretary and/or clerks for Title I only o Title I Coordinators and administrators o Stipends for principals outside contract hours o Nurses for summer and extended day Title I programs	• **Core instruction or mandated services:** o Teachers providing core instruction o Base pay for principals (contract hours) o Superintendents and Deputies with districtwide responsibilities o Special Education services (OT, PT, Speech) o Part 154 services for English Learners o Mandated guidance counselors, social workers, nurses, etc. o Direct reimbursements to private schools. o Costs for standardized screening to determine student eligibility for AIS o Cost for administering, scoring and reporting results for mandated state assessments
• **Title I program supplies and materials:** o Supplemental instructional materials o Computer aided instruction software for AIS o Diagnostic and progress monitoring materials o Title I data management software o Nutritional snacks for Title I students during extended day and summer programs o Technology to upgrade the educational program of a SWP • **Title I Parent and Family Engagement:** o Parent Liaison or Coordinator o Consultants o Stipends for staff to plan for or participate in Title I activities outside contract hours o Costs for activities including materials, transportation, childcare, and light refreshments	• **Supplies and materials:** o Food and refreshments for staff activities, including working lunches o Costs for basic reading series or materials for core instruction o Promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains o Door prizes, movie tickets, gift certificates, pass to amusement parks, etc. o Ceremonies, banquets, or celebrations
• **Professional Development aligned with Title I:** o Stipends and/or substitutes for staff o Educational Consultants o Reasonable supplies and materials for PD	• **Professional Development:** o PD that is stand-alone, 1-day, or short-term workshops not aligned to a schoolwide plan or school improvement initiative

Allowable Expenditures	Unallowable Expenditures

• Conference costs that meet state and federal guidelines https://www2.ed.gov/policy/fund/guid/uniform-guidance/faqs-grantee-conferences.doc
• **Other**
  ○ Field trips aligned with academic content or to access humanities experiences
  ○ Costs for Concurrent or Dual Enrollment Programs (tuition, fees, books and instructional materials)
  ○ Advanced humanities courses
	• **Other:**
	  ○ Field trips for entertainment or recreational purposes only
	  ○ Construction, Remodeling, or Renovation
	  ○ Costs that do not meet federal Supplement/Not Supplant guidelines

Use of Funds in Targeted Assistance and Schoolwide Plan Schools

Targeted Assistance Schools

Title I-A funds may only be used to meet the needs of children identified as being in the greatest need of services. Students must be selected using multiple, educationally-related, objective criteria. In a targeted assistance program, all costs must be supplemental and limited to services for eligible students.

Schoolwide Schools

Title I-A funds are used to upgrade the entire educational program in a school and, all students may benefit from the use of Title I-A funds. Activities must be part of the schoolwide plan and support an identified academic need through the school's comprehensive needs assessment. In addition to supplemental services, schoolwide schools may provide elective courses to prepare or support low-achieving students to take advanced courses, preschool enrichment programs, and programs to improve outcomes for students with disabilities and English learners. For more information see the federal guidance regarding use of funds in a Schoolwide Program: https://www2.ed.gov/policy/elsec/leg/essa/essaswpguidance9192016.pdf

Required Title I Reserves

Homeless Reserve

All LEAs that receive Title I Part A funds must reserve funds for services for homeless students. LEAs should conduct a needs assessment to determine the reserve amount and clearly show these funds in the Title I budget.

Parent and Family Engagement Reserve (Formerly Parent Involvement)

LEAs with Title I allocations greater than $500,000 must reserve an amount equal to 1% of the Title I, Part A allocation and allocate 90% of those funds to Title I schools for Parent and Family Engagement activities. These funds must be clearly identified in the Title I budget.

For additional assistance on allowable and unallowable Title I A costs districts may contact the Mississippi Department of Education Director of Federal Programs 601-359-349

Section A-3

Fiscal Controls: Accounts Management

Limit Access to Accounting System

The Jackson County School District (JCSD) utilizes a complete financial accounting software that includes the following modules: General Ledger, Accounts Payable, Capital Assets, Payroll, Marathon Administration, Remote Link, Remote Link Administration, and Human Resources. The Business Manager and/or designee of the JCSD is the sole software administrator that has the ability to set up users, assign activity rights, and assign access to federal program funds to these users.

Users must be employees of the JCSD to be added as a user in the financial accounting software. Each new hire, transfer within district, or termination is reviewed by the Business Manager and/or designee to determine if a new user needs to be created or an existing user needs modified or disabled.

Segregate Duties within Accounting System

Each user may be assigned to one or more modules and assigned to view or edit rights in each module. Only the Purchasing Agent and Fixed Asset & Purchasing Coordinator in the Business Office have edit rights in the Accounts Payable and Capital Assets modules. Only the Payroll Agent in the Business Office have edit rights in the Payroll module. Only Human Resources Staff have edit rights in the Human Resources module. Only the Business Manager and Assistant Business Manager have edit rights in the Marathon Administration module and in the General Ledger module. No other positions within the district have edit rights in the Accounts Payable, Capital Assets, Payroll, General Ledger, Human Resources, or Marathon Administration modules. No users from the Federal Programs Office have edit rights in these modules.

Many users have view only rights to the General Ledger, Accounts Payable, Capital Assets, and Payroll. There are two users from the Federal Programs Office that have view only rights to these modules the Director of Federal Programs and the Federal Programs Coordinator.

The Remote Link module is used by users outside of the Business Office including all school campuses and departments. This module is where users can make requests for purchases, employee time, employee leave, asset transfers, asset discards, and budget amendments. These requests are approved at the school/department by the supervisor within Remote Link and then at least one more secondary level described below in the Remote Link Administration module. Here are two users from the Federal Programs Office that have access to Remote Link the Director of Federal Programs and the Federal Programs Coordinator.

The Remote Link Administration module is used by District Administrators to provide secondary approval of requests mentioned above. The secondary approval process is determined by assigned locations and/or assigned funds that they control. The JCSD has up to 8 approval levels depending on location and fund source. There are two users from the Federal Programs Office that have access to Remote Link Administration the Director of Federal Programs and the Federal Programs Coordinator.

Protect Against Unauthorized Obligations of Federal Funds

Schools/locations in the financial accounting software determine the line items that users of those locations have access to. Each line item of the federal grant application is assigned to only one unique school/location within the financial accounting software. Only that school/ location has the ability to make purchase requests using those federally funded line items. Purchases using federal funds at the school level can only be done if all the following steps are followed in the financial accounting software:

1. A purchase request is done by a school user in Remote Link using a federal fund line item.
2. The purchase request is approved by the school supervisor in Remote Link.
3. If the purchase is being made using a technology tagged line item then the Director of Information Technology approves the purchase request in Remote Link Administration.
4. If the purchase is software then the Assistant Director of Educational Technology approves the purchase request in Remote Link Administration.
5. If the purchase is software or professional development then the Director of Curriculum and Instruction approves the request in Remote Link Administration.
6. The purchase request is approved by the Federal Programs Coordinator in Remote Link Administration.
7. The purchase request is approved by the Director of Federal Programs in Remote Link Administration.
8. The purchase request is approved by the Purchasing Agent and/or the Business Manager designee in Remote Link Administration

Section A-4

Prevent Over-obligation of Federal Funds

The Jackson County School District (JCSD) has controls in place via its financial accounting software to protect against over-obligation of federal funds. Once the district receives approval of its federal grant application, the approved budget is loaded into the financial accounting system (FAS) manually such that the approved budget matches the FAS budget line item by line item. In addition, JCSD keeps a separate fund for each grant type and year so that expenses and carryover can be monitored across multiple years.

Purchase requests can only be made in Remote Link if there is an available budget in that line item. The financial accounting software will not allow purchases for line items if the purchase would put the balance in the budget at less than $0. The available budget for each line item is calculated by the software by starting with the approved federal grant budget, subtracting

invoices paid to date, subtracting open purchase orders, and subtracting open purchase requests. The financial accounting software also has the ability to warn or not allow payments to be made if there is not enough budget for that line item to make a claim against that line item.

Prevent Duplicate Payments

Claim requests can only be made after submitting a unique PO, a unique invoice, and a signed receiving document. The financial accounting software will not allow an invoice number to be used more than once Fiscal Controls: Account Maintenance

Section A-5

Periodically Review Accounts

The Director of Federal Programs and the Federal Programs Coordinator reviews federal grant purchases on a daily basis to make sure expenses are in the grant plan and charged against the appropriate grant and fiscal year. They will also review federal grant payroll expenses on a monthly basis to make sure expenses are in the grant plan and charged against the appropriate grant and fiscal year. Lastly, the Federal Programs Department will collaborate with the Business Office to perform and document monthly reconciliation of federal grant general ledger accounts and uses this reconciliation to prepare requests for reimbursement by general ledger line item from each federal grant awarded to the JCSD.

Procedure

- The Business Manager and/or designee and the Director of Federal Programs will determine who documents monthly reconciliation of federal grant general ledger accounts and uses this reconciliation to prepare requests for reimbursement by general ledger line item from each federal grant awarded to the JCSD.
- The Director of Federal Programs and the Federal Programs Coordinator will prepare fiscal snapshots for all grants on a monthly basis for Administration/Principal Meetings after ensuring that all transactions (including refunds and recoded transactions) have been accurately and properly recorded after all monthly Board meetings.

Section A-6

Budget with Approved Funding Application

Per **Jackson County School District (JCSD) Policy DFC** "The District will enter all approved MDE

Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE."

Once the JCSD receives approval of its federal grant application the approved amounts are loaded into the financial accounting software by the Business Manager and/or designee and/ or designee. The Business Manager and/or designee obtains the approved application from the Mississippi Grant Information System and enters that approved grant application line item by line item into JCSD's financial accounting software. After all grant budgets have been entered, the Business Manager and/or designee and Federal Programs Director meet to review each line item entered.

In addition, JCSD keeps a separate fund for each grant application so that expenses and carryover can be monitored across multiple fiscal years. After the conclusion of the first year of the grant the unspent amount is carried over to the next fiscal year and entered as the beginning budget balance.

Procedure:

- The Director of Federal Programs and the Business Manager and/or designee will meet periodically to implement the procedures listed below:

  - When federal grant applications are approved, both parties will ensure that all funds outlined in MCAPS are accurately reflected in the JCSD accounting system: Marathon.
  - Budgets will be entered into Marathon by the Business Manager and/or designee and/ or designee and a meeting will be scheduled to review and compare the MCAPS funding application (line items) with the Marathon budget report to ensure alignment.
  - Ensure that a separate fund for each grant application is kept in Marathon, so that expenses and carryover can be monitored across multiple fiscal years.
  - After the conclusion of the first year of the grant, the unspent amount is carried over to the next fiscal year and entered as the beginning budget balance into Marathon.

B. PERIOD OF AVAILABILITY AND CARRYOVER

Section B-1

Carryover Procedures

Jackson County School District (JCSD) is permitted to carry over federal funds not expended within the fiscal year awarded to the next fiscal year. While the law permits JCSD to carry over funds for the full 27-month period of availability, JCSD is expected to expend the fiscal year allocation within that fiscal year, (i.e., the first 15 months). An approved original budget is required before carryover funds can be applied. The table below provides carryover procedures and requirements for each federal program. (CFR §76.709-710; Sec. 412(b) of the General Education Provisions Act (GEPA), 20 U.S.C. 1225(b).)

Program	Carryover Procedures
Title I, Part A - Improving the Academic Achievement of the Disadvantaged	Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by Every Student Succeeds Act (ESSA) permits JCSD to carry over Title I funds not expended within the fiscal year awarded to the next fiscal year (Sec 1127). While the law permits JCSD to carry over funds, JCSD is encouraged to expand the fiscal year allocation within that fiscal year. The law specifies requirements for the expenditure of carryover funds exceeding the 15-percent carryover limitation. However, the waiver process allows JCSD to request waivers from the Mississippi Department of Education (MDE) once every three years when the JCSD fails to expend at least 85-percent of the allocated funds within the fiscal year.
Title I, Part A – School Improvement 1003(a)	SIG 1003(a) does not provide for carryover of unused funds.
Title II, Part A – Supporting Effective Instruction	ESSA permits JCSD to carryover 100% of Title II, Part A funds. Unless there are extenuating circumstances, funds set aside for equitable services must be expended in the year in which they are allocated.
Title IV, Part A – Student Support and Academic Enrichment	JCSD may obligate Title IV, Part A funds during the federal fiscal year for which the funds were appropriated and during the succeeding federal fiscal year for a total period of 27 months of availability. When funds are carried over, JCSD must ensure that they have a process and internal controls in place to track unspent funds from the prior year in addition to the current year fund requirements and be able to show how total funds were spent according to the Title IV, A focus area. While there are no restrictions for the carryover of Title IV, Part A funds, JCSD with carryover funds more than 25-percent of their allocation may be monitored and/or provided technical assistance to address the excessive carryover amounts.

ESSA made no changes to the Title I carryover rules, with one exception: funds for equitable services to nonpublic school students. ESSA states that funds allocated to JCSD for educational services and other benefits to eligible private school children must be obligated in the first fiscal year for which the funds are received by the JCSD. (See ESSA Section 1117(a)(4)(B).) Accordingly, these funds may not be carried over.

The Federal Programs Department will monitor federal fund expenditures during the school year to minimize the amount of funds carried forward.

The future goal through the first 15 months, the generally anticipated rate of draw for JCSD running full year federal program funded supports and services are as follows:

October 31st	up to 27% funds used		April 30th	up to 67% funds used
November 30th	up to 33% funds used		May 31st	up to 73% funds used
December 31st	up to 40% funds used		June 30th	up to 80% funds used
January 31st	up to 47% funds used		July 31st	up to 87% funds used
February 28th	up to 53% funds used		August 31st	up to 93% funds used
March 31st	up to 60% funds used		September 30th	100% funds used

At the completion of the first 15 months, the Mississippi Department of Education (MDE) permits JCSD to carryover allowable unused funds to the JCSD for continued use during the remainder of the 27-month period of availability. MDE will monitor to ensure that the JCSD is drawing down these older funds prior to accessing newer funds.

JCSD uses a separate unique fund number for each grant year application to monitor spending from one fiscal year to the next. The fund does not change from one fiscal year to the next.

Procedure:

- The Federal Programs Department will implement the procedures listed below:

  - Using the chart above as a guide/gauge, monthly snapshots will be prepared and uploaded to TitleICrate and distributed to all principals, directors and assistant superintendents, if applicable.
  - Review all requisitions and instruct administrators to utilize carryover funds when applicable. Communication will be via written email or phone call.
  - Budgets will be entered into Marathon by the Business Manager and/or designee and/or designee and a meeting will be scheduled to review and compare the MCAPS funding application (line items) with the Marathon budget report to ensure alignment.
  - Will ensure that a separate fund for each grant application is kept in Marathon, so that expenses and carryover can be monitored across multiple fiscal years.
  - Will make sure that the unspent amount is carried over to the next fiscal year and entered as the beginning budget balance into Marathon.

C. AUDIT REQUIREMENTS

AUDIT RESOLUTION

Section C-1

CONTACT PERSON RESPONSIBLE FOR CORRECTIVE ACTION PLAN

Dr. Kimberly Williams, Director of Federal Programs
Ms. Amber Geiser, Business Manager
P.O. Box 5069
Vancleave, MS 39565
Phone Number (228) 283-3000

Section C-2

CORRECTIVE ACTION PLAN

The Director of Federal Programs and the Federal Programs Coordinator (herein referred to as Federal Programs staff) will ensure that all federal grant expenditures match with the approved Mississippi Grant Information System Budget and will balance the funds on a monthly basis. The annual Federal Consolidated application will be done timely.

The Business Office will support the Federal Programs staff with all adjusting journal entries. Fund drawdowns will not be done until collaboration between the Business Manager and/or designee and Federal Programs staff has taken place.

Improvements regarding effective communication between the Business Office and Federal Programs staff will occur and ensure both are abreast of any changes being made to the federal programs plan.

D. INTERNAL CONTROLS

Control Environment

Section D-1

Jackson County School Policy GAA Professional Educator Code of Conduct

DATE: 9-12-11

Mississippi Educator Code of Ethics and Standards of Conduct Code

The Jackson County School Board adopts the following MS Educator Code of Ethics and Standards of Conduct developed and adopted by the MS Department of Education. All employees will receive a copy of the MS Educator Code of Ethics and Standards of Conduct and will sign a statement agreeing to abide by the standards.

Mississippi Educator Code of Ethics and Standards of Conduct Code 1717

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety, and general welfare of students and educators.

Ethical conduct is any conduct, which promotes the health, safety, welfare, discipline and morals of students and colleagues.

Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

1.1. Ethical conduct includes, but is not limited to, the following:

1. Encouraging and supporting colleagues in developing and maintaining high standards
2. Respecting fellow educators and participating in the development of a professional teaching environment
3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
4. Providing professional education services in a nondiscriminatory manner
5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

1.2. Unethical conduct includes, but is not limited to, the following:

1. Harassment of colleagues
2. Misuse or mismanagement of tests or test materials
3. Inappropriate language on school grounds or any school-related activity
4. Physical altercations
5. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2. Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

2.1. Ethical conduct includes, but is not limited to, the following:

1. Properly representing facts concerning an educational matter in direct or indirect public expression
2. Advocating for fair and equitable opportunities for all children
3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness

2.2. Unethical conduct includes, but is not limited to, the following:

1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:

a. employment history, professional qualifications, criminal history, certification/recertification
b. information submitted to local, state, federal, and/or other governmental agencies
c. information regarding the evaluation of students and/or personnel
d. reasons for absences or leave
e. information submitted in the course of an official inquiry or investigation

2. Falsifying records or directing or coercing others to do so

Standard 3. Unlawful Acts

An educator shall abide by federal, state, and local laws and statutes and local school board

policies.

1.1 Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

4.1. Ethical conduct includes, but is not limited to, the following:

1. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.

2. Nurturing the intellectual, physical, emotional, social and civic potential of all.

3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.

4. Creating, supporting, and maintaining a challenging learning environment for all students

4.2. Unethical conduct includes, but is not limited to the following:

1. Committing any act of child abuse

2. Committing any act of cruelty to children or any act of child endangerment

3. Committing or soliciting any unlawful sexual act

4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability

5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs

6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationships with a student.

Examples of these acts may include but not be limited to:

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape

8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

Standard 5. Educator Collegial Relationships

An educator should always maintain a professional relationship with colleagues, both in and outside the classroom

5.1 Unethical conduct includes but is not limited to the following:

1. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
2. Harming others by knowingly making false statements about a colleague or the school system
3. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
4. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
5. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6. Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs

6.1. Ethical conduct includes, but is not limited to, the following:

1. *Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice*

6.2. Unethical conduct includes, but is not limited to, the following:

1. *Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs*
2. *Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.*
3. *Being on school premises or at a school-related activity involving students while documented using tobacco.*

Standard 7. Public Funds and Property

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

7.1. Ethical conduct includes, but is not limited to, the following:

1. *Maximizing the positive effect of school funds through judicious use of said funds*
2. *Modeling for students and colleagues the responsible use of public property*

7.2. Unethical conduct includes, but is not limited to, the following:

1. *Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain*
2. *Failing to account for funds collected from students, parents or any school related function*
3. *Submitting fraudulent requests for reimbursement of expenses or for pay*
4. *Co-mingling public or school-related funds with personal funds or checking accounts*
5. *Using school property without the approval of the local board of education/governing body*

Standard 8. Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

8.1. Ethical conduct includes, but is not limited to, the following:

1. *Insuring that institutional privileges are not used for personal gain*
2. *Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization*

8.2. Unethical conduct includes, but is not limited to, the following:

1. *Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.*
2. *Tutoring students assigned to the educator for remuneration unless approved by the local school board*
3. *The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)*

Standard 9. Maintenance of Confidentiality

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and

other information covered by confidentiality agreements.

9.1. Ethical conduct includes, but is not limited to, the following:

1. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
2. Maintaining diligently the security of standardized test supplies and resources

9.2. Unethical conduct includes, but is not limited to, the following:

1. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
2. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
3. Violating other confidentiality agreements required by state or local policy

Standard 10. Breach of Contract or Abandonment of Employment

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

10.1 Unethical conduct includes, but is not limited to, the following:

1. Abandoning the contract for professional services without prior release from the contract by the school board
2. Refusing to perform services required by the contract.

PROFESSIONAL DEVELOPMENT WITH FEDERAL PROGRAMS

Federal Programs funds may be used to provide training opportunities for teachers, assistant teachers and other professional staff. The following will be included in the project application narrative: specific information regarding the topics of training being provided, who the targeted audience is, who will provide the training, and how it will be paid. Funds may also be used for professional staff to attend training. Specific consultants or individual groups do not have to be specified.

TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES

TITLE I, Part A: IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES

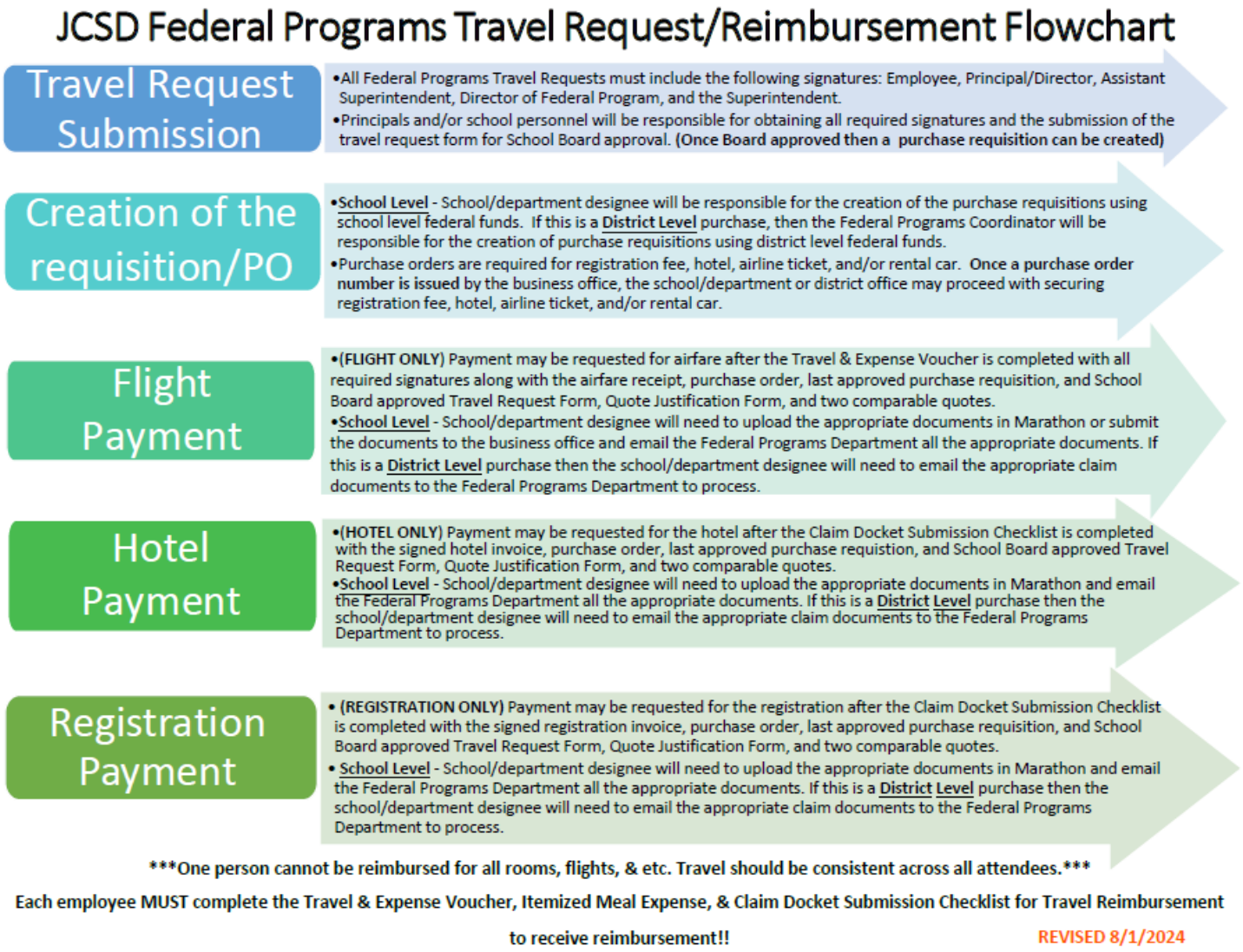
Guidance on Allowable and Unallowable Expenditures

Below is a general overview of allowable and unallowable activities to support Title I, Part A program planning activities.

Allowable Expenditures	Unallowable Expenditures
• **Academic Support for At Risk Students (AIS, RTI, counseling, credit recovery, etc.):** o Certified teachers and teaching assistants o Guidance counselors, social workers and other professionals providing supplemental services o Proportional benefits for Title I salaries o Equitable services for private school students o Pre-K, summer and extended day programs o Transportation for Title I extended day and summer programs if not otherwise available • **Support Staff for Title I Programs:** o Teacher Aides (non-instructional services) o Data management staff for Title I only o Secretary and/or clerks for Title I only o Title I Coordinators and administrators o Stipends for principals outside contract hours o Nurses for summer and extended day Title I programs • **Title I program supplies and materials:** o Supplemental instructional materials o Computer aided instruction software for AIS o Diagnostic and progress monitoring materials o Title I data management software o Nutritional snacks for Title I students during extended day and summer programs o Technology to upgrade the educational program of a SWP • **Title I Parent and Family Engagement:** o Parent Liaison or Coordinator o Consultants o Stipends for staff to plan for or participate in Title I activities outside contract hours o Costs for activities including materials, transportation, childcare, and light refreshments • **Professional Development aligned with Title I:** o Stipends and/or substitutes for staff o Educational Consultants o Reasonable supplies and materials for PD	• **Core instruction or mandated services:** o Teachers providing core instruction o Base pay for principals (contract hours) o Superintendents and Deputies with districtwide responsibilities o Special Education services (OT, PT, Speech) o Part 154 services for English Learners o Mandated guidance counselors, social workers, nurses, etc. o Direct reimbursements to private schools. o Costs for standardized screening to determine student eligibility for AIS o Cost for administering, scoring and reporting results for mandated state assessments • **Supplies and materials:** o Food and refreshments for staff activities, including working lunches o Costs for basic reading series or materials for core instruction o Promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains o Door prizes, movie tickets, gift certificates, pass to amusement parks, etc. o Ceremonies, banquets, or celebrations • **Professional Development:** o PD that is stand-alone, 1-day, or short-term workshops not aligned to a schoolwide plan or school improvement initiative

For additional assistance on allowable and unallowable Title I A costs districts may contact the Mississippi Department of Education Director of Federal Programs 601-359-3499

Travel Request/Reimbursement Flowchart



Section D-2

Control Activities and Risk Mitigation

Jackson County School Policy GAA

MISSISSIPPI EDUCATOR CODE of ETHICS and STANDARDS of CONDUCT CODE

DATE: 9-12-11

Standard 7. Public Funds and Property

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

7.1. Ethical conduct includes, but is not limited to, the following:

1. Maximizing the positive effect of school funds through judicious use of said funds

2. Modeling for students and colleagues the responsible use of public property

7.2. Unethical conduct includes, but is not limited to, the following:

1. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
2. Failing to account for funds collected from students, parents or any school related function
3. Submitting fraudulent requests for reimbursement of expenses or for pay
4. Co-mingling public or school-related funds with personal funds or checking accounts
5. Using school property without the approval of the local board of education/governing body

Standard 8. Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

8.1. Ethical conduct includes, but is not limited to, the following:

1. Insuring that institutional privileges are not used for personal gain

2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

8.2. Unethical conduct includes, but is not limited to, the following:

1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
2. Tutoring students assigned to the educator for remuneration unless approved by the local school board

1. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)

FRAUD, WASTE, ABUSE, AND CORRUPTION PROCEDURES

Anyone and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Jackson County School District shall not tolerate fraud, waste, abuse, or corruption and will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent and/or Federal Programs Director located at 4700 Colonel Vickrey Road, Vancleave, MS 39565.
2. Any employee (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent and/or Federal Programs Director at 228-826-1757. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The district shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received. If necessary, the person reporting the fraudulent activity will be contacted for additional information.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act if possible.

Procedure:

- The Federal Programs Director, the Federal Programs Coordinator, and the Purchasing Agent or Business Manager designee will review all requisitions, and reach out to school/department for any questionable purchases via email, and solicit additional documentation when necessary.
- Additionally, the Federal Programs department will meet with each individual school/department and discuss possible expenditures, assist in identifying risks, protecting against fraud, waste, and abuse of federal funds.

- The JCSD will utilize a comprehensive framework to ensure the successful operation within elements of the organization to include the control environment, risk management, control activities, information and communication, and monitoring.
    - The JCSD will ensure that each area of the grant process (programmatic, budgeting, accounting, etc.) is managed by competent staff who are trained and knowledgeable in their areas of responsibility; (All involved staff will be trained annually with either on-site or off-campus training.
    - The JCSD will Identify and assess changes in the regulatory, technology, personnel and operating environment under which the grants are managed. When changes occur updates to policy and procedure will commence. Additionally, training will be employed during the on-boarding of new technology and personnel members.
    - The JCSD will utilize control activities, which are actions that have been established through policies and procedures to mitigate risks. The Federal Programs Department and the Business office staff will train to Ensure that staff are knowledgeable of and adhere to federal, state, and local laws and regulations and the specific requirements of the grant and Uniform Guidance;
    - The Director of Federal Programs and the Business Manager and/or designee will develop an ongoing dialogue to review financial statements monthly, Single Audit reports, and program audits concerning grant reporting and compliance. Information derived from this dialogue will be disseminated to the appropriate stakeholders throughout the various departments within JCSD during admin meetings or work sessions.
    - The Director of Federal Programs and the Business Manager and/or designee will annually evaluate and monitor the components of internal controls to ensure that components are present and functioning properly. When deficiencies are found they will be communicated, in a timely manner, to responsible parties, including the Superintendent of schools and the JCSD Board of Education for corrective action. The JCSD will ensure that corrective action plans addressing the control deficiencies are written, identify responsible parties and timelines, and are implemented in a timely manner.

Section D-3

Internal Controls Monitoring and Evaluation

SECTIONS 7-7-201 to 7-7-215, MISSISSIPPI CODE of 1972

The state department of audit is hereby authorized and empowered to post-audit and investigate the financial affairs and all transactions involving the school funds of the county including the minimum education program funds and supplementary district school funds, and to make separate and special audits thereof, as now provided by Sections 7-7-201 to 7-7-215, Mississippi Code of 1972. ' 37-61-29 SINGLE AUDIT ACT Mississippi Public School Districts will have single audits performed annually by the Mississippi State Auditor's Office or by an independent accounting firm. The Mississippi State Department of Education shall have cognizant agency responsibilities for all Mississippi public school districts. School districts should contact the audit resolution officer with the Mississippi State Department of Education to resolve any audit findings that affect federal programs in their districts. The Mississippi Public School Accountability Standard for this policy is standard 4.

LEGAL REF.: MS CODE as cited Mississippi Public School Accountability Standards Financial Accounting Manual for Mississippi Public School District

Procedure:

- The state department of audit is hereby authorized and empowered to post- audit and investigate the financial affairs and all transactions involving the school funds of the Jackson County School District including the minimum education program funds and supplementary district school funds, and to make separate and special audits thereof, as now provided by Sections 7-7-201 to 7-7-215,
- Jackson County School District will have single audits performed annually by the Mississippi State Auditor's Office or by an independent accounting firm. **The Mississippi Public School Accountability Standard/or this policy is standard 4.**
- An independent accounting firm also tests internal controls annually and provides an opinion on whether any deficiencies exist in those internal controls.

RECORDS RETENTION and ACCESS (EDGAR 200.303(e), 200.333):

What are the WRITTEN policies/procedures to document internal controls?

See Section D

What policy/procedures safeguard personally identifiable information?

JCSD Policy JRAB (FERPA)

How does the policy/procedures address record retention for five (5) years?

JSCD Policy JRAB

E. RECORDS AND INFORMATION MANAGEMENT

Section E-1 - E-4

Confidentiality

As stated in JCSD's student and faculty handbook, "The Jackson County School District adheres to the requirements outlined in the Family Education Right to Privacy Act (FERPA)." To this end, we will train our staff that deal with personally identifiable information to ensure the integrity and security of information at the beginning of the school year. This includes payroll, budgeting, personnel, etc. We will also take measures to limit access to our internal running systems by password protecting them and only allowing necessary access. In addition, JCSD will utilize the MCAPS User Agreement Forms and keep them on file in the JCSD Office of Federal Programs.

Personally Identifying Information (PII)

JCSD only accesses PII when it has a need to know for the information as it relates to official duties. The procedures are based on guidance from the Handbook for Safeguarding Sensitive Personally Identifiable Information (March, 2012; Homeland Security)

1. Never leave Sensitive PII in hard copy unattended and unsecured. Physically secure Sensitive PII (e.g., in a locked drawer, cabinet, desk, or safe) when not in use or not otherwise under the control of a person with a need to know. Sensitive PII may be stored in a space where access control measures are employed to prevent unauthorized access by members of the public or other persons without a need to know (e.g., a locked room or floor, or other space where access is controlled).

2. Try not to send Sensitive PII using a fax machine. If possible, scan and then encrypt the document(s) and email it. If the information must be sent by fax, do not send Sensitive PII to a fax machine without contacting the recipient to arrange for its receipt. You can email Sensitive PII without protection if the recipient's need for the information is related to his or her official duties
3. JCSD must report all privacy incidents, whether suspected or confirmed, to the Human Resource Director immediately.
4. Adhere to district policy for Mississippi Student Information Systems (MSIS)/data collection, FERPA, and student records.
5. Follow retention and disposal policies for Sensitive PII

Jackson County School Policy GAR

PROFESSIONAL PERSONNEL RECORDS

DATE: 5-10-04

The JCSD shall keep personnel records on all full-time employees. It shall be the responsibility of

the Superintendent or his designated representative to keep said records up-to-date and complete. All records shall be maintained within HIPAA compliance guidelines (Health Insurance Portability and Accountability Act of 1996).

All information contained in an employee's record shall be considered confidential and shall not be transmitted to other persons or agencies outside JCSD without written approval by said employee or unless subpoenaed by an authority. Some information in the employees' files, such as the Confidential Recommendation Forms, shall be considered confidential and under no circumstances shall such information be viewed by the employee.

All professional staff must have on file in the central office a contract, a valid educator license, an application, W-4 forms (State and Federal), retirement membership forms, affidavit of teaching experience, college transcript, copy of Social Security card, Employment Eligibility Verification (Form I-9), background check form, and insurance election form. These documents must be on file in the central office before any funds shall be paid to any teacher under contract for the school session.

Jackson County School Policy GAA

MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT CODE

DATE: 9-12-11

Standard 9. Maintenance of Confidentiality

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

9.1. Ethical conduct includes, but is not limited to, the following:

1. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
2. Maintaining diligently the security of standardized test supplies and resources

9.2. Unethical conduct includes, but is not limited to, the following:

1. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
2. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
3. Violating other confidentiality agreements required by state or local policy

Jackson County School Policy JRAC

DATA COLLECTION POLICY AND PROCEDURAL GUIDELINES

HANDBOOK DATE: 8-1-05 Revised: 4-22-13

1.0 Introduction and Overview

1.1 Purpose

system is willing to invest time and money in achieving useful information, and respect the effort taken to produce it. Therefore, through the implementation of this Data Collection Policy and Procedure Guidelines, JCSD will actively foster this belief and environment.

2.0 Roles and Responsibilities

A data process that collects quality data is well planned, has staff members that are well trained and know their roles and responsibilities, and has needed tools and resources. In this section, we have identified the critical roles and responsibilities.

2.1 School Board

The primary role of JCIn accordance and cooperation with HB 1251, which gives the Office of the State Auditor the authority to determine the correctness and accuracy of all reports made to the State Department of Education by any school district or school official concerning the number of educable students in any school district, the number of students enrolled in any school district, the number of students in average daily attendance in any school district, and the number of students being transported or entitled to transportation to any of the public schools of this state, the JCSD will set the following Data Collection Policies and Procedures to help ensure this quality data.

1.2 Components of Data Quality

JCSD's data will contain the following components:

1. Objectivity: Data is accurate, unbiased and presented in a clear, complete, well documented manner. Objectivity will be achieved by using appropriate data sources and sound analytical techniques, by using proven methods, and by carefully reviewing the content of all information and reports.

2. Integrity: Data will not be compromised through corruption or falsification.

3. Transparency: Our data will have a clear description of methods, data sources, assumptions, outcomes and related information that allow users to understand the data.

4. Reproducibility: Our data can be reproduced by others by using the documented methods, assumptions and data sources in order to achieve comparable findings.

5. Utility: Data produced by the district will be useful and available to the intended audience. The requirements, recommendations and examples in this guide will improve data quality for our district.

1.3 Policy Audience

It is important for all staff of the JCSD to understand the issues involved in data collection & data entry, and recognize that these issues reflect the values of JCSD.

JCSD believes that good data is an integral part of teaching, learning and managing the school enterprise. Everyone who has a role in student outcomes-teachers, administrators, counselors, office support staff, school board members and others, must share this belief. Because good data is as much a resource as staff, books and computers, a wise education SD School Board is to set policy for the school district. The Superintendent and Administrative Staff develop procedures and regulations for carrying out board policy. There are four (4) key leadership roles in setting board policy: vision, structure, accountability, and advocacy. In the area of data collection, the JCSD School Board formulates policies based on state and federal laws, as well as, local district needs and staff requirements.

Responsibilities

1. Setting Data Collection Policy
2. Understanding the impact data has on funding programs - Allocating appropriate resources to enable schools to meet the ever-increasing need for data collection and data entry
3. Investing in computer hardware and software as a routine cost of doing business

2.2 Superintendent

It is the Superintendent's responsibility to enhance the educational program of students, to improve student achievement, and to see that district policies are implemented. It is the Superintendent's responsibility to foster an environment and culture of quality data that will result in reliable data that is useful for evaluating the instructional program and student achievement, and for pointing out areas of success and places where improvements are needed. It will enable the district to have confidence in the information that is collected, and, most importantly, will allow the district to make effective decisions.

Responsibilities

1. Set education benchmarks that use data to measure student achievement.

2. Support the development of a Culture of Quality Data in the district through an effective professional development program.

3. Encourage Principals to make data-driven, building-level decisions.

4. Support the staff in the promotion of more efficient data collection procedures, the use of technology to decrease data entry errors, and the movement toward applications that are "interoperable" (i.e., that interact with each other using a minimum amount of programming resources).

5. Support the allocation of funding to provide schools with the appropriate resources to enter data.

6. JCSD will select a data coordinator.

2.3 Principal

Our Principal serves as the chief instructional leader and is ultimately responsible for data collection and reporting in the school. The Principal has the responsibility to report data as accurately as possible. The Principal must ensure that the school's information is accurately reflected in the data.

Responsibilities

1. Check reports for accuracy and reasonableness before "signing off" and sending to the district.
2. Periodically spot-check source documents against data, to ensure that required data (e.g., medical information) is being entered correctly.
3. Ensure that staff have access to appropriate technology tools.
4. Attend meetings and training about data requirements.
5. Provide district data personnel with recommendations for improvements in data collection procedures.
6. Allow and encourage staff to attend training in their areas of expertise.
7. Use a variety of training strategies, including the "train-the-trainer" model, when necessary.
8. Work with staff and the district to develop and use standard procedures for data entry and reporting.
9. Provide trained staff to assist data entry personnel during peak periods (enrollment, scheduling, etc.).
10. Understand and communicate laws and regulations that affect data at school (e.g., the Family Educational Rights and Privacy Act of 1974 [FERPA] and the Health Insurance Portability and Accountability Act of 1996 [HIPAA]).
11. Support and monitor district data security policies and procedures.
12. Utilize data to make daily instructional decisions.
13. Provide an environment conducive to accurate data entry.

2.4 Teacher/Counselor

Our Teachers/Counselors/MSIS personnel and Registrars are responsible for entering or supplying timely and accurate data regarding students, as required.

Responsibilities

1. Attend training on the use of data in the instructional program.
2. Identify barriers to effective data entry and communicate these to the Principal or other appropriate personnel.
3. Respect the privacy and confidentiality of student data by protecting data from students and unauthorized personnel.
4. Follow JCSD data security policies and procedures.

5. Enter data accurately and in a timely manner.
6. Check work for accuracy and completeness.
7. Share good ideas and best practices about data entry with your peers.
8. Check the calendar for data reporting deadlines so that you can allocate time for data entry.

2.5 Office Staff

Office staff is responsible for entering important data accurately and completely, maintaining data security, and understanding how the data will be used. JCSD recognizes that this position is critical to its data collection effort. THerefore, it is important that this position is taken seriously and provided sufficient resources.

Responsibilities

1. Enter data accurately and in a timely manner.

2. Attend professional development training.

3. Follow appropriate instructions and documentation.

4. Identify barriers to effective data entry procedures and communicate these to the principal, or other appropriate personnel.

5. Implement the district data security policies and procedures (e.g., change passwords frequently, do not share passwords, treat data confidentially, etc.).

6. Check work and run appropriate edit reports.

7. Ask for help when an error is made.

8. Identify a peer who does similar work to facilitate sharing of ideas and best practices can occur.

9. Check the calendar for data reporting deadlines.

2.6 MSIS Primary Contact

Serves the administrator by ensuring that the statistical information reviewed represents data that has been entered accurately and collected systematically. The MSIS contact person assists the information reporting process through staff development and collaboration with the various offices and programs responsible for producing data and information.

Responsibilities

1. Coordinate the data collection process.

2. Provide professional development for staff members. These sessions include Demonstrations that incorporate hands-on training, enabling data entry personnel to become used to the actual data entry screens; examples that actually reflect situations that will be encountered; handbooks or guidebooks, with copies of data entry screens, systematic instructions, and the rationale for entering the data; descriptions of the procedures for obtaining assistance (e.g., help desk phone number, online and/or e-mail query process); and, copies of the reports created from the data, enabling trainees who enter information to have a sense of how their work affects the operation of the school.

3. Assist schools in resolving discrepancies in information before reports are forwarded.
4. Develop a process that allows staff to request new reports or modifications of existing reports.
5. Collaborate with the District Director of Information Technology or Assistant Director of Educational Technology to enhance the ability of computer programs to determine effective editing procedures for reports and other information.

2.7 Director of Technology

This position maintains and secures the hardware, software, and network that allows staff to enter, store, secure, and transfer data.

Responsibilities

1. Ensure that effective security measures, including password protection, are in place.

2. Work with the data coordinator and other staff involved with data entry to develop efficient editing and data verification procedures.

3. Work with the data coordinator to provide technical assistance with professional development and dissemination programs.

4. Provide a help desk and/or an online help area for data entry staff.

5. Develop an electronic audit trail to determine potential flaws at each of the various stages of data collection.

3.0 **Data Collecting and Reporting Requirements and Timeline**

3.1 **Data Timeline/Calendar**

The district has developed a calendar of due dates and timelines that will provide the necessary information.

The Data Timeline and Calendar indicates due dates for reports, data entry, designated holidays, designated days or weeks set aside for testing, and identifies the staff person responsible for implementation.

The district will provide sufficient time and resources for data collection.

Classroom/Office Maintenance Procedures for Technology

Routine maintenance of technology items can help to extend the life and the appearance of the items purchased within the district. Using the below guidelines, Jackson County School District believes it is providing a responsible maintenance schedule for the investment of received federal funds. This schedule should be performed at least 4 times per academic school year (once per nine-weeks). While these procedures may be used for any technology asset at the district, this is required for ALL assets purchased with Federal Funds.

Computers

Computers, whether notebooks or desktops have requirements to keep them up to date. While the update process is maintained in technology, the computers must be turned on to install the updates. If the computers are used on a regular basis, they should automatically be up to date.

However, one can verify this by clicking the start menu, then settings (the gear icon), then click on Update and security, then on Windows Update. On this screen, you can click on check for updates.

This is the only maintenance of software that should be performed by anyone other than the Information Technology Department. First, dust should be removed from the keyboard and other crevices of the case. Vacuuming is preferred since it removes the dust, but compressed air may be used to dislodge the dust. If using compressed air, the computer should be turned off and unplugged. Areas to vacuum or apply compressed air would include the keyboard, vent holes in desktop cases, and the power supply. When using compressed air, always hold the can in the upright position. Tilting or inverting the can causes the contents to come out in liquid form and could cause injury. The asset, other than the screen should be wiped down using an alcohol dampened linen cloth, or a disinfectant wipe. Do not use disinfectant wipes on the screen. If the screen has no buildup, simply wipe the screen with a dry microfiber cloth. If there is a buildup or stubborn spot on the screen, the cloth may be dampened with distilled water or a 50/50 solution of white vinegar and distilled water.

Peripherals

Other peripherals such as mice, headphones, and other items that interconnect with computers and are handled should be cleaned with disinfectant wipes before and after each use.

Printers

Printers should be wiped on the outside only. There is no cleaning that should be done on the inside of a laser printer.

Promethean Panels and Boards

Prometheans panels and boards should use the same process as cleaning LCD Monitors. First, wipe with a dry microfiber wipe. If there is buildup that is still there, the cloth may be dampened with either distilled water or a 50/50 solution of white vinegar and distilled water.

Title Technology Maintenance Report					
School/Department:			Please sign below indicating completion of maintenance procedures		
Room Number:			Printed Name:		
Date:			Signature:		
	Please place a check in each box corresponding to the maintenance performed				
Asset ID (JCSD NUMBER)	Removed Dust	Cleaned Screen	Reviewed Peripherals	Cleaned Printer	Cleaned Promethean

4.0 District Wide Common Data Collection Methods and Uniform Data

4.1 District Wide Common Data Collection Methods

JCSD has established and will utilize uniform procedures for entering student data at the school level. The procedures listed below will be followed:

Authorized Data Entry Personnel

Each school will have a list of authorized personnel for any student data entry and their email addresses on file for the auditor.

Student Enrollment

1. Acquire student demographic data from the guardian.

2. Verify residency of students. Two proofs of residency should be provided by the parent/guardian and verified by JCSD staff for each student upon enrollment into JCSD for each school year. All students should have the Residency Verification Checklist in their cumulative folders.

3. Student data is entered into the Student Information System (SIS) office program.

4. Check for a student's MSIS number, acquire an MSIS number if one is not found.

5. Determine special needs and refer to the Local Survey Chair (LSC) Chairperson.

6. Verify the expiration date for the student's immunization record.

Out of District Students

1. Any out of district student enrolling should have proper documentation of district approval on file in the cumulative folder.

Transfer-In Students

1. Request withdrawal form from previous school.

2. Verify residency of students. Two proofs of residency should be copied and filed for each student upon enrollment into JCSD for each school year. All students should have the Residency Verification Checklist in their cumulative folders.

3. Determine whether in-state transfer or out-of-state transfer. Note: Out of state students are required to provide initial registration requirements information.

4. Complete school registration forms.

5. Determine grade placement or special needs.

6. Enter Student data into SIS using the appropriate entry code.

7. Verify MSIS number or obtain one if needed.

8. Request the MSIS release and records for in-coming students.

Dropouts or Transfer-Out Students

Complete withdrawal form for student. Students are withdrawn in SIS using the

appropriate withdrawal code. Comply with requests for MSIS release and records

requests from other schools.

Timeline for Transfers/Releases of Students in MSIS

All transfers and releases will be completed within 24 hours of the request. A daily log will be kept as documentation of all transfers and releases.

Attendance

Daily attendance is entered every period by either authorized office personnel or individual classroom teachers.

Check-ins and checkouts are done by authorized office personnel.

Corrections to daily attendance are updated at a minimum of at least one time per week. Example: Correcting absences to tardiness, etc. or unexcused to excused. All excuses should be date stamped upon receipt.

Cumulative Records

The auditor's office will be reviewing cumulative folders at random. The cumulative folders should be current regarding the items listed below:

1. Residency Verification Sheets signed and dated by District Personnel
2. Immunization records with current date;
3. Date of Birth;
4. Current address that agrees with student demographic information from SIS.
5. Primary phone number from SIS.

The auditors' office will verify the previous year's graduation data.

The auditor's office will check the Carnegie units for the graduates of the previous year to verify eligibility for graduation.

The auditor's office will check cumulative folders for mandated test scores.

Monthly Attendance Reports

1. The MSIS Pre-Approved report is completed at the end of each reporting month.

2. The numbers are checked for accuracy and the reports are balanced based on the formula provided by the Mississippi Department of Education (MDE).

3. The reports are forwarded to the district MSIS Coordinator.

4. The MSIS Coordinator verifies the school level attendance report once the school has cleared the reporting month.

5. Each school should print the page from MSIS indicating the school has completed a

successful file for that reporting month to be kept on file. Each school will also print (once the district as a whole has cleared the reporting month) and file necessary attendance reports (see below) on a monthly basis.

The auditor's office will review this report to verify timely reporting.

The following reports will be filed at each reporting school monthly for auditing purposes: Month one file should include a student roster by grade for the 9th month of the previous school year, and student roster on the 16th day of school for the current year. (The reports will assist in tracking NO SHOWS and completion of the Summer Activity report.)

Student list by grade on last day of

month Holding Area Absences Report –

from MSIS Holding Area Student Entries –

from MSIS Holding Area Student

Withdrawals – from MSIS

Monthly Attendance Pre-Approved Report – from SIS

Monthly Attendance Post – Approved – from MSIS

Monthly Student Absence's Report which shows the excused/unexcused absences. Monthly Student Discipline Report for any daily files reported within 72 hours – from the Discipline Administrator/MSIS Contact

Student Release from Report –

MSIS Student Release to Report –

from MSIS

Student Roster by Grade at the End of Each Month – from

MSIS Student Roster Holding Area Report – from MSIS

Student Transfer Report – from

MSIS Student Transfer to Report –

from MSIS

Additional reports required by the auditor's office.

Transportation report

Graduate report from previous year (High Schools Only)

Excused Absences

Two absences each 9 weeks will be considered excused with a written parent note. All other excused absences will require a doctor's excuse for the student's illness, injury, or medical condition. Absences caused by the following shall be treated the same as doctor excused absences: Absences caused by court ordered appearances, absences ordered by a health officer, by the State Board of Health or appropriate school official, absences due to the death or serious illness of a member of the immediate family.

Excused absences will be verified by a hard copy of the parent note or doctor's excuse. Note: Please date stamp the excuses for auditing purposes.

Truancy Reporting

The truant officer should be notified upon the 5th unexcused absence within two (2) school days or within five (5) calendar days, whichever is less. Documentation of notification should be on file in the cumulative folder. Note: The auditor will verify the documentation with the truant officer assigned to the school.

Scheduling

Each child is given a schedule based on the requirements for the grade level in which the child is enrolled. The schedule will reflect individual educational needs. Secondary schedules will include courses to meet graduation requirements.

To accommodate scheduling in special areas for students, sometimes a period is added outside a normal day for personnel reporting purposes.

Discipline

Authorized personnel will enter discipline incidents/dispositions on a daily basis for reporting purposes.

Possession of weapons, violent acts against another student, and possession/distribution of drugs, and bomb threats are offenses that are reported and uploaded daily.

Special Education

1. Data entry for those students who are to be marked with a (Y) indicator for Special Education reporting purposes will be done in a timely manner.
2. Special Education rosters will reflect the number of students being served in the appropriate grade level for Grades 52, 54, 56, and 58. All resource students being served for Special Education needs will also have an indicator of (Y).
3. The student schedule should reflect the Special Education course numbers in which the student is being served.

4. The removal of Special Education services will be reported in a timely manner to personnel in charge of data entry.
5. Daily student files are sent after month one for any student having the Special Education indicator activated or for any student being removed from Special Education services. (This is crucial for the December 1 count to be accurate.)

Backup and Storage of Student Data

1. Back up student data regularly.
2. Store all student data on hard copy for up to 5 years.
3. Transcripts, grades, and attendance are kept on insert sheets in the cumulative folder indefinitely for every student.
4. Hard copies, cumulative folders, backup tapes, cd's, etc., are kept in a locked file cabinet in the administrative office.

DISTRICT LEVEL

Authorized Personnel

A list of authorized personnel will be on file as follows with email addresses:

1. Superintendent
2. Assistant Superintendent
3. Federal Programs Director
4. MSIS Coordinator
5. Technology Coordinator
6. Special Education Director
7. Special Education Case Manager

Student Data

1. Student data from each school is transmitted to the central office data bank on the last school day of each month.
2. Monthly days taught files and monthly student data files are built from the data uploaded to the district server by the district MSIS Coordinator.
3. The days taught files and the monthly student files are sent to MSIS at the Mississippi Department of Education at the end of each month.
4. The files are processed by the state and the monthly attendance report is retrieved from MSIS once each school is processed and cleared for the reporting month.
5. The monthly attendance report is requested from each school for the month and verified against the report retrieved from MSIS for accuracy.
6. Once the report is verified, the MSIS Coordinator completes the district approval

process for the reporting month. All schools in the district are to be completed and approved by the 10th day of each reporting month.

7. Ninth month should be cleared ten days after the last student day of the school year.

Daily Student Files

1. Daily student files are built by the district MSIS Coordinator for any discipline incidents that are to be reported within 72 hours.
2. Daily student files are also submitted for any changes in Special Education indicators.
3. The auditor's office will request to see the successful transmission report for daily student files to verify timely reporting for discipline incidents required within 72 hours.

4.2 Uniform Data Business Rules

JCSD will uniform data business rules for the following critical data.

1. Demographic Data Elements
2. Student Data Elements
3. Personnel Data Elements
4. Teacher Data Elements

5.0 Data Collecting and Reporting Process

The District recognizes that the ability of the information or data we have to meet our needs can help us only to the extent that they are accurate and reflective of the outcomes and processes that they are meant to represent. If data is collected haphazardly, without clear procedures and sufficient resources, the data may not be interpretable or may be.

6.0 Data Validation and Error Correction

Data is submitted to JCSD MSIS Coordinator for verification. If errors are found, the MSIS Coordinator contacts the school staff for corrections before data is uploaded to MDE. Special Education data is verified by the Director of Special Education and Special Education Case Manager.

Personnel data is reviewed by the District Office's Assistant Superintendent.

7.0 Data Protection and System Security

7.1 Physical Infrastructure

Location and Security of Server

Location and Security of Access Points (Workstations)

7.2 Data Collection Systems Security and Maintenance

User Level Security

Screen Level

Security Report

Level Security

Data/Field Level

Security

7.3 Public Information Request Process

Procedure to Handle Public Information Request Authorization to Distribute School Information

7.6 Security Documents

Oath of Confidentiality

Acceptable Use Policy

7.6.1 Oath of Confidentiality forms are submitted to MDE for MSIS purposes for all district/ school users. Copies of forms are kept on file in the district office.

7.6.2 The Internet/Network Acceptable/Appropriate Use Policy requires signatures by students/personnel on a yearly basis. Copies are maintained at the school/district office.

8.0 Resources Commitment

8.1 Training

Professional Development Training Activities

District-Wide training activities with all personnel responsible for student data entry will be held at a minimum of twice yearly. All personnel will be notified by the district MSIS Coordinator of any new information required by the Mississippi Department of Education.

JCSD staff will also attend the MIS Data Conference, SIS Annual Conference and other training provided by MDE or SIS.

8.2 Staff Allocation

Each school in JCSD has at least one staff member assigned as a data clerk. This staff member is responsible for data input and uploading to the MSIS Coordinator.

8.3 Technology Infrastructure

Hardware – Each school as well as the Central Office has computers whose sole purpose is data management.

Software - JCSD's software package is Software Technology Incorporated. (SIS)

Appendix "A"

Data Timeline Calendar JULY 414

- MSIS comes down on July 01 to create student records for the new school year.
- Districts may submit Summer School Data Files (SSD files) to MSIS from now to September 30.
- Districts may submit Initial Student Load Transaction files (ISL files to MSIS from June 1 to September 30.
- Districts (Public, Special, and Non-Public) can roll Personnel data from last school year and begin working on Personnel for the new school year from now to September 30.
- Districts should update District and School Demographics for the new school year and make changes during the school year as needed.
- Run Prior Year Graduate/Completer and Promotion Reports and distribute to districts for verification.
- Allow access to ACCRED Live Data Reports.
- Business Managers can start submitting financial data on July 1st.
- Update MAEP Salary Schedule in MSIS.

AUGUST

- Districts are still able to submit Summer School Data Files (SSD files) to MSIS.
- Districts are still able to submit Initial Student Load Transaction files (ISL files) to MSIS.
- Districts (Public, Special, and Non-Public) are still able to work on Personnel for the new school year.
- Notify all non-public districts that wish to receive accreditation by MDE to update their personnel for the current school year.
- The post-graduate plans for the students who are prior-year graduates/completers should be entered in MSIS by August 31, 2006 using the Post-Graduate Plans screen.

When the screen is accessed you will see all of the schools in your district. The information should only be entered on schools with a grade 12.

SEPTEMBER

- Districts that are sending Summer School Data files (SSD files) must submit them by September 30th.
- Initial Student Load Transaction files (ISL files) may be submitted to MSIS until September 30th.
- Any adjustments to graduate/completers and promotions must be on the Update Student Grades screen (Update Promotion tab) by September 30th before each school sends a Month 01 file.
- Each school should have MSIS IDs and ownership of all their students before September

30th.

- Districts can begin to submit Month 01 MDT & MSD files midday on September 30th.
- Make sure that all indicators for Title I eligibility are correctly set for Schoolwide and Targeted- Assistance Title I schools.
- Personnel must be entered and approved by each district by September 30th.
- Certification update for MSIS is run weekly.

OCTOBER

- Districts must clear Month 01 MSD files by October 10th.
- After Month 01 MSD files are approved and completed, districts will be able to verify personnel in MSIS. This is the first opportunity for districts to verify. During the month of October, districts should correct any personnel issues and continue to update & approve personnel in MSIS.
- Financial files due in MSIS no later than October 15. (Note: On October 16, MIS runs a report for the State Auditor indicating all districts who have not submitted Financial files)
- Certification update for MSIS is run weekly.
- MAEP & Accreditation edits are run as districts are approved.
- Verify indicators for School-Wide and Targeted-Assistance Title I. The Office of Innovative Support will send a memo to each district with Targeted - Assistance schools asking that corrections be made by the end of November
- Run reports for Fall Enrollment Book:

Net Membership by Race and Gender – School

Totals Net Membership by Race and Gender –

District Totals Net Membership by Race and

Gender – State Totals

NOVEMBER

- Districts must clear Month 02 MSD files by November 10th.
- After the district is approved and completed, this is the last chance to view personnel data in MSIS before the December snapshot. During November, districts will continue to make updates to personnel in MSIS. They should approve their personnel whenever changes are made so that the MAEP and Accreditation edits will run at night on their data. The districts will not have the opportunity to make changes to personnel after submitting files in December.
- Updates to Special Education students using Special Education screens must be made.
- Certification update for MSIS is run weekly.

- MAEP and Accreditation edits are run as districts are approved.
- Generate Math and Science Teacher/Student reports for CCSSO.
- Make all changes to Targeted-Assistance Title I schools before December submissions.

DECEMBER

- Beginning December 1st Certification update for MSIS is run daily.
- MAEP and Accreditation edits are run as districts are approved.
- On December 1st only DSD files are processed, all other files are held until the next day for processing.
- Snapshot of December 1 Special Education data is taken.
- Districts must clear Month 03 MSD files by December 10th.
- District Approval is not processed on Month 04 files until the snapshot is taken.
- Data for Ed Directory is pulled from MSIS.
- All districts (public, non-public, and special) should have all personnel data entered in MSIS by December 10th so that the data will be included on the snapshot and all year-end personnel reports can run from the snapshot data.
- Districts will continue to make updates to personnel in MSIS until the deadline on December 10 at which time the rights to General/Schedule Entry screen are taken away from the districts. Districts can make updates to Personnel only if requested to do so by a program office in MDE. Remove access to Special Education Student Update Screen.
- Update Course Codes table as requested by Curriculum office for the coming school year. Changes can be made to the Course Code table throughout the year but most of the changes are done now. Note: Certain changes cannot be made until school is out.
- Title I indicators for Targeted-Assistance Schools become the official source of data for Title I eligibility and participation reporting.
- Reports for the SAR (Superintendent's Annual Report) must be run for the appropriate MDE office.

School Districts by Type of

Organized Unit School Board

Members

Public School Districts by Size

(Enrollment) Public Schools by Size

(Enrollment) Number of Public

Schools

State Totals by Grade, Elementary Category, and Secondary Category for:

1. Net Membership Month 01 (Enrollment), Average Daily Attendance (does not include Pre- Kindergarten – Grade 62 and Special Education Pre-Kindergarten – Grade 52) for Month 01,
2. Cumulative Enrollment, and Average Daily Membership (does not include Pre-Kindergarten – Grade 62 and Special Education Pre-Kindergarten – Grade 52) for Month 01

State Totals of Traditional Graduates by Race and Sex

State Totals of Diploma Graduates, Certificate Recipients, GED Credential Recipients, Occupational Diploma Recipients and Total Graduates/Completers

State Totals Promotions and Non-promotions by Grade with percentages

State Totals of Dropouts by Grade Level with percentages based on Month 01 enrollment.

State Totals for Public School Personnel – Certified Staff and Non-Certified Staff broken down by categories with number and average salary for each category and sub-category.

Age and Experience of Superintendents

Age and Experience of Assistant Superintendents

State Totals for Number and Average Salaries According to Training for Superintendents, Instructional Personnel, and Classroom Teachers

State Totals for Instructional Personnel - Number and Average Salary State Totals for Training of Instructional Personnel

State Totals for Number and Average Salary of Classroom Teachers

State Totals for Number of Minimum Program Unit Teachers by Years of Experience State Totals for Instructional Personnel by Years of Experience

Net Membership Month 01 by District

Average Daily Attendance for Months 01-09 by District

Enrollment and Attendance Ranking by District based on Month 01 Average Salaries of Certified Instructional Personnel by District

Classroom Teachers Report by District containing Total Classroom Teachers, Pupils in ADA per Classroom Teacher, Average Salary Classroom Teachers, and Average Salary Instructional Personnel

JANUARY

- Snapshot of personnel data must be taken.
- Once the snapshot is taken all year-end personnel reports should be run.
- Districts must clear Month 04 MSD files by January 10th.
- Rights to the General/Schedule Entry screen must be given back to the districts.

FEBRUARY

- Districts must clear Month 05 MSD files by February 10th.

MARCH

- Districts must clear Month 06 MSD files by March 10th.
- Data is due to USDOE Common Core Data (CCD).

This includes: Free/Reduced Lunch data by school

Net Membership by Grade by

School LEP date count by

district

Migrant count by district and

school Special Ed count by district

FTE count by school

School and District Demographics

Personnel Data by CCD Category by School and by

District Graduate/Completer data by District

Dropout data for Grades 07-12 by District

- Data for the Report Card is due. This includes:

Graduation Rate by School and

District Number of Dropouts by

district

Attendance as a % of Enrollment for Month 01

Net Membership Month 01 (Enrollment) by race/gender district total

with

percentages Net Membership Month 01 by school

Number of Teachers with Advanced Degrees by

district Number of AP courses by district

Number of Carnegie Units taught by

district

Free/Reduced Lunch by district

Number of Emergency Licenses by district

Number of Gifted Students by district

APRIL

- Districts must clear Month 07 MSD files by April 10th.
- Run reports for Dropouts/Graduates Report:

Dropouts Yearly

Report Dropouts

by Reasons

Dropouts by School by

Race/Gender Graduate Rate by

District

Graduates by

Race Graduates

by Sex

GED Completers by Race/Gender

MAY

- Districts must clear Month 08 MSD files by May 10th.
- District should enter the next school year's calendar in MSIS District Events by the end of May.

JUNE

- Processing of Month 09 files will be June 30th at the latest. Remember, each district has 10 days from the last day of classes to approve the Month 09 files.
- Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year.
- Summer Program Report Entry screen must be completed by all schools that host a summer program of some kind per Accreditation.
- Initial Student Load Transaction files (ISL files) may be sent from June 1 to September 30. This is only for students who are under the age of 7 by September 1st and need MSIS Ids.
- Update MSIS Reference Manual for the new school year and post it on the MSIS web page.

- Course code changes are made for the upcoming school year. Course code files are created for vendors to update SAP's

MISSISSIPPI STUDENT INFORMATION SYSTEM
School District Level/School Level
User Security Profile
(Form MSIS-2: submit one form for each MSIS user)

(Please print or type information.)

District Name: **District Number:**

School Name: **School Number:**

Type of User Request (Check one):
___New ___ Modify ___Delete

Requested Effective Date:

Legal Name:

Title: **SSN (last 4-digits):**

Phone: **E-Mail Address:**

==========

Based on the access role definitions, check the level(s) of use required for this user:

District Level Users - ONLY	School Level Users - ONLY	General
☐ (1) Personnel	☐ (1) Personnel	☐ (1) General User
☐ (2) Special Education	☐ (2) Student Administrator	☐ (2) Grade Assignment
☐ (3) Student Administrator		☐ (3) Teacher Support Team
☐ (4) Career Technical Education		☐ (4) View Student Data
☐ (5) Superintendent		
☐ (6) Federal Programs		
☐ (7) Food Service		
☐ (8) Business Manager		

Signature of authorized Primary MSIS district contact **Date**
(This must be an original signature in blue ink)

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MIS OFFICE USE ONLY:

Approved By: **Date:**

Revised 06/2018

OATH OF CONFIDENTIALITY AND
NON-DISCLOSURE OF RELEASED INFORMATION
(MUST be completed by ALL Users)

I understand that data maintained by the systems listed below in the **Application Section**, hereinafter referred to as **MDE Systems**, is sensitive and confidential. I acknowledge the access to and release of information from MDE Systems is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, *et seq.* of the Mississippi Code of 1972, Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests **and is sensitive, confidential, and not subject to disclosure**.

I agree that I shall not release MDE Systems data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

Application Section:
Mississippi Student Information System (MSIS)
Mississippi Alternate Assessment of Extended Curriculum Framework (MAAECF)

SIGNATURE: _____
(Please sign in blue ink)

PRINTED NAME: _____
(Please print in blue ink)

TITLE: _____

DISTRICT/SCHOOL: _____

DATE: _____

FERPA Training Procedures

At the beginning of the school year or upon hire JCSD requires all employees to take a mandatory online FERPA training through Safe Schools within 30 days.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Jackson County School Policy JRAB

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR ELEMENTARY AND SECONDARY INSTITUTIONS

DATE: 8-23-04

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Right and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.
Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask the Jackson County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member including health or medical staff

and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school district in which a student seeks or intends to enroll, the district discloses educational records without consent.

The district discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It may include, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent or eligible student has the right to refuse to let the district designate any or all types of information about the student as directory information. The parent or eligible student must notify the principal (or designee) in writing within five (5) days of receipt of the Handbook and Code of Conduct for Students and Parents that he or she does not want any or all of those types of information about the student designated as directory information. Otherwise, consent is implied for the Jackson County School District to release directory information to others including military recruiters as outlined below.

In the event that the school district provides either post secondary educational institutions or perspective employers of secondary student's access to its school campuses, it must also provide military recruiters the same type of access. The school district must also provide, upon request of military recruiters, the names of students, their addresses, and telephone numbers unless the secondary school student or the parent has requested that the school not release this information without prior written parental consent.

The district may disclose directory information about former students without meeting these conditions.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Legal Reference: Section 438 of the General Education Provisions Act (PL. 93-380) November 17, 1974 Section 37-15-1, 37-15-3; Mississippi Code of 1972 45, C.F.R. Part 99, 45 CFR Part 121A

Jackson County School Policy IJ-R INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY DATE:

6-15-09 Revised: 11-15-12, 2 -13-17, & 8 - 31- 20

Internet Acceptable Use Policy

Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Jackson County School District provides computer equipment, computer services, and Internet access for primarily educational purposes. The purpose of providing these resources is to improve learning and

teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administrators (authorized faculty, staff, and administrators) are employees of the Jackson County School District and are authorized and required to monitor authorized activity on school network facilities. The Director of Information Technology has the responsibility of implementing this policy throughout the district. Any device that is in violation of this policy may be removed by the Director at any time. Any person in violation of this policy will be reported to the appropriate administrator for disciplinary action. Because of its enormous size, the Internet's potential is boundless. However, with such great potential for education also comes some potential for abuse. This policy outlines the guidelines and defines a contract for appropriate Internet use.

Overview

Jackson County School District is CIPA (Children's Internet Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to students" when students are accessing the Internet. Online activities of students may be monitored by the authorized individuals. Any inappropriate activity by students will be reported to the appropriate school authority for appropriate action.

Internet Safety

Jackson County School District will educate students in the appropriate use of online behavior. This will be achieved via classroom instruction before October of each school year. Any students that arrive after training will be trained individually.

Personal Safety

1. Users will not disclose use, disseminate or divulge personal and/or private information about themselves, students or any others including personal identification information, etc. Jackson County School District will not disclose personal information about students on websites or any other insecure media – such as their full name, home or email address, telephone number, or social security number.

2. Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

1. Users will not access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/ or school district policy.

2. Users will not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to students.

3. In some circumstances, students may be allowed to take computers or other devices home. Regardless of the location, this policy applies to ALL DEVICES. All actions performed on any District Owned device is under the oversight of this policy.

4. No devices that provide any networking services, recording devices, or remote access devices or software may be used on the network or devices connected to the network without the permission of the Director of Information Technology. This includes but is not limited to wireless routers, WiFi access points, wired routers, personal digital assistants, recording devices of any sort, or any software to allow remote access from off premise. The Director of Information Technology may remove any device from the network at any time.

5. Users will not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials unless it is directly related to an assignment given by a teacher.

6. Users will not use the network for any illegal activity including, but not limited to, unauthorized access including hacking, phishing, and spoofing.
Users will not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive, (e.g., "cyberbullying").

7. Users will not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

8. Users will not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

System Resource Limits

1. Users will only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes.
2. Users will not download large files or engage in activity that degrades access to the Internet for general use.
3. Users will not send, forward, or post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people), send/forward mass email files that do not contain educational/instructional content across the district network.
4. Users will not access or read other employees' e-mail unless approved by the Superintendent.
5. Users will immediately notify his/her teacher or other school administrator in the case of accidentally or intentionally accessing inappropriate information.
6. Users will not provide access to the Jackson County School District's technology for third parties without prior agreement of Jackson County School District.
7. Users will not attempt to damage computer equipment or software or attempt to alter software configuration of computing resources.
8. Users will not allow anyone to work on Jackson County School District computers and network equipment without permission of the Information Technology Director. Students are NOT to be allowed to work on equipment or download software on computers without the authorization of the Jackson County School District Technology Staff.
9. Under no conditions should a user provide his/her password to another person or use another person's password to access others data.
10. Users will not use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources.
11. All use should serve an instructional purpose and be educational in nature.
12. Use of proxies or any means to bypass the content filter is strictly prohibited and will result in strict disciplinary action.

Temporary Provisions Based on the 2020 Equity in Distance Learning Act (EDLA)

The following provisions are temporary and will be in effect as long as equipment funded by the EDLA is in use within Jackson County School District.

- Students, parents or guardians, and staff agree that they may be charged fees or fines for intentional loss or damage to devices assigned to them as a part of a 1:1 initiative.
- Jackson County School District shall assume control of ownership and liability for devices and other equipment purchased under the EDLA grant program until the devices and/or other equipment:

- No longer serves the school or related school purposes for which it was acquired and is sold by public auction under Section 17-25-25;

- Is sold to students in Grade 12 under the provisions of Section 37-7-459; or
- Is traded into a vendor as part of a subsequent purchase
- Is discarded as allowed by district policy

User Rights and Responsibilities

1. Users have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. Exceptions will be for academic research by a staff member with the approval of school administration. The Jackson County School District uses hardware and software resources to filter websites. The filter assists in the protection of our students by attempting to prevent inappropriate content on the Internet. Even though the district makes every effort to block inappropriate and offensive content, there is no guarantee of blocking such content via the Internet. The School District cannot be liable for events involving the access of inappropriate material. Sites are blocked due categorization made by companies outside control of the School District. Many times sites can be categorized contrary to the District's thoughts. Employees may request the technology department to review the site. If the site is blocked due to being categorized incorrectly, the site will be added to an allow list for educational use.
2. Employees, students, and visitors shall not use an outside Internet connection, such as using a cellular connection to access the Internet on school premises, as this violates CIPA regulations. All Internet traffic MUST flow through the filter to be CIPA compliant. (See Policy IJ-R)
3. Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, email accounts, and school computers.

a. The school district does not provide server space for teacher or student data storage use. Each teacher is provided a computer. Computer labs are provided for student use. While data may be stored on teacher and/or student computers, there are no backups performed by the school or district on a regular basis. Any technology owned by the district may be separated from use at the discretion of the Superintendent at any time.

b. The school district provides e-mail accounts for all employees and students. However, email for students is enabled only at the discretion of the school Principal, through the Assistant Superintendent and Superintendent. All in-bound and out-bound email is being archived and stored for eDiscovery purposes for a period of one year. Deleted email will remain searchable for eDiscovery purposes for a period of a year from the point that the message was received. Undeleted email remains regardless. Certain positions in the district

may have associated email that would be beneficial to retain after an employee leaves the district. In such cases, only the Superintendent may authorize the retention of the account as well as specify who may access it. Jackson County staff members should refrain from using any email account other than district email when conducting all school related business. By federal law, the use of personal email accounts to conduct school business is subject to discovery.

4. Users should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of student users maintain the right to inspect the contents of their child's user files.

5. Individual schools within JCSD may create additional guidelines and procedures consistent with and within the boundaries of this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

6. Students may access electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school technology for Jackson County School District students.

7. Users will report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.

8. Users will report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.

9. Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.

10. The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

11. Personal technology may be used within the district using wireless technologies. However, should the technology be categorized as disruptive, it may be disabled through a centralized means with no warning.

12. Teachers, staff, and administrative personal PCs or laptops will not be connected to the district wired network due to virus issues. Visitor notebook computers may be connected to the district wireless network. Employees should understand fraternizing with students via the Internet/Social Media is prohibited. The District realizes social media sites are very popular. Employees should exercise extreme caution if and when posting information to these sites. Once information is posted, it is there for anyone to view and often share with others. All Jackson County School District employees should understand that inappropriate material and/or conduct posted on social media sites can adversely affect the employee's ability to carry out the responsibilities of his or her job.

Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing

property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are hereby informed that they are entitled to no expectation of privacy in their use of technology resources or access of the Internet. Users' computer usage and Internet access may be monitored at any time. Consequences of violating this policy may include paying for damages, denial of access to technology, detention, suspension, expulsion or other actions applicable under the school disciplinary policy, or state or federal law. At the discretion of the Jackson County School District, law enforcement authorities may be involved and any violations of local, state, and/or federal law may result in criminal or civil prosecution.

State Statutes: Ms. Code, 1972

SEC 97-5-27. Disseminating sexual material to children, penalties

SEC 97-29-45. Obscene electronic and telecommunications, penalties SEC. 97-45-3. Computer fraud, penalties

SEC. 97-45-5. Offense against computer users, penalties

SEC. 97-45-7. Tampering with computer equipment, penalties SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:

18 USCS 2510 (1988) Electronic Communications Privacy Act

18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:

S652: Telecommunications/Communications Decency Act S984: Parental Rights and Responsibilities Act

Signatures

1. Each user will read the Jackson County Computer/Internet Appropriate Use Agreement that states that they understand and will abide by the terms and conditions as stated.

2. Each user further understands that some Internet violations are unethical or may constitute a criminal offense resulting in legal action and understands that access to the Internet will be supervised by Jackson County School District personnel. Provisions of this agreement will be reviewed with students on an annual basis. Lastly, each user further understands that the Jackson County School District is not responsible for the actions of individual users or the information they may access.

3. The AUP will be signed either physically or electronically by the student, a student's parent, any teacher, administrator, and staff using computers on campus.

4. The AUP must be signed each year.

5. Human Resources will keep a copy of all employee signatures whether electronic or physical. The individual schools will keep a copy of the student signatures in their E-Rate Binders. These must be stored for ten (10) years.

6. This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.

Computer/Network/Internet APPROPRIATE USE POLICY AGREEMENT
Administrator/Teacher/Staff Agreement
(Please go to our website to obtain the printable form)

I have read the Jackson County School District Computer/Network/Internet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules outlined in this policy, it may adversely affect my ability to carry out the responsibilities of my job for which I'm hired. Violation of this policy may terminate my access to the Internet and email, and I may face other disciplinary measures.
This may be done through the Human Resources site for professional training.

Signature _____Date _____

Computer/Network/Internet APPROPRIATE USE POLICY AGREEMENT
Student Agreement

Student agreement signatures are collected as a component of Internet safety training and will be on file in the E-Rate binder at the individual schools.

Jackson County School Policy JR

STUDENT RECORDS

DATE: 4-9-98

JCSD requires that a Mississippi cumulative record be maintained for each student currently enrolled in a school and that permanent records be kept in perpetuity for every person who has enrolled or is enrolled in a school. Contents of these records shall include, but not be limited to, the following:

1. Pupil's legal name and address
2. Pupil's birthdate, as verified by a certified birth certificate
3. Annual attendance record
4. Courses taken and grades or proficiency level earned
5. Health information, including immunization records
6. Results of standardized tests required by the State of Mississippi
7. Date of withdrawal or graduation
8. The date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion
9. Any other information determined by the State Board of Education

Student records are collected, maintained, and disseminated as required by MS Code 37-15-1 through 37-15-3, the Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232, and the Confidentiality Section of P.L. 94-142.

Active permanent records are to be maintained in a secure and fire-resistant location in each school until the student withdraws or graduates at which time the record may be transferred and/or placed on photographic film or microfilm in a central, fire-resistant depository.

The cumulative record (folder) shall contain the same information as the permanent record, as well as results of standardized tests and other information required by JCSD school board policies or prescribed by the State Board of Education.

Active cumulative records are to be maintained in a secure, fire-resistant location in each school. In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transfers.

The district school board may order that cumulative folders, exclusive of the permanent

record, may be destroyed after the permanent record is inactive for five or more years. At no time may a permanent record of a student be destroyed.

In an effort to protect the students' records of academic performance, the JCSD School Board directs principals and counselors to store the permanent and cumulative records in the same location within the school building. State guidelines will be followed in the storing of these records.

JCSD School Board further directs the principal to dismiss from school any student whose parents/guardians fail to furnish the school with the following information:

1. Pupil's date of birth, as verified by a certified birth certificate. Any child enrolling in Kindergarten or Grade 1 shall present a certified birth certificate upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from the opening of the fall term shall be suspended until in compliance.
2. Parents' address
3. Record of attendance and grades
4. Immunization record (blue slip)
5. Other information as the State Board of Education may prescribe

The day(s) which the student misses as a result of not having this information on file will be unexcused.

To comply with the Family Educational Rights and Privacy Act of 1974, the Board has adopted written guidelines (JCSD Policy JRAD) which specify which district personnel shall have access to student records for the purposes of planning, implementing and reviewing students' instructional programs.

The following procedure will be used in the recording of grades on a pupil's cumulative and permanent records:

1. In the event a student does not receive credit for a subject because of excessive absences, expulsion, or drops out of school, NC will be recorded in the applicable place on the student's cumulative record and permanent record.
2. When a student completes a subject, the actual grade the student earned will be recorded in the appropriate place on the student's cumulative record and permanent record.

Reference: Mississippi Public School Accountability Standards

Legal Reference: MS Code Sections 37-15-1 through 37-15-3; Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232.

Retention requirements for records

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of five years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

a. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

b. Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

Methods for collection, transmission and storage of information

Federal entity should, whenever practical, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records or paper electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

Section E-5

Jackson County School District will give parents the option to "Opt-Out" of the Institution of Higher Learner (IHL) through our SAM7 online student registration.

	Permissions Fields
Field	**Required**
Web Publicity	◉
Newspaper Publicity	◉
Network Use	◉
PII	◉
PE Waiver	○
Yearbook	◉
Corporal Punishment	◉
Armed Forces Recruiters and IHL PII	◉
Paperless Reports	○
Permissions/Waiver Document Upload	○

EQUIPMENT EDGAR 200.313-314):

How does the LEA/Subgrantee define equipment?

Per Jackson County School District (JCSD) policy DPA, JCSD considers equipment that costs at least $500.00 and all highly walkable items.

What are the inventory/equipment procedures, including physical inventory policy (at least once every two years)?

See Section F-3

How does the LEA/Subgrantee conduct sale and/or disposition of equipment, including highest possible return? (Must include a policy for equipment with a value greater than $5,000, even if n/a to the system)?

See Section F-7 and F-8

What are the policy/procedures for adequate maintenance of equipment?

See Section F-5

F. Equipment Management

Section F-1

Jackson County School District Policy DPA CAPITALIZATION OF FIXED ASSETS

DATE: 8-19-96 Revised: 10-17-22

The Jackson County School District shall maintain detailed subsidiary records documenting the valuation (cost at date of purchase or fair market value at date of donation) of buildings and equipment under the General Fixed Assets Account Group for an item that costs at least $1000 and all highly walkable items. For a complete listing of required inventory items, refer to the Mississippi Public School Asset Management Manual. Expenditures made for the renovation of buildings and major repairs to buildings that add square footage to the building shall also be capitalized.

The Jackson County School District will not depreciate assets accounted for in the General Fixed Assets Account Group since depreciation is not required by Generally Accepted Accounting Principles. However, should the district account for assets in the Proprietary Fund Group, the straight-line method of depreciation will be used.

The district does not intend to capitalize interest on acquired assets since it is not currently required by Generally Accepted Accounting Principles.

The district will not capitalize infrastructure because it is not presently required by generally-accepted accounting principles.

The School District will use the following fixed asset classification.

Land - This includes all land owned by the school district.

Buildings - This includes all buildings owned by the district, such as school buildings, administration buildings, athletic field houses, gymnasiums, and portable classrooms.

Building Improvements - This includes major roof replacements, complete central heat/air unit and major wiring upgrades for technology/cable systems.

Improvements other than buildings - This includes athletic fields, lighting, bleachers, and other improvements that cannot be directly associated with a particular building.

Mobile equipment - This includes all school buses and district-owned automobiles, trucks and vans. This classification also includes all lawn maintenance equipment, tractors, etc.

Furniture and equipment - This includes all furniture and equipment contained in the buildings of the school district that meet the asset capitalization requirements of the school district.
Leased property under capital leases - This includes all fixed assets that are being acquired under a lease/purchase agreement.

Construction in progress - This includes all buildings and facilities that are currently under construction.

Data elements consist of identifying characteristics that will be recorded for all fixed assets. It is important that the school district initially identify the data elements to satisfy both internal and external reporting requirements. When applicable, the school district will capture the following required data elements for all fixed assets:

1. Major asset class
2. Acquisition date
3. Location Code (refer to SDE codes)
4. Identification tag number
5. Description, including serial and model numbers
6. Acquisition cost
7. Funding source
8. Check/purchase order numbers

The district will tag all fixed assets that are capitalized. It will not be necessary to tag automobiles, trucks, buses or real property. The district may desire to tag assets that are not capitalized. Tags will be different from those used for capitalized assets.

The tag for capitalized fixed assets will contain a number or bar code and the inscription Property of Jackson County School District (JCSD). In addition to the tag, the inventory number and JCSD number will be written on the property with a permanent marker when practical or engraved if necessary. All capitalized assets are to be properly tagged within a reasonable period of time after acquisition of that asset.

The school district will produce the following reports.

1. Summary of fixed assets: This report is a fixed asset summary by major fixed asset classification that includes a summary of additions and deletions by major fixed asset classification. This report must be prepared in a monthly basis.
2. Fixed asset additions: This report includes a detailed listing of additions by major fixed asset classification. This report must be prepared on a monthly basis.
3. Fixed asset deletions: This report includes a detailed listing of deletions by major fixed asset classification. This report must be prepared on a monthly basis.
4. Detailed listing of fixed assets: This report is a detailed listing of all fixed assets by major fixed asset classification. This report must be prepared on an annual basis.

The school district business office will be responsible for maintaining the fixed asset accountability system. The business office will record fixed assets using paid invoices at the time of acquisition and each location will pull the Capital Asset report and tag their locations' fixed assets.

The Business Office will notify the fixed asset manager at each location of the annual inventory deadline. The fixed asset manager will pull the Capital Asset report and verify their inventory. The Attendance Center Assistant Superintendents, Vocational Director, Food Service Director, Special Education Director, Transportation Director, Business Manager and/or designee,

Programs Director, or other administrators will be responsible for signing the physical inventory forms to verify the assets listed on the annual inventory that are in their custody.

The Administrator who authorizes the purchase requisition will be assigned stewardship of the fixed asset and will be responsible for reporting all break-ins and thefts of properties to the Sheriff's office and will furnish a copy of the Sheriff's report to the School Board.

Write-offs or other adjustments to the fixed asset accounting records, brought about as a result of the physical inventory, must be approved by the school board.

The school board will approve the disposition of properties which are no longer usable or needed by the district and any trade-ins of property used in the purchase of new property prior to any disposition or trade of property. The school board must declare equipment and vehicles surplus before they can be used for spare parts.

Section F-2

Per the **Jackson County School District Policy DPA**, the School District Business Office will be responsible for maintaining the fixed asset accountability system. The business office will record fixed assets using paid invoices at the time of acquisition and will forward inventory tags to the Assistant Superintendents at each attendance center or appropriate Administrator/Director.

Procedure

The capital assets module of the financial software utilized by the JCSD houses all the district's inventory. In this module the following items for each fixed asset can be found: the description of the equipment, make, model, serial number, acquisition date, cost, vendor, fund source from which the equipment was purchased, physical location by building and room located, JCSD inventory number, the equipment's condition, as well as the disposal date if applicable.

Section F-3

Per the Jackson County School District Policy DPA, the school district will produce the following reports.

Summary of fixed assets:

This report is a fixed asset summary by major fixed asset classification that includes a summary of additions and deletions by major fixed asset classification. This report must be prepared on a monthly basis.

Fixed asset additions:

This report includes a detailed listing of additions by major fixed asset classification. This report must be prepared on a monthly basis.

Fixed asset deletions:
This report includes a detailed listing of deletions by major fixed asset classification. This report must be prepared on a monthly basis.

Detailed listing of fixed assets:
This report is a detailed listing of all fixed assets by major fixed asset classification. This report must be prepared on an annual basis.

The school district business office will be responsible for maintaining the fixed asset accountability system. The business office will record fixed assets using paid invoices at the time of acquisition and each location will pull the Capital Asset report and tag their locations' fixed assets.

Section F-4

Per the **Jackson County School District Policy DPA**

The Administrator who authorizes the purchase requisition will be assigned stewardship of the fixed asset and will be responsible for reporting all break-ins and thefts of properties to the Sheriff's office and will furnish a copy of the Sheriff's report to the School Board.

Jackson County School District Policy EBCA VANDALISM PROTECTION

ISSUE DATE: 9-7-95

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parentis shall be liable for all damages.

Citizens, students and law enforcement are urged by this school board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The school officials are authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Cross Reference: EG – Insurance Management

Legal Reference: Mississippi Code 37-11-19
Damaging School Property

Procedure:

- The HR Director will utilize SafeSchools Program to ensure that all JCSD employees are properly trained and/or made aware of Policy DPA upon hire. School Administrators will oversee the review of policy EBCA with students annually.

- The Administrator who authorizes the purchase requisition will be assigned stewardship of the fixed asset and will be responsible for reporting all break-ins and thefts of properties to the Sheriff's office and will furnish a copy of the Sheriff's report to the School Board.

- If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parentis shall be liable for all damages.

- Each employee of this district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible. The school officials are authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Section F-5

Jackson County School District Policy EBCA VANDALISM PROTECTION

ISSUE DATE: 9-7-95

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or person or persons in loco parentis shall be liable for all damages.

Citizens, students and law enforcement are urged by this school board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of this district shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The school officials are authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.
Cross Reference: EG – Insurance Management

Legal Reference: Mississippi Code 37-11-19 Damaging School Property

To stay in compliance with the MS Public School Asset Management Manual and school board policy, please adhere to the following processes effective immediately for any lost or stolen property:

Lost Property
Report to the Business Office with a completed lost or stolen affidavit signed by the property manager and employee assigned the asset. This form will be submitted to the board agenda by the Business Office and included in the board minutes.

Stolen Property
Report to the Business Office with a completed lost or stolen affidavit signed by the property manager and employee assigned the asset. You also must include a copy of the Sheriff's report. This form and Sheriff report will be submitted to the board agenda by the Business Office and included in the board minutes.

Lost or Stolen Property Affidavit
See attachment for a copy of the affidavit referenced above. This affidavit can also now be found on the district website under Business Office > Forms > Fixed Assets. If possible, have the property manager and employee responsible sign in the presence of a notary at your

school. If not possible, We have notaries at the Central Office and Business Office that they can sign in front of.

Exhibit N.A.-1

LOST OR STOLEN PROPERTY AFFIDAVIT

_____
SCHOOL DISTRICT

_____
ADDRESS

_____
ADDRESS

Location of Property: _____ Date: _____

Description	Inventory Number	Report Date Number	Cost or Purchased	Value

Detailed Explanation of 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. If such loss was not reported to a Sheriff's Office at the time of the discovery, give a complete explanation of such failure.)

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

_____ _____
Board President Date

_____ _____
Property Manager Date

_____ _____
Employee Responsible for Property Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for _____ County, in the State of Mississippi, the above named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the _____ day of _____, 19___.

Procedure

The Jackson County School (JCSD) district's technology department assists in maintaining the JCSD computers and computer equipment including any computers and equipment purchased with federal funds.

JCSD has entered into a contract to maintain and service the school district's copiers.

- The fixed asset personnel and/or the School Principal/Director of each school/department will be responsible for the maintenance of federally-funded property including maintaining the good condition of said property.
- Using the Technology Maintenance Report, JCSD believes it is providing a responsible maintenance schedule for the investment of received federal funds. This schedule should be performed at least 4 times per academic school year (once per nine- weeks). While these procedures may be used for any technology asset at the district, this is required for ALL assets purchased with Federal Funds.

Section F-6

Jackson County School District Policy DPA

Write-offs or other adjustments to the fixed asset accounting records, brought about as a result of the physical inventory, must be approved by the School Board.

The School Board will approve the disposition of properties which are no longer usable or needed by the district and any trade-ins of property used in the purchase of new property prior to any disposition or trade of property. The School Board must declare equipment and vehicles surplus before they can be used for spare parts.

Procedure

When a fixed asset becomes obsolete, the fixed asset personnel overseeing the inventory for that location will submit a disposal request in the capital asset module. The business office will review the disposal request and place it on the next scheduled board meeting. Once the disposal items are approved by the School Board, the Business Office will then dispose of the item from the capital asset module of the financial accounting software, then the asset can be properly disposed of.

Section F-7

Procedure

When original or replacement equipment acquired with federal funds is no longer needed, obsolete or broken, the equipment may be retained, transferred, sold or disposed of, if it is not

needed in any other federally funded project or program. The condition, value and age of the equipment will determine the course of action for the equipment. JCSD will dispose of equipment in a way that ensures the highest possible return for the school district. The JCSD will ensure that records are kept and made available for monitors and auditors as to how the equipment was retained, transferred, sold, or disposed of.

Federal Programs Location 71 Fixed Assets to be Discarded

Asset #	Description	Location	Reason for Discard

School/Department Fixed Asset personnel member requesting the discard(s):

Printed Name: _____

Signature: _____

School/Department: _____

Date: _____

*** **Please email this form to the Federal Programs Department!**

Section F-8

Procedure

2 C.F.R. 200.313(e)

(2) Except as provided in § 200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of $5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

If the equipment is sold, JCSD will advertise and accept sealed bids with a minimum bid established. The capital assets module of the financial software utilized by JCSD computes the gain/loss when an asset is disposed of. It takes into consideration all necessary aspects of the gain/loss calculation. A disposal report can be pulled from this module. This module houses the price determination of the equipment.

Section F-9

Procedure

The equipment purchased for Federal Programs is tied to the program through the JCSD financial accounting software system. The capital assets module of the JCSD accounting software houses all the necessary information related to the equipment. It details the description of the equipment, make, model, serial number, acquisition date, cost, vendor, fund source from which the equipment was purchased, physical location by building and room located, JCSD inventory number, the equipment's condition, as well as the disposal date if applicable, the purchase order number and date issued, check number and date issued, and the claim number. The purchase order and purchase requisition for the original purchase of the equipment can also be located in the accounts payable module of the JCSD financial accounting software system.

G. PERSONNEL

Personnel Systems Controls

Section G-1- G-3

Time and Effort Procedures

Federal Staff Certification in compliance with the Office of Management and Budget (OMB) A-87, Appendix B to Part 225, 8(h).

Semi-Annual Certifications

All employees who are 100% federally funded and work on a single cost objective must complete a semi-annual certification. The semi-annual certification must be:

1. Completed at least every six (6) months;
2. Be signed by the employee and the supervisor with direct knowledge of the work being performed;
3. Reflect an after-the-fact distribution of the actual activity; and
4. Account for the total activity for which each employee is compensated.

Personnel Activity Report (PAR)

All employees who are federally funded must complete a PARs that supports the distribution of their salaries/wages that meet the following standards:

1. Reflect an after-the-fact distribution of the actual activity;
2. Account for the total activity for which each employee is compensated;
3. Are prepared monthly & coincide with one or more pay periods; and
4. Are signed by the employee and their immediate supervisor.

Procedures

The semi-annual certification forms are sent to the principal/director by email. In this correspondence they are instructed to review for accuracy, sign, and date on the last working day of the work period in blue ink, and submit by the deadline given by the federal programs staff. Missing certifications or signatures are followed up by contacting the principal/director. Certifications are filed in Title1Crate by the school and the Federal Programs Office. This is done each semester.

- Local School/Department Administrators and Director Federal Programs will certify and approve all federally funded employee time and effort system reports (Semi-Annual & PAR).
- Each administrator will review time and effort reports monthly. The Federal Programs Coordinator and/or Local School Facilitators will upload the signed documents into Title I Crate and file them in their office.

- Using the Monthly Personnel Activity Report with a list of activities, local administrators will determine if reconciliation is needed after reviewing all activities performed by the federally-funded employee.
- The local administrators will then notify the Federal Programs Department of any non-federally- funded work that will need to be reimbursed using district funding.

Section G-4 Fringe Benefits

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Purchase/Procurement (EDGAR 200.318-326 and Uniform Guidance Appendix II to 2 CFR Part 200):

What are the WRITTEN procurement procedures (EDGAR 80.36)?

See Jackson County School District(JCSD) Federal Programs Purchasing Procedures in Section H-1

Who is authorized to make purchases (routine, special, emergency, etc.)?

Purchase requisitions can be submitted for approval by the Title I school secretary at the school level and the Federal Programs Coordinator at the district level.

What authorization are required (requisition, purchase order, etc.) including appropriate federal programs supervisor?

At the school level the Title I school principal, the Federal Programs Coordinator, the Director of Federal Programs, the Business Manager and/or designee must authorize all purchases.

At the district level the Federal Programs Coordinator , Director of Federal Programs and the Business Manager and/or designee must authorize all purchases.

When are bids required?

See highlighted E. and F. area in Section H-1

What is the bidding process and acceptance criteria?

Per JCSD policy DJEA

Lowest and Best Bid Decision Procedure See Section D 31-7-13 (d) The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

What exemptions from competitive bidding are in place, if applicable?

See highlighted F. area in Section H-1

What is the policy for vendor relations?

See Section H-6, H-7, H-8, and H-9

Procedure:

Federally funded employees are provided the same fringe benefit opportunities as non-federally funded employees. These opportunities include but are not limited to medical insurance, life insurance, workers compensation insurance, and a pension. Any benefits paid to federally funded employees are paid at the same percentage as the salary being funded by federal programs.

H. PROCUREMENT

LEA/Subgrantee Procurement Process

Section H-1

Jackson County School District Policy DJEA Purchasing Authority

ISSUE DATE: 12-10-2007 REVISED: 12-14-2022

Purchasing Authority

"Purchasing agent" shall mean superintendent. Pursuant to the authority granted by Section 37- 39-15, Mississippi Code 1972 as amended, this school board hereby designates other individuals as "purchasing agents" subject to the limitations set forth below.

1. In addition to the superintendent, the school board hereby designates the Business Manager and/or designee and purchasing agent as "purchasing agents" with general authority to negotiate for and purchase the commodities and services necessary for the operation of the school district, within the limits of budget categories and purchasing law.

The purchasing agents of this school board, before entering upon their official duties in such capacity, shall furnish a good and sufficient surety bond in the penal sum of Fifty Thousand Dollars ($50,000.00). Section 37-39-21 (1987)

GENERAL AUTHORITY

All agencies and governing authorities shall purchase their commodities and printing; contract for fire insurance, automobile insurance, casualty insurance (other than workers' compensation) and liability insurance; contract for garbage collection or disposal; contract for sewage collection or disposal; and contract for public construction as provided by law. Section 31-7-13 (For purchase of commodities, see Section 31-7-12.)

1. $5,000.00 or Less purchases which do not involve an expenditure of more than Five Thousand Dollars $5,000.00, exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. Provided, however, that nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars ($5,000.00) or less. Section 31-7-13 (a)

2. Purchases Over $5,000.00 but Not Over $75,000.00 See Section 31-7-13 (b)

3. Purchases Over $75,000.00 See Section 31-7-13(c)

4. Lowest and Best Bid Decision Procedure See Section 31-7-13 (d)

The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

5. All federal purchases of goods (commodities) between $5,001 to $75,000 and services between $10,001 to $250,000 must have two (2) price quotes from qualified sources. Any federal services over $250,000 will need to follow the competitive bidding process outlined in the Uniform Administrative Requirement (2 CFR 200.320(c)-(d))

6. Federal purchases cannot be done through sole source providers unless:

a. Emergency not permitting delay
b. Awarding agency expressly authorizes noncompetitive proposals
c. After solicitation of number of sources, competition is determined inadequate (must document vendors contacted and result)
LEGAL REFERENCE: Mississippi Code as cited and 37-39-1 et seq. Jackson County School District

Jackson County School District Policy DJEAB

Purchasing Procedures

ISSUE DATE: 6-19-00 Revised: 12-8-14

All purchases by this school district which will be paid for with public funds shall be made pursuant to the purchasing laws of the State of Mississippi. (Mississippi Code 31-7-1 et seq.) In addition, the District will adhere to the requirements set forth in Section D of the Financial Accounting Manual for Mississippi Public School Districts, which states, "The person receiving the goods and services by comparison of items received to the items ordered as detailed on the purchase order. The receiving report should be signed and dated once acceptance has been made. In the absence of a receiving report, the vendor's invoice should be signed and dated by the person receiving the goods and/or services once acceptance has been made."

It is the intention of the School Board to purchase competitively without prejudice and to seek maximum educational value for each and every dollar expended.

The School Board shall insure that the school district shall maintain a list of supplies and equipment, including quality specifications when applicable, regularly used in this district. The list shall be used by the School Board in obtaining competitive bids for supplies or equipment to be purchased and shall be available to any interested person. (37-39-5)

In connection with the purchase of necessary supplies or equipment for regular school operations, this School Board may, in its discretion, designate as its purchasing agent or agents such school official or officials as deemed appropriate and may authorize such agent or agents to make purchases of supplies and equipment subject to competitive bid requirements in Section 37-7-1 et seq.

Supplies that are perishable or foods purchased for use in connection with the school lunch and homemaking programs shall be exempted from competitive bid requirements. However,

the School Board shall adopt and place in its minutes definite policies for guidance of the purchasing agent(s) in connection with purchases of perishable supplies or foods which are unstable or variable in price. Such policies shall have the effect of law, and any violations shall be subject to the penalties as provided by law. (37-39-15)

Purchases of items regularly used in connection with school operation shall not be made in small quantities for the purpose of circumventing the law requiring competitive bids or quotations, but shall be purchased by contract whenever feasible. School Boards shall have the authority, however, to award such contracts for supplies or equipment to be delivered to different points in the school district or county, to different bidders, when the best interests of the district or county warrant such action. Reasons for awarding such contracts to different bidders for different areas in the district shall be recorded on the minutes of the School Board. In no event shall the price paid exceed the lowest and best bid received. (37-39-17)

This School Board hereby declares that it is essential to the efficient operation of this school district that adequate supplies of goods and services continue to be available from private sources; that the good name and credit of the district may be promoted by timely and responsible payment of just claims; and that fair compensation be awarded suppliers when payments of their claims are delayed without justification.

The Superintendent or Business Manager and/or designee shall mail or otherwise deliver checks for the payment of goods and services no later than forty-five (45) days after receipt of the invoice and receipt, inspection and approval of the goods or services; however, in the event of a bona fide dispute, the school district shall pay only the amount not disputed.

If a warrant or check, as the case may be, in payment of an invoice is not mailed or otherwise delivered within forty-five (45) days after receipt of the invoice and receipt, inspection and approval of the goods and services, the school district shall be liable to the vendor in addition to the amount of the invoice, for interest at a rate of one and one-half percent (1-1 ½ %) per month or portion thereof on the unpaid balance from the expiration of such forty-five day period until such time as the warrant or check is mailed or otherwise delivered to the vendor. The provisions of this paragraph shall apply only to undisputed amounts for which payment has been authorized. In the case of an error on the part of the vendor, the forty-five-day period shall begin to run upon receipt of a corrected invoice by the school district and upon compliance with the other provisions of this section. The school district shall be responsible for initiating the penalty payments required by this subsection and shall use this subsection as authority to make such payments. Also, at the time of initiating such penalty payment, the school district shall specify in writing an explanation of the delay and shall attach such explanation to the requisition for payment of the penalty or to the file copy of the check issued by the school district, as the case may be.

In the event of a bona fide dispute as to an invoice, or any portion thereof, the dispute shall be settled within thirty (30) days after interest penalties could begin to be assessed, if it were not for the dispute.

If a warrant or check, as the case may be, in payment of an invoice, subject to a prior dispute,

is not mailed or otherwise delivered within thirty (30) days after settlement of the dispute, the school district shall be liable to the vendor, in addition to the amount of the invoice, for interest at a rate on one and one-half percent (1-1 ½ %) per month or portion thereof on the unpaid balance from the expiration of said thirty-day period until such time as the warrant or check is mailed or otherwise delivered to the vendor. At the time of initiating such penalty payment, the school district shall specify in writing an explanation of the delay and shall attach such explanation to the requisition for payment of the penalty or to the file copy of the check issued by the school district, as the case may be. The interest penalty prescribed in this paragraph shall be in lieu of the penalty provided in subsection (3). Section 31-7-305 (1986)

This school district shall monthly notify the State Fiscal Management Board of the number and dollar amount of late payments made by the school district along with the amounts of interest paid and the specific steps being taken to reduce the incidence of late payments.

If the terms of the invoice provide a discount for payment in less than forty-five (45) days, the school district shall preferentially process it and use all diligence to obtain the savings by compliance with the invoice terms, if it would be cost effective. Section 31-7-30 (2) (3) (1986)

Whenever a vendor brings formal administrative or judicial action to collect interest due under this act, the school district shall be required to pay any reasonable attorney's fees if the vendor prevails. Section 31-7-309 (1986)

SALES TAX PAYMENT PROCEDURE FOR ITEMS PURCHASED FOR RESALE

For each and every item purchased by a school or department, regardless of price, that is to be resold to students and/or the public, there shall be paid at the time of purchase full sales taxes (7%) to the vendor from whom the item is being purchased.

1. The rule applies only to those items being resold, i.e., pencils, paper, books, shirts, calendars, candy, candles, etc. Those items consumed in the education process remain tax exempt.
2. Tax is not to be added to the price of an item and collected at the time of resale. The price of an item may be increased to recoup the tax paid.
3. Each requisition, purchase order, and invoice for an item that is to be resold shall have "For Resale" written thereon.
4. Orders for resale items and orders for supplies shall not be included on the same purchase order or requisition.

LEGAL REFERENCE: Mississippi Code, as cited above.

Procedure:

When JCSD procures goods and services under a Federal Grant, in general, the same policies and procedures it uses for procurements from its non-Federal funds must be followed. However, the most restrictive of the federal and state purchasing laws apply. All purchases must be reasonable, necessary, fair, and allocable.

Jackson County School District
Claim Docket Submission Checklist
for Goods and Services

Federal Programs Use ONLY:
File Name: _____
FPC Initials:_____Date:_____
Claim Docket:_____
Claim #: _____
Uploaded in Title1Crate: ☐ Amount: _____

Purchase Order Payment

Please submit the following documents IN ORDER outlined below:

- ☐ Signed invoice
- ☐ Emailed the Purchasing Agent
- ☐ Uploaded invoice in Marathon
- ☐ Emailed the Federal Programs Office
- ☐ PO # _____
- ☐ Last approved requisition
- ☐ School Board approved trip request form with board approved stamp date, if applicable
- ☐ Quote Justification Form, two comparable quotes or two sealed bids with tabulation sheet
- ☐ School Board approved contract and/or product information, if applicable
- ☐ Evidence of receipt of goods or services (packing slips or email if there is not a packing slip
- ☐ Purchase explanation attached, if applicable
- ☐ SAM.GOV information attached for purchases $25,000 & over
- ☐ Asset Number Request Form uploaded in Marathon (**Fixed Asset Purchases only**)

If a Professional Development purchase, please describe the timeline of implementation of knowledge gained from the professional development opportunity:

****CAN THIS PO BE CLOSED?** ☐ YES ☐ NO

REASON THE PO CAN'T BE CLOSED: _____

*****PLEASE SCAN ALL DOCUMENTS TO THE FEDERAL PROGRAMS DEPARTMENT*****

Revised 8/1/2024

Section H-2

Avoidance of Acquisition of Unnecessary or Duplicative Items

Per **Jackson County School District Policy DJEAB** "It is the intention of the School Board to purchase competitively without prejudice and to **seek maximum educational value for each and every dollar expended**."

The Federal Programs Director (FPD) is actively involved in limiting unnecessary or duplicative items when the project application is built. Since the FPD consolidates the requests from each school, the FPD is in the unique position to identify purchases that would be duplicative across schools.

When these situations present themselves, the Federal Programs Director will consolidate these purchases as much as possible to reduce duplication and sometimes purchase these items out of the district's cost pool.

The FPD actively limits travel to conferences to only a few schools. When those schools return from the conferences they are expected to share what they have learned with other schools within the district.

Section H-3

Analyzing the Procurement Process to Determine the Most Economical Approach

Per Jackson County School District Policy DJEAB "It is the intention of the School Board to purchase competitively without prejudice and to **seek maximum educational value for each and every dollar expended."**

"The School Board shall insure that the school district shall maintain a list of supplies and equipment, including quality specifications when applicable, regularly used in this district. The list shall be used by the School Board in **obtaining competitive bids for supplies or equipment to be purchased** and shall be available to any interested person."

Jackson County School District Policy DJEA

"GENERAL AUTHORITY All agencies and governing authorities shall purchase their commodities and printing; contract for fire insurance, automobile insurance, casualty insurance (other than workers' compensation) and liability insurance; contract for garbage collection or disposal; contract for sewage collection or disposal; and contract for public construction as provided by law. Section 31-7-13 (For purchase of commodities, see Section 31-7-12.)

A. $5,000.00 or Less purchases which do not involve an expenditure of more than Five Thousand Dollars $5,000.00, exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. Provided, however, that nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand

Dollars ($5,000.00) or less. Section 31-7-13 (a)

B. Purchases Over $5,000.00 but Not Over $50,000.00 See Section 31-7-13 (b)

C. Purchases Over $50,000.00 See Section 31-7-13(c)

D. Lowest and Best Bid Decision Procedure See Section 31-7-13 (d)

The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

E. All federal purchases of goods (commodities) between $5,001 to $50,000 and services between $10,001 to $250,000 must have two (2) price quotes from qualified sources. Any federal services over $250,000 will need to follow the competitive bidding process outlined in the Uniform Administrative Requirement (2 CFR 200.320(c)-(d))

F. Federal purchases cannot be done through sole source providers unless:

- Emergency not permitting delay
- Awarding agency expressly authorizes noncompetitive proposals
- After solicitation of number of sources, competition is determined inadequate (must document vendors contacted and result)"

Outside of the above district policies, each school is encouraged to get the best possible price even if the purchase does not require multiple quotes or sealed bids.

Section H-4

Procedure:

The school/department or the Federal Programs Department prepares and checks the procurement package then submits the invoice into the JCSD financial accounting system for the business office to review. A complete copy of the procurement package will be kept on file in the Federal Programs Department. The procurement package includes the signed invoice, packing slips or delivery receipts if applicable, purchase order, purchase requisition, two comparable quotes or contract. Upon receipt at the business office the invoice is reviewed for payment and a claim number is assigned. The invoice information is entered into the JCSD financial accounting system for the upcoming JCSD School Board claim docket. A claim docket check sheet is then printed. The claim docket check sheet includes: vendor name, amount of invoice to be paid, claim number, purchase order number, purchase order date, school board docket date, invoice number, invoice date, invoice status, purchase order status, expense account line and amount of the expense line.
The procurement package is then checked against the claim docket check sheet line per line to ensure accuracy of payment to the vendor. Items verified are: vendor name, amount of invoice to be paid, claim number, purchase order number, purchase order date, School Board docket date, invoice number, invoice date, invoice status, purchase order status,

expense account line and amount of the expense line. If there is an error it should be corrected before the claim docket is presented to the School Board for payment. The procurement package is also reviewed to make sure all required signatures are on the invoice and that the package is complete and in order. Once this process is complete, the claim is ready to be approved by the JCSD School Board for payment. This process occurs monthly for the preparation of the JCSD School Board docket.

The Federal Programs staff will train all local school/ department secretaries/ bookkeepers and Local School Title I Facilitators annually of the federal programs procedures and all required documentation to ensure that a completed procurement package is consistently accurate across the district.

Travel Highlights:

-Travel within those counties considered to be local, but requires an overnight stay, must use the procedures of Non-Local Travel. In order to be eligible for overnight lodging in areas considered as local, the employee must travel a distance greater than 75 miles one way.

-All non-local travel using federal funds must be board approved **prior to** securing the registration, hotels, airfare, etc. (Use the Travel Request Form found on the Business Office Website).

-Purchase Orders are required for registration fees, hotels, airline tickets, and rental cars. Purchase Orders should be secured **prior to** registering or booking.

-Ideally, registration fees should be paid via check with an invoice to the conference prior to the conference.

-Ideally, hotels should be paid via check prior to the conference or via check taken with the attendee to check-in. This hopefully will avoid some tax for at least MS and FL hotels.

-One person cannot be reimbursed for all the rooms.

-Travel should be consistent across all attendees.

-Federal Programs travel and expense vouchers do not require a signature by the Asst Supt./Supt. Just the Director of Federal Programs signature is needed. Please send them to the Federal Programs Department with the claim docket checklist & all the pertinent items. The Federal Programs Department will review the travel reimbursement request and obtain the Director of Federal Programs signature. The travel request form does still require all the signatures listed.

-Travel procedures and flowcharts can be found on the Federal Programs website.

-If you have any questions, please contact the Federal Programs Department.

Jackson County School District
Claim Docket Submission Checklist for Travel Reimbursement

Federal Programs Use ONLY:
File Name: _____
FPC Initials:_____Date:_____
Claim Docket:_____
Claim #: _____
Uploaded in Title1Crate: ☐ Amount: _____

Travel Reimbursements

Name:	School:

☐ Travel & Expense Voucher with all required signatures

☐ Mileage and mileage verification (Ex. Google Maps,Mapquest)
***If carpooling, list the names of the employees traveling with you in the notes section below)

☐ Itemized Meal Expense Form and itemized meal receipts

☐ Hotel receipt showing a zero balance for the room with all employees listed that stayed in the room

☐ Airfare receipt Confirmation #: _____

☐ Fuel Reimbursement receipt(s)

☐ Rental Car/Taxi/Uber/Shuttle/other transportation receipt

☐ Parking fee receipt

☐ Other receipts incurred on trip that were School Board Approved

☐ Travel Request Form with School Board Approved Stamp

☐ Agenda and name badge from the conference, workshop, or training

☐ Registration invoice

☐ PO# if applicable: _____

Notes:

**CAN THIS TRAVEL BE CLOSED? ☐ YES ☐ NO

PLEASE SCAN ALL DOCUMENTS TO THE FEDERAL PROGRAMS DEPARTMENT

Revised 8/1/2024

Section H-5

General Purchase Requirements

Federal Cost Principles (Part 200.403-200.405) Jackson County School District Policy DFC

Federal Aid To School Districts

Issue Date: 5-18-98 Revised: 6-10-24

"The following procedures shall be employed when administering federal programs:

*6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.

*12. The District will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, aligned with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law."

Jackson County School District assigns the responsibility of determining expense allowability, reasonableness, and allocability to the Federal Programs Director. The Federal Programs Director conducts this analysis when reviewing project applications each year and also when approving purchase requisitions that contain Federal Program funding sources. In addition, the Federal Programs Department reviews purchase requisitions to make sure the purchase is in the approved project application plan.

Section H-6

Contractor Oversight
Competition (Part 200.319)

Procedure:

When awarding contracts, the Jackson County School District will ensure that all contracts are appropriately approved by the Jackson County School District School Board of Education, and will contain all applicable provisions stated in the Uniform Guidance (Appendix II to Part 200). Jackson County School District awards contracts only to responsible vendors and contractors possessing the ability to perform successfully as evidenced by contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. To the extent practicable, purchases will be equitably distributed among qualified suppliers, through the solicitation of more than one vendor's proposal or the bidding process. With respect to spending any federal dollars on contracts and/or trainings with consultants, the

following procedures will take place:

- Prior approval and confirmation of availability of funds must be obtained from the Federal Programs Department sing the monthly snapshots, which are distributed monthly by the Federal Programs Department.
- The Director of Federal Programs, Department Heads, or School Principals, or their designee, will be responsible for soliciting quotes and bids from a variety of vendors to ensure fair and equitable awarding of contracts.

The JCSD district does not:

- place unreasonable requirements on firms in order for them to qualify to do business;
- require unnecessary experience and excessive bonding;
- noncompetitive pricing practices between firms or between affiliated companies;
- noncompetitive contracts to consultants that are on retainer contracts;
- organizational conflicts of interest;
- specifying only a brand name product.

Methods of Procurement to be Followed (Part 200.320)

Jackson County School District Policy

DJEA Purchasing Authority

ISSUE DATE: 12-10-2007 REVISED: 02-14-2022

GENERAL AUTHORITY

All agencies and governing authorities shall purchase their commodities and printing; contract for fire insurance, automobile insurance, casualty insurance (other than workers' compensation) and liability insurance; contract for garbage collection or disposal; contract for sewage collection or disposal; and contract for public construction as provided by law. Section 31-7-13 (For purchase of commodities, see Section 31-7-12.)

A. $5,000.00 or Less purchases which do not involve an expenditure of more than Five Thousand Dollars $5,000.00, exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. Provided, however, that nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars ($5,000.00) or less. Section 31-7-13 (a)

B. Purchases Over $5,000.00 but Not Over $50,000.00 See Section 31-7-13 (b)

C. Purchases Over $50,000.00 See Section 31-7-13(c)

D. Lowest and Best Bid Decision Procedure See Section 31-7-13 (d) The results of all competitive bid openings shall be tabulated and presented to the school board at its next

regular or special meeting.

E. All federal purchases of goods (commodities) between $5,001 to $50,000 and services between $10,001 to $250,000 must have two (2) price quotes from qualified sources. Any federal services over $250,000 will need to follow the competitive bidding process outlined in the Uniform Administrative Requirement (2 CFR 200.320(c)-(d))

F. Federal purchases cannot be done through sole source providers unless:

- Emergency not permitting delay
- Awarding agency expressly authorizes noncompetitive proposals
- After solicitation of number of sources, competition is determined inadequate (must document vendors contacted and result)

Section H-7

Monitor Work of Contractors (Part 200.318)

The school or department that makes a purchase request using federal funds is responsible for confirming that the contractor performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The school or department confirms the performance by signing an invoice or receiving a document given to it by the contractor. This signed invoice or receiving document is one of several items that make up the procurement file before the contractor is paid.

Section H-8

Contractors Fail to Perform

In the event a contractor fails to perform according to the purchase order or contract, the Jackson County School District (JCSD) will seek one of several remedies:

a. Cancel purchase order or contract in its entirety;
b. Modify purchase or contract to reduce charges consistent with performance received;
c. Delay performance until a further date, however, payment will not be made until performance is completed;
d. File performance claim on contractor's performance bond; or
e. Take legal action to insure performance by contractor

Section H-9

Conflict of Interest (Part 200.318)

No employee, officer or agent of the Jackson County School District (JCSD) shall participate in selection or in the award or administration of a contract supported by Federal Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

a. The employee, officer or agent;
b. Any member of his immediate family;
c. His or her partner;
d. An organization which employs or is about to employ one of the above.

The JCSD employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors, or parties to sub- agreements.

Section H-10

Procurement Files

The Federal Programs Department submits the procurement package to the Business Office. A copy of the complete procurement package will be kept in the Federal Programs Department and stored in the cloud based storage. The procurement package includes the signed invoice, packing slips or delivery receipts if applicable, purchase order and purchase requisition. If the purchase requires quotes or contracts, they must be attached to the procurement package. Once received into the Business Office, the responsibility for the procurement package shifts to the Accounts Payable personnel. The procurement package is keyed, reviewed, and filed into file cabinets by month in claim number order. The procurement package is housed at the business office in file cabinets until the external audit is completed for the fiscal year. The business office entrance is secured by Access Control System. Visitors are screened before access is allowed to the building, unless they have an approved badge. The Business Office is not left unattended during Business Office hours and when the office is closed the doors are securely locked and the alarm system is activated. Once the audit is complete, the procurement package is boxed, labeled and sent to a secure off-site location for storage.

Suspension and Debarment

Section H-11

The Jackson County School District (JCSD) maintains a SAM.GOV account for purchases of $25,000 and over to verify it does not contract with parties that have been suspended or debarred. All vendors awarded contracts are checked against the SAM.GOV database.

I. INDIRECT COST

Section I-1

The Mississippi Department of Education (MDE) calculates the district indirect cost rate for the Jackson County School District (JCSD) each fiscal year based on the U.S. Department of Education requirements. These rates are posted on the MDE website. When preparing grant applications, the district indirect cost amount must not exceed the percentage allowed in the state's calculation. If the JCSD decides to apply an indirect cost rate the Federal Programs Director must work with the Business Manager and/or designee and/or designee for the calculation of the indirect cost dollar amount.

If indirect costs are included in the project application, then at the conclusion of the fiscal year the Business Manager and/or designee will apply the indirect cost rate provided by MDE against the district's expenses it considers indirect according to the guidance of determining what is indirect costs per Part 200.414. This indirect cost is applied uniformly across the district's federally funded programs if the grant award permits it.

Section I-2

After the Business Manager and/or designee calculates the indirect costs and performs a journal entry to recognize the indirect costs against Federal Program funds, the Federal Programs Department will review the individual expense line items to ensure that no double charges exist against the Federal Program funds.

In the event that excess indirect costs are identified, the Federal Programs Department and the Business Manager and/or designee will work together to correct the journal entry prior to request for reimbursement against the grant for the indirect expenses.

The above process is only completed if indirect costs are included in the project application.

BUDGET AND BUDGET REVISIONS (EDGAR 200.403-408):

Who is responsible for the budget/revision?

Federal Program Director/Federal Programs Department

When is the budget/revision prepared?

Once the comprehensive needs assessment has been submitted

Who must approve the budget/revision (including journal entries)?

Business Manager and/or designee

Where is the approved budget/revision filed in MCAPS?

Inside of the related documents section of each title program.

Who is responsible for line-item transfers and transfers between major budget categories? The Director of Federal Programs and Business Manager

What are the procedures for Federal programs budget changes or revisions?

See revision IN Section J-1

What are the procedures for allowability of cost?

See Section A

J. BUDGETING AND ACTIVITIES

Budgets Preparations

Section J-1

Jackson County School District

Policy DFC: FEDERAL AID TO SCHOOL DISTRICTS

DATE: 5-18-98 Revised: 6-10-24

The Jackson County School Board strives to provide the best educational opportunities possible for the children in the district by seeking as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid program offered by the state.

Therefore, JCSD shall participate in federal financial assistance programs which provide direct educational and auxiliary services or opportunities to students enrolled in the school. The following procedures shall be employed when administering federal programs:

1. Federal funds will not be used for partisan political activity of any kind by any person or organization involved in the administration of federal-assisted programs. Prohibited expenditures shall include but not limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

2. No person shall, on the grounds of race, sex, color, national origin, age, religion or disability, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.

3. The local school district may use federal funds so restricted (i.e. - Title I, Title 1003a, etc.) only to supplement and to the extent practical, increase the level of non federal funds that would, in the absence of federal funds, be made available for the education of pupils participating. In order to assure equitable distribution of funds, the school district will not use federal funds so restricted to provide services to students that the district is required to furnish.

4. A school district management system will require that federal draws be made to minimize the time elapsed between the transfer of funds from the State Department of Education and the disbursement of funds by the local school district.

5. The school district will observe all applicable state and federal laws and guidelines regarding receipts, expenditures, accounting and reports for materials and equipment received from federal funds.

6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.

7. The combined fiscal effort per student or the aggregate expenditures of the district from state and local funds for free public education for the school year will be at least ninety (90) percent of the combined fiscal effort per student or aggregate expenditures for the preceding year, unless specifically waived by the state.

8. Title I, P.L. 94-142, P.L. 99-457, and P.L. 89-313 funds will be used to provide programs which, taken as a whole, are at least comparable to services being provided in areas not receiving Title I funds.

9. The Title I project will be based on an annual assessment of educational needs.

10. Parental involvement and support will be encouraged and implemented as required by federal guidelines in all federal programs. Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs.

11. JCSD will enter all approved Mississippi Department of Education (MDE) Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE.

12. JCSD will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, aligned with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law.

13. JCSD will adhere to all guidelines prescribed in Office of Management and Budget (OMB) Circular A-87, Appendix B.8.h regarding compensation for personal services which states, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least monthly and/or semi-annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

Legal Reference: Mississippi Code Section 37-7-301

References: Improving America's School Act; P.L. 94-142, P.L. 99-457, P.L. 89- 313;

Accreditation Requirements of the State Board of Education, Bulletin 171, (1997)

OMB Circular A-87, Federal Administration section of 34 CFR 80.20(b)(4) and 80.30;

OMB Circular A-87, Appendix B.8.h

Budget preparation, approval and revision procedures

Preparation and Approval

1. The Federal Programs Director will base the budget on the needs identified on the Comprehensive Needs Assessment (CNA). The CNA information will be based on academic achievement for all students in the school, particularly the needs of those students who are failing, or at risk of failing, to meet the challenging state academic standards. This plan must be developed over a one-year period.
2. The Vision team which consists of parents, Teachers Assistants, Teachers, Representatives from each Education Department, & Principals from each campus meet and use the data from the CNA.
3. The Federal Programs Director prepares the budget and it's reviewed with Title 1 School Principals, Director of Curriculum and Instruction, Business Manager and/or designee and/or designee, and Superintendent.
4. Notify the public of the Funding Year Plan and submit for JCSD School Board approval.
5. Submit to Mississippi Department of Education (MDE) for approval.

Revision

1. Federal Programs Director/Federal Programs Department will meet with the schools who need revisions and have a justification for that revision.
2. Federal Programs Director/Federal Programs Department reviews the plan to see if the plan needs to be adjusted.
3. If adjustments are necessary the Federal Programs Director/Federal Programs Department then makes the revision in Mississippi Grant Informational System.
4. Federal Programs Director/Federal Programs Department submits it for approval to the Business Manager and/or designee and/or designee.
5. After approval from the Business Manager and/or designee, it then gets submitted to the Mississippi Department of Education (MDE).
6. After approval from MDE, it then gets submitted to the Superintendent for approval.

Section J-2

The Building Principals will submit a Budget Narrative Form to the Federal Programs Director. In the narrative, they will explain their annual education needs assessment. If the Federal Programs Director approves the need then it is input in the Mississippi Grant Information System.

Section II-E FY25 Title I, *Budget Narrative*

FY25 Title I Plan School-wide BUDGET NARRATIVE

District: Jackson County School District School: _____

Indicate the use of funds.

The following categories should be used: Supplies, Travel, Contractual, Salaries/Benefits, Administration, Equipment, and Others. Use the description column to detail the computations used to arrive at the total amount indicated for each category. This information should include a detailed description of the costs and a clear, concise description of the computations used to arrive at the total amounts indicated. A sample budget is provided on the previous page. ***Expenditures should reflect cost district-wide (to include Central Office and all schools).***

CATEGORY	AMOUNT	DESCRIPTION
SALARIES / BENEFITS (100-199) / (200-299)		
Purchased Professional and Technical Services (300-399)		
Purchased Property Services (400-499)		
Other Purchased Services (500-599)		
SUPPLIES – Supplies (600-699)		
EQUIPMENT – Property (700-799)		
Other Objects (800-899)		
Other Use of Funds (900-999)		
TOTAL	**$**	

Principal Signature: _____ Special Education Director Signature: _____

Curriculum Director Signature: _____ Technology Director Signature: _____

Assistant Superintendent of Curriculum & Instruction Signature: _____

Federal Programs Director Signature: _____

TITLE/ SIG BUDGET NARRATIVE FLOW CHART

STEP 1: Federal programs will disseminate the allocations.

STEP 2: Meet with your School Leadership Team to develop your Title/SIG plan.

STEP 3: Meet with the Director of Special Education, the Director Information Technology, & the Director of Curriculum and Instruction to discuss the projected plan and obtain their signatures.

STEP 4: The Federal Programs Department will schedule a meeting for final review and MCAPS submission. (Please be prepared to finalize your plan)

Section J-3

The Director of Curriculum and Instruction will oversee the instructional programs that are being implemented at the school level based on their school assessments of educational needs. Also, the Federal Programs Director will meet with each Principal/Director to evaluate the programs and activities that are being implemented based on their Comprehensive Needs Assessment. Parental involvement and support will be encouraged and implemented as required by federal guidelines in all federal programs.

Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs. Each school year the Federal Programs Director sends out a parent survey to be completed online. **Procedure:** During Principal Meetings where the Director of Curriculum and Instruction, the Director of Federal Programs, and all principals are present to discuss all instructional activities; additionally, individual meetings will be held with the principals to discuss supplemental activities in the school LEA plan.

Section J-4

Federal funded expenditures are supplemental to schools' budgets. Federal funds are only used to supplement and, to the extent practical, increase the level of funds that would, in the absence of federal funds, be made available from non-federal sources for the education of students participating in federal programs. Title I funds are not used to take the place (supplant) of local, state, or other federal funding and are not provided to participating Title I children when the same services are provided to non-Title I children with non-federal funds.

The programs/activities provide supplemental services to programs that are required by federal, state, and local law. Federal funds do not support programs that were paid with state or local funds unless there has been evidence of precipitous decline. The Federal Programs Director approves all expenditures to ensure supplanting is not taking place.

Section J-5

Revision

1. The Federal Programs Department will meet with schools who need revision and have a justification for that revision.
2. The Federal Programs Department reviews the plan to see if the plan needs to be adjusted.
3. If adjustments are necessary the Federal Programs Department then makes the revision in Mississippi Grant Information System.
4. The Federal Programs Department submits it for approval to the Business Manager and/or designee.
5. After approval from the Business Manager and/or designee, it then gets submitted to the Mississippi Department of Education (MDE).
6. After approval from MDE, it then gets submitted to the Superintendent for approval.

Procedure:

The Federal Programs staff will hold a meeting with all schools/departments to discuss revisions of all federal budgets. Monthly Snapshots are emailed to the school/department to aid in determining their short falls or overages.

JCSD Federal Programs Revision Form:

Category/Activity					School/Dept Name:				
Function	Program	Object	Unit	Modifier	Last Approved Amount	Amount Subtracted	Amount Added	New Budget Amount	Modification Description (Reason for Revised Amount)
								$ -	
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Section J-6 - J-7

Cost Effectiveness and Sustainability

Jackson County School District (JCSD) will be implementing strategies to address school needs, including a description of how such strategies will provide opportunities for all children, including each of the subgroups of students to meet the challenging State academic standards, use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum. This may include programs, activities, and courses necessary to provide a well-rounded education; and address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards.

Procedure:

The Federal Programs staff will train all school/department secretaries/bookkeepers annually on how to complete the JCSD Quote Justification Form, JCSD Claim Docket Submission Checklist, and all required documentation to ensure that a completed procurement packet is consistently accurate across the district.

The LEA conducts an annual Comprehensive Needs Assessment that prompts feedback from all JCSD students, staff, & parents concerning the effectiveness and fiscal feasibility of program activities. These results are compiled as a program needs assessment, which drives budget development each year. The Federal Programs Director will share results from the Annual CNA with the JCSD Administration and place it on the Federal Programs website.

Jackson County School District Federal Procurement
TITLE/SIG Quote Justification Form

If the purchase is $25,000 or more you will need to request the SAM.GOV vendor information from the Federal Programs Office

Vendor Name: _____ Expiration Date: _____

(Check one selection below and make sure to attach purchase explanation)

Is this purchase price considered to be reasonable based on:

☐ Research ☐ Experience ☐ Purchase history ☐ Other information (Attach explanation)

Is this purchase in the Title/SIG school/department plan? ☐ YES ☐ NO

Is this purchase an allowable Title/SIG expense? *See Federal Programs manual* ☐ YES ☐ NO

Have you compared this purchase with similar products or services to obtain the best price?
(Two comparable quotes are required) ☐ YES ☐ NO

1st Quote		2nd Comparable Quote	
Vendor Name:	Total Amount Quoted:	Vendor Name:	Total Amount Quoted:

If trip or contract, date of school board approval and dates of contract:

Notes:

Funding source codes and cost

Funding source code: _____ Amount: _____

Funding source code: _____ Amount: _____

Funding source code: _____ Amount: _____

Purchase Justification

1. Please provide specific language from your Title/SIG plan on the justification for this purchase:

2. If this purchase is for PD training, please explain how this training will be utilized and what funds were used in the past for this purchase:

Principal/Asst. Sup/Director's Printed Name:	Signature:	Date:
Director of Federal Programs Printed Name:	**Signature:**	**Date:**

REVISED 8/1/2024

Jackson County School District
Claim Docket Submission Checklist
for Goods and Services

Federal Programs Use ONLY:
File Name: _____
FPC Initials:_____Date:_____
Claim Docket:_____
Claim #: _____
Uploaded in Title1Crate: ☐ Amount: _____

Purchase Order Payment

Please submit the following documents IN ORDER outlined below:

- ☐ Signed invoice
- ☐ Emailed the Purchasing Agent
- ☐ Uploaded invoice in Marathon
- ☐ Emailed the Federal Programs Office
- ☐ PO # _____
- ☐ Last approved requisition
- ☐ School Board approved trip request form with board approved stamp date, if applicable
- ☐ Quote Justification Form, two comparable quotes or two sealed bids with tabulation sheet
- ☐ School Board approved contract and/or product information, if applicable
- ☐ Evidence of receipt of goods or services (packing slips or email if there is not a packing slip
- ☐ Purchase explanation attached, if applicable
- ☐ SAM.GOV information attached for purchases $25,000 & over
- ☐ Asset Number Request Form uploaded in Marathon **(Fixed Asset Purchases only)**

If a Professional Development purchase, please describe the timeline of implementation of knowledge gained from the professional development opportunity:

****CAN THIS PO BE CLOSED?** ☐ YES ☐ NO

REASON THE PO CAN'T BE CLOSED: _____

*****PLEASE SCAN ALL DOCUMENTS TO THE FEDERAL PROGRAMS DEPARTMENT*****

Revised 8/1/2024

K. ALLOCATIONS

Sub-Award Applications

Section K-1

Jackson County School District (JCSD) will follow the guidelines set by the Federal, State, & Local funds by the following:

1. Counselors will submit the Average Daily Attendance (ADA) enrollments to their Building Principal.
2. The Building Principal will submit the ADA enrollment to the Assistant Superintendent of their attendance center.
3. Assistant Superintendents will evaluate the student/teacher ratio and other needs based on the ADA enrollments to determine how many teacher units they need. Once the determinations are made they will submit it to the Federal Programs Director and Business Manager and/or designee and/or designee and/or designee. The Federal Programs Director will review their request and determine the federal funds supplement used in state and local funds. The Business Manager and/or designee will review/ approve all other non- personnel/student supply needs.
4. The Superintendent will then review and submit the final determination to the School Board for approval.

TITLE 1 WITHIN - DISTRICT ALLOCATIONS

Section K-2

Determining School Allocations

Jackson County School District (JCSD) must determine which school attendance areas are eligible to participate in Title I Part A. The ranking is based on the percentage (not the number) of low-income children in each school based on the March free/reduced lunch count.

- Percent poverty for each school is typically determined by comparing the number of children attending each school Average Daily membership (ADM) with the number of low- income children for the same school (i.e., those eligible for free or reduced-price lunch based on household applications). Children included in the counts must be the total number of students in the school based on the school grade span designation (e.g., K-5, PK-5, 9-12, etc.).
- Districts may choose to use Direct Certification data for all schools or just for the schools that will participate in the Community Eligibility Provision (CEP).
- Schools are to be ranked from high to low.

JCSD must reserve the amounts generated by private school children from low-income families who reside in participating public school attendance areas to provide services to eligible private school children.

All schools above 75% must be served (i.e., provided with an allotment) unless comparable services can be demonstrated or all schools in the district are above 75%. This must happen prior to serving any schools below 75% poverty. Once the schools above 75% are served, the district may serve any other schools in rank order down to those at or above 35% poverty. When deciding which schools to serve under 75%, JCSD has the option to:

(1) continue serving schools in the district-wide ranking; or

(2) serve schools in rank order by grade span groupings (e.g., K-5, K-8, etc.). Schools must not be skipped within the rank order method selected by JCSD.

School Allocations

Once JCSD decides which schools to serve, a minimum allocation is determined for each school. The minimum allocation calculated by allotting the minimum Per Pupil Allocation (PPA) for every low-income student enrolled in the school. Typically, not all schools who qualify for Title I funding are served, which means the amount allocated to the schools will be greater than the minimum required allocation.

School Wide Programs

School Wide Program (SWP) are outlined in Section 1114 of ESSA. This model allows the most flexibility in the use of Title I funds. In order to operate a SWP, the school must be at least 40% poverty and must have a SWP that addresses the required SWP components.

1. **Opportunities for all children** – SWP must include a description of the strategies that the school will be implementing to address school needs, including a description of how such strategies will provide opportunities for all children to meet the challenging state academic standards. Particular focus should be given to the subgroups of students viewed for accountability purposes: economically disadvantaged, students from major racial and ethnic groups, children with disabilities, and EL's.

2. **Strong, well-rounded program** – The SWP must use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a "well-rounded education."

3. **Allowable activities** – The SWP must address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging state academic standards, through activities that may include:

Counseling, school-based mental programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas;

Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in

high school (such as AP, IB, dual, or concurrent enrollment, or early college high schools);

Implementation of a schoolwide tiered model to prevent and address behavior problems, and early intervening services, coordinated with similar activities and services carried out under IDEA.

Providing professional development and other activities to teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high-need subjects; and

Strategies to assist preschool children in the transition from early childhood education programs such as Head Start, the literacy program under Title II, or state-run preschool programs to elementary school programs.

In addition to a description of these program components, it is essential that the SWP plan identify every specific federal, state, or local program that is consolidated in the SWP. Because the SWP enjoys flexibility for those programs combined in the SWP, the plan must clearly identify each program that is combined so that auditors or program reviewers have no questions about the extent of this flexibility. The importance of this list of consolidated programs cannot be overstated.

Procedure:

We have individual meetings with Schools that receive federal funds to discuss financial needs for supplemental instructional activities with an agenda, sign in sheet, and meeting notes.

L. MAINTENANCE OF EFFORT (MOE)

Section L

MOE Calculation/Review Process

Maintenance of Effort Procedures

Maintenance of effort (MOE) is a fiscal calculation for two consecutive years to demonstrate that school district expenditures from State and local funds meet or exceed the required amount necessary for all federal funding. The procedure ensures that all federal funds are used by the district to provide educational services that are additional to the regular services provided through Local and State funds.

Monitoring Process

The district will monitor district and federal expenditures by location to ensure maintenance of effort is met. The Business Manager and/or designee and/or designee and/or designee, Assistant Superintendent, Superintendent, Federal Programs Department, and Federal Programs Director will review budgets bi-annually.

Expenditures

The Mississippi Department of Education considers the district's state and local fund expenditures including those for administration, instruction, attendance and health services, pupil transportation services, operation and maintenance of facilities, fixed charges, food service and pupil services. Expenditures to be excluded expenditures for community services, capital outlay, debt service or supplemental expenses made because of a presidentially declared disaster are not to be included in the determination. Any expenditure made from funds provided by the Federal government is to be excluded.

Fiscal requirements

Four fiscal requirements related to the expenditure of regular State and Local funds must be met by the district. The district must:

1. Maintain State and local effort;

2. Provide services in project areas with State and local funds that are at least comparable to services provided in areas not receiving Part A services; and

3. Use Part A funds to supplement, not supplant regular non-Federal funds.

4. Monitor district and federal expenditures by location to ensure maintenance of effort is met. The Business Manager and/or designee will review budgets throughout the year.

Failure to Meet the Requirement

If a district fails to meet the MOE requirement, Mississippi Department of Education (MDE) must reduce the amount of funds allocated under the programs covered by the MOE requirement. In any fiscal year in the exact proportion by which the district fails to

maintain effort by falling below 90 percent of either the combined fiscal effort per student or aggregate expenditures through which method is most favorable to the district.

Waiver

MDE may waive the MOE requirement in the cases of exceptional or uncontrollable circumstances such as a natural disaster; or a precipitous decline in the financial resources of the district.

Waiver Process:

1. MDE will contact the district if MOE is not met.
2. The district will notify MDE if they want to request a waiver.
3. MDE will request waivers on behalf of the district
4. MDE will notify the district of the status of the waiver.

Procedure:

- The calculation of MOE is to be done every year during the budgeting process by the Business Office.
- In the spring of the fiscal year, the Business Office and Federal Programs work together to estimate if MOE is on track to be met at the end of the year.
- If it is not on track due to unexpected changes in personnel or other items, then an amendment to the plan is made to accommodate MOE by year end.

M. COMPARABILITY

Comparability Calculations

Section M-1 – M-2

Title I Comparability – Equivalency of Staff, Resources and Supplies

To meet the comparability requirements contained in any Federal Grant Assurances, it shall be the policy of the Jackson County School District (JCSD) to adhere to the following as noted in JCSD Policy DFC #8 (See Below):

1. Maintain equivalency among schools in the allocation of teachers, administrators, and auxiliary personnel.
2. Maintain equivalency among schools in the provision of curriculum materials and instructional supplies.
3. Maintain a district-wide salary schedule.
4. Allocate all resources to schools on an equitable basis based upon the projected student enrollment for the ensuing school year, the grade level of the school, the unique needs of the specific school community and the instructional program to be served. The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

JCSD Policy DFC

FEDERAL AID TO SCHOOL DISTRICTS ISSUE DATE: 5-18-98 Revised: 6-10-24

The Jackson County School Board strives to provide the best educational opportunities possible for the children in the district by seeking as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid program offered by the state.

Therefore, the district shall participate in federal financial assistance programs which provide direct educational and auxiliary services or opportunities to students enrolled in the school. The following procedures shall be employed when administering federal programs:

1. Federal funds will not be used for partisan political activity of any kind by any person or organization involved in the administration of federal-assisted programs. Prohibited expenditures shall include but not limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).
2. No person shall, on the grounds of race, sex, color, national origin, age, religion or disability, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
3. The local school district may use federal funds so restricted (i.e. - Title I, Title 1003a, etc.)

only to supplement and to the extent practical, increase the level of non federal funds that would, in the absence of federal funds, be made available for the education of pupils participating. In order to assure equitable distribution of funds, the school district will not use federal funds so restricted to provide services to students that the district is required to furnish.

4. A school district management system will require that federal draws be made to minimize the time elapsed between the transfer of funds from the State Department of Education and the disbursement of funds by the local school district.

5. The school district will observe all applicable state and federal laws and guidelines regarding receipts, expenditures, accounting and reports for materials and equipment received from federal funds.

6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.

7. The combined fiscal effort per student or the aggregate expenditures of the district from state and local funds for free public education for the school year will be at least ninety (90) percent of the combined fiscal effort per student or aggregate expenditures for the preceding year, unless specifically waived by the state.

8. Title I, P.L. 94-142, P.L. 99-457, and P.L. 89-313 funds will be used to provide programs which, taken as a whole, are at least comparable to services being provided in areas not receiving Title I funds.

9. The Title I project will be based on an annual assessment of educational needs.

10. Parental involvement and support will be encouraged and implemented as required by federal guidelines in all federal programs. Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs.

11. The District will enter all approved MDE Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE.

12. The District will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, aligned with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law.

13. The District will adhere to all guidelines prescribed in OMB Circular A-87, Appendix B.8.h regarding compensation for personal services which states, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least monthly and/or semi- annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

Legal Reference: Mississippi Code Section 37-7-301 References: Improving America's

School Act; P.L. 94-142, P.L. 99-457, P.L. 89313; Accreditation Requirements of the State Board of Education, Bulletin 171, (1997) OMB Circular A-87, Federal Administration section of 34 CFR 80.20(b)(4) and 80.30; OMB Circular A-87, Appendix B.8.h

Procedure:

An agenda from discussions with the Assistant Superintendents & Superintendent to discuss teacher unit allocations will be provided to the Federal Programs Director. The agenda will include meeting notes which show comparability in teacher allocations among all federally funded schools.

Demonstrating comparability is a prerequisite for receiving any federal funds. Because allocations are made annually, comparability is an annual requirement. JCSD will develop written procedures for complying with the comparability of services requirements and implement those procedures annually. The comparability report is submitted annually to the Mississippi Department of Education (MDE) Office of Federal Programs. The comparability requirement does not apply if the JCSD has only one building in each grade span. JCSD may also exclude schools with one hundred or fewer students from its comparability determinations. The certifying official must be a district administrator whose salary is not paid by federal funds.

1. Comparability Compliance: It is the responsibility of the JCSD Office of Federal Programs to ensure that JCSD remains in compliance with the comparability requirement set forth in ESEA Section 1120A(c). To be eligible to receive federal funds, JCSD must use state and local funds to provide services in federally funded schools that are at least comparable to services provided in non-federally funded schools. If JCSD serves all of its schools with federal funds within a particular grade span, JCSD must use state and local funds to provide services that are substantially comparable in each school.
2. Deadlines: JCSD shall perform the comparability calculations annually. It is essential that the calculations be made as close to the beginning of the school year as possible, but in no event later than (Date To Be Determined) to allow for any necessary reallocation of resources with minimum disruption to students should any school be found not to be receiving comparable services. When submitting the comparability report to MDE annually, JCSD will follow the MDE deadline for reporting.
3. Determining schools to be included: The JCSD Federal Programs Office will determine which public schools are a part of JCSD are to be included in making comparability calculations. Refer to the MDE Comparability Handbook for Title I Schools for additional details regarding schools to be included and the USDE Non Regulatory Guidance, Title I Fiscal Issues.
4. Actual data: JCSD must use actual and reliable data from schools to make the calculation. Student enrollment and instructional staff full- time equivalent (FTE) data used to compute comparability are collected between the dates of September 1st-30th annually and submitted to MDE, Office of Federal Programs. JCSD determines if students will be counted as either "weighted" or "unweighted" FTE. The documents needed, such as staff directories, staff schedules, instructional staff FTE documentation/spreadsheets,

building resource schedules, enrollment data, payroll records, free and reduced lunch data, etc., will be collected. JCSD should include in their written comparability procedures how JCSD will determine which instructional staff and/or the instructional supplies and materials to be used in comparability calculations.

* For example, JCSD uses the pupil-teacher ratio option procedures and should specify or define instructional staff (excluding federally-funded staff) to be used in comparability calculations. JCSD should consistently include the categories of staff members in the ratios for both federally and non-federally schools. Instructional staff may include teachers and other personnel assigned to schools who provide direct instructional services, such as music, art, and physical education teachers, guidance counselors, speech therapists, and librarians, as well as other personnel who provide services that support instruction such as school social workers and psychologists. Whether paraprofessionals are included in comparability determination depends on procedures JCSD has developed. Consistent with the requirement in federal funds paraprofessionals supported with federal funds may only provide instructional support under the direct supervision of a teacher, JCSD should consider carefully whether a paraprofessional supported with state and local funds should be considered as an instructional staff member in comparability determinations. If JCSD determines to include paraprofessionals, paraprofessionals who assist in the instruction of students should only be counted as half of a full- time equivalency (.5 FTE). In addition, JCSD should take care not to include paraprofessionals not involved in providing instructional support in its comparability determinations.

* JCSD should also specify in their written procedures those staff paid with state and local funds that are to be excluded from the comparability calculations. Excluded staff should include staff paid from private funds and those that do not provide direct instructional services such as cafeteria workers, custodians, nurses, playground aids, student teachers, and volunteers, etc.

5. Method: Comparability will be established using the MDE Forms(s) online template and one of the methods identified below. JCSD has flexibility in selecting which method will be used and it must be uniformly applied district-wide.

* If the Assurance ensures the internal process that (a) ensures salaries are comparable in all schools, (b) confirms schools are equivalent in teachers, administrators, and other staff, and (c) verifies curriculum/instructional materials and supplies are equivalent.

* If the pupil-teacher ratio option is selected, then ensure the procedures include a definition of non-federal instructional staff.

* If the instructional materials option is chosen, then ensure the procedures include a definition of instructional materials.

6. Reallocation: If the calculation indicates that a school is not receiving comparable services, notify the Superintendent immediately. JCSD will then take

immediate steps to reallocate resources as early in the school year as possible and with minimum disruption to the learning environment. If any federally funeded school is not comparable, then JCSD must adjust school resources to achieve comparability in the same school year. Appropriate steps may include, but are not limited to, reallocation of materials or supplies, or reassignment of personnel.

The Superintendent, Federal Programs Director, Federal Programs Department, Human Resources Director and Business Manager and/or designee will meet to discuss effective means to become compliant with comparability. Appropriate adjustments to personnel, equipment, and other material for ensuring compliance with federally funded comparability requirements will be amended and documented accordingly. Federal funding will be reallocated according to the approved program plan. A copy of the process to become comparable will be placed on file at JCSD and submitted to the MDE Office of Federal Programs no later than November 1st of the current year.

7. Records: The JCSD Federal Programs Office must ensure that all comparability reports, records and source documentation demonstrating the methods and results of JCSD's comparability analysis are retained for five years for audit purposes. JCSD will maintain up-to- date records of having established and implemented an agency-wide salary schedule, a policy to ensure equivalence among schools in teachers, administrators, and other staff, and a policy to ensure equivalence among schools in the provision of curriculum materials and supplies.

8. Designate an office to take complaints: The Federal Programs Director in the Office of Federal Programs will be responsible for handling complaints that a school is not receiving comparable service

N. EQUITABLE SERVICES

Provision of Equitable Services

Section N-1

Jackson County School District (JCSD) engages in meaningful consultation with public and private schools in an ongoing fashion throughout the school year. The Federal Programs Director has an annual meeting with private school leaders. The Federal Programs Director will also visit each private school campus no less than one time per fiscal year. JCSD strives to treat all private school officials with the utmost courtesy and respect. Each child that is in a private school is a member of the JCSD community and their education is of utmost importance even if it is conducted by a private organization. The families that choose to send their students to private schools are members of our community and their confidentiality and feedback will be honored. To that end, JCSD realizes that ongoing communication with private school officials is paramount in continuing a "workable" relationship. Emails, phone calls and "drop by" (central office) visits are welcomed and encouraged. Meaningful consultation is a challenge for both JCSD and the private schools. However, a checklist will be used to aid in this process. JCSD ensures that the topics on the checklist will be discussed during consultation. These items and a brief description of each are listed below:

- Identification of eligible students – JCSD abides by the ESSA regulations in clarifying who is eligible to receive services under the equitable services provision. In order for a student to receive equitable services the following must apply:

a. Attend a private school (regardless of where it is located)

b. Reside in a Title I-participating public school attendance area of JCSD (Regardless of whether the private school the student attends is located in JCSD) (sometimes referred to as "residence eligible"); and

c. Be identified by JCSD, through multiple educationally related objective criteria, as failing or at risk of failing to meet the state standards, or other standards relevant to private school students.

- Services to be provided to students – JCSD adheres to the ESSA types of services that are authorized under the law and in addition to the statute (ESSA Section 1117(a)(1)(A), administrators must look to the non regulatory guidance, which was developed in the context of constitutional requirements and the U.S. Supreme Court case law. JCSD may directly provide or contract for the provision of the following:

a. Instructional services provided on the premises of the private school with appropriate safeguards, at the public school site, or in mobile vans or portable units

b. Evaluations to determine the progress being made in meeting students' academic needs

c. Counseling

d. Mentoring
e. One-on-one tutoring
f. Dual or concurrent enrollment
g. Educational radio and television
h. Computer equipment and materials, as well as other technology
i. Mobile educational services and equipment
j. Extended-day services
k. Family literacy services
l. Computer assisted instruction
m. Home tutoring
n. Take-home computers

ESSA adds that these services and benefits may be provided individually or in combination, as requested by the private school officials to best meet the needs of the children served.

- How, where and by whom will services be provided? The Elementary and Secondary Education Act (ESEA) equitable services provisions require a governmental entity to provide benefits to private school students, even if enrolled in religious schools. A tutor that is selected by JCSD will be employed through JCSD, paid through our payroll system, and tutor at the designated private school. These services cannot exceed 19 hours a week per tutor. Any dispute or issue arising with tutors will be dealt with the private school official and the Federal Programs Director jointly, as applicable.

How will services be academically evaluated for effectiveness – Title I regulations require that private school students participating in the Title I program must be assessed, that the assessments must be used to evaluate the success or failure of the program, and the results of that evaluation must be used to evaluate the success or failure of the program, and the results of that evaluation must be used to modify the program to remedy flaws. JCSD must provide participating private school students with an equitable opportunity to meet the state standards. In some instances, however, it is not appropriate to hold private school students to the state standards, since these standards may not necessarily be aligned with the private school curriculum. In such a case, JCSD, in consultation with private school officials, must develop alternative standards that provide reasonable promise of those children achieving the high levels called for by the state's standards.

- Size and scope of services that will be provided – Currently JCSD employs ELA and Mathematics tutors, ELL and homeless resources for eligible students.
- Data source to be used to determine effectiveness – A nationally normed assessment is used (e.g. Stanford Achievement Test).
- How and when decisions about delivery of services will be made (third party contractor) – A major source of monitoring findings is JCSD failure to properly administer third-party contracts for provision of equitable services. Contracting for provision of such services does not mean that JCSD can simply hand over responsibility for the program to the contractor or delegate oversight to the private school. JCSD must continue to administer the program, including conducting all aspects of timely and meaningful consultation, rather than

simply ensuring that the contractor has "stepped into the shoes" of JCSD. If a contractor is hired, JCSD must continue to maintain control of funding, retain title over equipment and property, and monitor to ensure that the contractor adheres to federal legal requirements as well as the terms of the contract. In the spring consultation, private school officials will be asked about their preferences regarding delivery of services and any third-party contractors. If third party contractors are used the private school officials will have the option of sitting on the committee to evaluate Request for Quote's (RFQ's) or Request for Proposal's (RFP's).

Complaint Process

Private schools can launch a complaint with the district or state regarding the way the district handles their programmatic or fiscal issues. Of course, any issues or concerns we try to address as soon as they arise, however, if an issue is in debate the state Ombudsman can be called upon to help solve any dispute.

Private school officials have the right to file a complaint with JCSD if they believe that JCSD officials have not complied with appropriate procedures as stated in the **"**Services Provided to Students**"** above.

Private school officials are asked to reference the following **JCSD Policy KN** for information regarding Public Complaint.

JCSD Policy KN

COMPLAINTS - Title I

ISSUE DATE: 9-7-95

To meet the requirements of Hawkins/Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297), the following procedures will be used in the Jackson County School District for receiving and resolving complaints concerning violations of Title I policies and for conducting on-site investigations for such complaints. For the purpose of this policy, a complaint is a signed written statement, which includes an allegation that a requirement applicable to the Title I JCSD program has been violated, and information that supports this allegation.

1. The complainant will meet with the principal of the school involved in the complaint, the Title I Coordinator, and the School Parent Advisory Council to discuss the complaint. Every effort will be made to resolve the complaint without further proceedings.

2. Failure to resolve the complaint will necessitate the following procedure:

a. Within three (3) days of the receipt of written complaint, the Superintendent and Title I Coordinator will acknowledge receipt of the complaint in writing.

b. Within five (5) working days of the acknowledgement of the complaint, the

complainant will be afforded an opportunity for an informal hearing with school representatives, at which time oral and written testimony may be taken.

c. Failure to resolve the complaint in an informal setting will necessitate a formal hearing on the matter. The complainant will have ten (10) days from the date of the informal hearing to make a written request for a formal hearing. The Superintendent's office shall make, where feasible, an on-site investigation of the complaint.

d. A formal hearing will be conducted by a committee composed of three (3) Parent Advisory Council members; representatives from the Superintendent's office, two (2) or more school board members, and a principal of a district school (not involved in the complaint). The hearing will provide opportunity for the complainant or complainant's representative, or both, and the school system involved to submit evidence and to question parties to the dispute and any of their witnesses. (It is recommended that both parties use tape recorders and that the school district provide the services of a court reporter.) Only allegations listed in the complaint will be discussed.

e. The entire procedure, from the time of receipt of the complaint to a satisfactory resolution, shall be completed within a period not to exceed thirty (30) days.

f. The complainant has the right to appeal the final resolution of the committee of the school system to the Title I Office of the State Education Agency within thirty (30) days after the receipt of the written decision. The State Title I Office may visit the site as is deemed necessary.

g. The local school system shall disseminate, free of charge, information concerning these procedures to interested parties, including District and School Parent Advisory Councils, within ten (10) working days after the resolution of the complaint.

Complaint Process (cont.)

If after consulting with JCSD, the Private school official feels like their complaint has not been met, then they also have the right to file a complaint with the MDE if they believe that JCSD officials have not complied with appropriate legal requirements. Specifically, private school officials have the right to file a complaint with MDE asserting that:

1. JCSD did not engage in consultation that was meaningful and timely,
2. JCSD did not give due consideration to the views of the private school official; or
3. JCSD did not make a decision that treats the private school students equitably as required by ESSA. (See ESSA Section 1117(b)(6).)

In addition, any dispute involving the poverty data on private school students may be appealed to the state. (See ESSA Section 1117(c)(2).)

As part of its complaint, the private school official must inform MDE with the basis of JCSD's noncompliance, and JCSD must forward the appropriate documentation to MDE in response. (See ESSA Section 1117(b)(6)(B).) 487

MDE is required to have complaint procedures in place that conform to applicable statute and regulation. The General Provisions of ESSA (Title VIII) newly require that MDE must provide a written resolution to a complaint filed under ESSA within 45 days. (See ESSA Section 8503(a).)

ESSA adds a specific remedy for JCSD's failure to provide equitable services that was not previously included in the ESSA statute. It can be viewed as a state-level "bypass" that mirrors the federal "bypass" discussed below. The law states that MDE must provide the required services under Title I to eligible private school students either directly or through contracts with public or private agencies, organizations, and institutions, if the appropriate private school officials have met two private agencies, organizations, and institutions, if the appropriate private school officials have met two criteria: the private school officials have requested that MDE provide such services directly; and the private school officials have demonstrated, in accordance with the state's complaint procedure, that JCSD has not met the legal requirement to provide equitable services to private school students. (See ESSA Section 1117(b)(6(C).) This is a significant remedy that could result in greatly increased involvement of the state in districts that have a history of struggles between JCSD and private school officials.

If MDE's resolution is not satisfactory, private school officials may appeal to the U.S. Secretary of Education. No later than 30 days following the written response by MDE, or in the event MDE fails to resolve the complaint within the new 45-day time limit under ESSA, the private school official may appeal to the Secretary. Such an appeal must be accompanied by a copy of MDE's written response, if available, and a complete statement of the reasons supporting the appeal. ESSA mandates that the Secretary must complete an investigation of the complaint and resolve the appeal within 90 days after receipt of the appeal (which is faster than the 120 days allotted under ESSA). (See ESSA Section 8503(b).)

JCSD and MDE will ensure that private school officials are made aware of complaint procedures.

Parent and Family Engagement

Students in private schools that receive Title I services are also eligible for parent and family engagement opportunities. As a district, we extend an invitation of any parent activities to the private schools that participate in Title I services. Private schools are also encouraged to engage parents at their campus and are allotted fund through their Title I budget to do so.

Refer to **JCSD Policy DFC #10** as follows:

The Jackson County School Board strives to provide the best educational opportunities possible for the children in the district by seeking as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid program offered by the state.

Therefore, the district shall participate in federal financial assistance programs which provide direct educational and auxiliary services or opportunities to students enrolled in the school. The following procedures shall be employed when administering federal programs:

1. Federal funds will not be used for partisan political activity of any kind by any person or organization involved in the administration of federal-assisted programs. Prohibited expenditures shall include but not limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

2. No person shall, on the grounds of race, sex, color, national origin, age, religion or disability, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.

3. The local school district may use federal funds so restricted (i.e. - Title I, Title 1003a, etc.) only to supplement and to the extent practical, increase the level of non federal funds that would, in the absence of federal funds, be made available for the education of pupils participating. In order to assure equitable distribution of funds, the school district will not use federal funds so restricted to provide services to students that the district is required to furnish.

4. A school district management system will require that federal draws be made to minimize the time elapsed between the transfer of funds from the State Department of Education and the disbursement of funds by the local school district.

5. The school district will observe all applicable state and federal laws and guidelines regarding receipts, expenditures, accounting and reports for materials and equipment received from federal funds.

6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.

7. The combined fiscal effort per student or the aggregate expenditures of the district from state and local funds for free public education for the school year will be at least ninety (90) percent of the combined fiscal effort per student or aggregate expenditures for the preceding year, unless specifically waived by the state.

8. Title I, P.L. 94-142, P.L. 99-457, and P.L. 89-313 funds will be used to provide programs which, taken as a whole, are at least comparable to services being provided in areas not receiving Title I funds.

9. The Title I project will be based on an annual assessment of educational needs.

10. Parental involvement and support will be encouraged and implemented as

required by federal guidelines in all federal programs. Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs.

11. The District will enter all approved MDE Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE.

12. The District will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, aligned with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law.

13. The District will adhere to all guidelines prescribed in OMB Circular A-87, Appendix B.8.h regarding compensation for personal services which states, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least monthly and/or semi- annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

Legal Reference: Mississippi Code Section 37-7-301 References: Improving America's School Act; P.L. 94-142, P.L. 99-457, P.L. 89313; Accreditation Requirements of the State Board of Education, Bulletin 171, (1997) OMB Circular A-87, Federal Administration section of 34 CFR 80.20(b)(4) and 80.30; OMB Circular A-87, Appendix B.8.h

Title I, Part A – Improving the Academic Achievement of the Disadvantaged

After timely and meaningful consultation with appropriate private school officials, JCSD must provide such children, on an equitable basis and individually or in combination, as requested by the officials to best meet the needs of such children, special educational services, and instructional services (including evaluations to determine the progress being made in meeting such students' academic needs). The activities may include counseling, mentoring, one-on-one tutoring, or other benefits such as dual or concurrent enrollment, educational radio and television, computer equipment and materials, other technology, and mobile educational services and equipment that address their needs; JCSD must also ensure that teachers and families of the children participate, on an equitable basis, in services and activities developed pursuant to Sec. 1116. Such educational services or other benefits, including materials and equipment, shall be secular, neutral, and non ideological. Services must benefit eligible students, their teachers, and families and not the private school (34 CFR Sec. 76.658).

Title II, Part A – Supporting Effective Instruction

JCSD in providing private schools equitable services may do so in accordance with all allowable Use of Funds except class size reduction (see Fiscal Changes, 2016 P-3). Title II,

Part A focuses on professional development, recruitment and retention.

Title IV, Part A – Student Support and Academic Enrichment

JCSD in providing private school equitable services under Title IV, Part A must do so in accordance with all allowable use of funds. The use of funds must be to address the purpose of the Title IV, Part A Grant, which is to expand well-rounded educational opportunities for students, to promote safe and healthy students, and to support the effective use of technology to better engage students and expand their access to and use of technology as a learning tool. In applying percentage/portion requirements for the use of funds, the services provided to private schools should be considered within the whole of JCSD's overall use of funds and not applied separately to the funds used for private school services.

- Professional development activities for school officials and staff – any professional development that is funded through a federal program is available to the participating private schools. Emails are sent to alert the private school officials to these opportunities if dates are not known in consultation. In addition to this, private schools that participate in Title II are also asked to list the needs they have for professional development and a plan for this is created.

Section N-2

Calculating Equitable Services

JCSD derives the allocation used to serve eligible non-public school students based on three factors:

- The number of private school students
- From low-income families
- Who reside in a participating public school attendance area

JCSD calculates the allocation for nonpublic school students by utilizing the three criteria listed above, as a function of the districts "ranking and serving" rules according to the following steps:

1. **Rank public school areas: highest to lowest** - JCSD must rank its public school attendance areas in rank order, typically based on poverty but also may consider grade span. In identifying and ranking attendance areas, JCSD should, if possible, take into consideration the number of low-income private school students who reside in each and every attendance area in JCSD; however, in some cases this could be burdensome, because it would mean counting private school students in areas that have a small chance of being served. For this reason, the U.S. Education Department (ED) guidance allows JCSD to rely only on the count of poor public school students when identifying and ranking school attendance areas.
2. **Identify participating areas** - JCSD must decide where to draw the line in this ranked list of attendance areas to determine participation in the Title I program. All schools

"above the line" will become "participating" attendance areas; all areas below that line will not receive a Title I allocation.

3. **Calculate the Per Pupil Allocation (PPA) for each area** - JCSD must calculate the per pupil allocation that applies to every child of low-income family on that area.

4. **Calculate allocation amount for each area (*Must include non-public low-income number)** - JCSD calculates the amount of funding for each area, based on the total number of low-income students from both public and private schools.

5. **Reserve nonpublic amount (*PPA x number of nonpublic low-income in each area)** - JCSD sets aside the amount of these allocations that were generated by nonpublic school students, to be used to provide services to eligible students who reside in participating public school attendance areas and are identified as at risk of failing to meet the state academic standards (regardless of family income level).

Equitable services for private schools are calculated based upon the formulas in the Mississippi Grant Information System application.

Equitable Services Worksheets (See Attached):

Equitable Services - Title I

Equitable Services - Title II

SECTION N-3

Equitable Services to Students in Private Schools/Professional Development to Teachers

Private school teachers of eligible private school students are entitled to participate, on an equitable basis, in services and activities contemplated under Title I. Thus, consultation with private school officials must detail some explanation of professional development for these private school teachers.

Professional development services for private school teachers are subject to some constraints not applicable to services provided to public school teachers. The guidance explains how to work within these constraints.

Generally, professional development funds may be used for the benefit of all private school teachers (not necessarily those teachers providing the Title I services to eligible Title I students). However, the professional development must be focused on how these private school teachers can meet the needs of the Title I students whom they serve in their regular classrooms. It would be inappropriate to use funds to improve the general instructional program of the private school. Instead, the funds should be used to show private school teachers how to address the needs of Title I students better, such as by providing information on research-based reading and mathematics instruction for academically struggling students.

also available under other ESSA formula grant programs, such as the Title II professional development program and the Title III English language acquisition program. U.S. Education Department (ED) encourages the coordination of professional development opportunities under these various programs, as long as the respective limitations and objectives of each program are respected.

SECTION N-4

Equipment/Supplies for Equitable Services

The Title I statute, as well as the U.S. Constitution, requires that educational services or other benefits, including materials and equipment, be secular, neutral and non ideological. (See ESSA Section 1117(a)(2).) In addition, JCSD must maintain control of all federal funds. The regulations require the JCSD to keep title to and exercise continuing administrative control of all materials, supplies, equipment and property that JCSD acquires with Title I funds for the benefit of eligible private school students.

(See 34 CFR 200.67) (This requirement that JCSD remain in control of all federal funds was another area of frequent compliance problems noted in U.S. Education Department (ED) monitoring reports.)

Although JCSD maintains title and control, it may place equipment and supplies in a private school for the period of time needed for the program. Certain safeguards must be maintained, however. For instance, the regulations state that JCSD must ensure that the equipment and supplies placed in a private school are used only for Title I purposes and can be removed from the private school without remodeling the private school facility. JCSD is required to remove the equipment and supplies from the private school if JCSD no longer needs these items to provide the Title I service, or if removal is necessary to avoid unauthorized use of the items for other than Title I purposes. (See 34 CFR 200.67 and 34 CFR 76.661.) ED monitoring reports emphasized the importance of maintaining a current inventory of Title I-funded equipment located in the private schools.

JCSD is not permitted to use Title I funds for repairs, minor remodeling, or construction of private school facilities. (See 34CFR 200.67€ and 34 CFR 76.662.)

Federal funds may not be used for the needs of the private school itself, or for the general needs of children in the private school. (See 34 CFR 76.658.) Rather, the Title I funds must be used in a targeted fashion to supplement, and in no case supplant, services that would, in the absence of the Title I services, be made available to participating private school students.

JCSD is considered the fiduciary and is legally responsible for operating a program in compliance with the law. JCSD will be held accountable for any mis expenditure of funds or irregularity in the program.

Any equipment purchased for a private school is maintained by JCSD through appropriate inventory "numbering" and auditing. Any maintenance needed to equipment must be provided by JCSD. Any installation of technology must be done by JCSD. Private schools are asked to not seek an outside vendor for any installation or maintenance that needs to be done to equipment or supplies. All purchases of private schools go through JCSD's financial accounting system. The requests come to the Office of the Federal Programs Department and Federal Programs Coordinator, and then they enter the requisition into JCSD's financial accounting system. The Federal Program Director then approves or denies the requisition as appropriate.

Forms for Equitable Services to Private Schools School Year 2019-20 (FY20) (See Attached):

Equitable Services Consultation Checklist SY 2019-20

(FY20) Equitable Services Timeline SY 2019-20 (FY20)

Final Equitable Services Plan and Written Affirmation SY 2019-20

(FY20) Household Income, Address and Grade Survey SY 2019-20

(FY20) Initial Contact Letter and Intent to Participate SY 2019-20

(FY20)

Private School Voluntary Partial Waiver of Participation in Equitable Services

Transferability Affirmation of Consultation - Instructions and Form SY 2019-20 (FY20)

O. DATA QUALITY

Review Process

Section O-1 – O-5

The Jackson County School District (JCSD) Federal Programs Department trains school Counselors, Registrars, and Mississippi Student Information System (MSIS) personnel to report the Federal Programs (Title I, II, IV) data to the public and to the Mississippi Department of Education (MDE) in a high quality manner. Therefore, JCSD personnel ensures that the data is reported in a timely, accurate, complete, valid, and reliable manner to the public and MDE.

JCSD Policy JRAC

DATA COLLECTION POLICY AND PROCEDURAL GUIDELINES

HANDBOOK ISSUE DATE: 8-1-05 Revised: 4-22-13

1.0 Introduction and Overview

1.1 Purpose

In accordance and cooperation with HB 1251, which gives the Office of the State Auditor the authority to determine the correctness and accuracy of all reports made to the State Department of Education by any school district or school official concerning the number of educable students in any school district, the number of students enrolled in any school district, the number of students in average daily attendance in any school district, and the number of students being transported or entitled to transportation to any of the public schools of this state, the Jackson County School District will set the following Data Collection Policies and Procedures to help ensure this quality data.

1.2 Components of Data Quality

The Jackson County School District's data will contain the following components:

1. Objectivity: Data is accurate, unbiased and presented in a clear, complete, well-documented manner. Objectivity will be achieved by using appropriate data sources and sound analytical techniques, by using proven methods, and by carefully reviewing the content of all information and reports.

2. Integrity: Data will not be compromised through corruption or falsification.

3. Transparency: Our data will have a clear description of methods, data sources, assumptions, outcomes and related information that allow users to understand the data.

4. Reproducibility: Our data can be reproduced by others by using the documented methods, assumptions and data sources in order to achieve comparable findings.

5. Utility: Data produced by the district will be useful and available to the intended audience. The requirements, recommendations and examples in this guide will improve data quality for our district.

1.3 Policy Audience

It is important for all staff of the Jackson County School District to understand the issues involved in data collection data entry and recognize that these issues reflect the values of the school district.

The Jackson County School District believes that good data is an integral part of teaching, learning and managing the school enterprise. Everyone who has a role in student outcomes-teachers, administrators, counselors, office support staff, school board members and others, must share this belief. Because good data is as much a resource as staff, books and computers, a wise education system is willing to invest time and money in achieving useful information, and respect the effort taken to produce it. Therefore, through the implementation of this Data Collection Policy and Procedure Guidelines, the Jackson County School District will actively foster this belief and environment.

2.0 Roles and Responsibilities

A data process that collects quality data is well planned, has staff members that are well trained and know their roles and responsibilities, and have needed tools and resources. In this section, we have identified the critical roles and responsibilities.

2.1 School Board

The primary role of the School Board is to set policy for the school district. The Superintendent and Administrative Staff develop procedures and regulations for carrying out board policy. There are four (4) key leadership roles in setting board policy: vision, structure, accountability and advocacy. In the area of data collection, the School Board formulates policies based on state and federal laws, as well as, local district needs and staff requirements.

Responsibilities

- Setting Data Collection Policy
- Understanding the impact data has on funding programs

- Allocating appropriate resources to enable schools to meet the ever-increasing need for data collection and data entry

- Investing in computer hardware and software as a routine cost of doing business

2.2 Superintendent

It is the Superintendent's responsibility to enhance the educational program of students, to improve student achievement, and to see that district policies are implemented. It is the Superintendent's responsibility to foster an environment and culture of quality data that will result in reliable data that is useful for evaluating the instructional program and student achievement, and for pointing out areas of success and places where improvements are

needed. It will enable the district to have confidence in the information that is collected, and, most importantly, will allow the district to make effective decisions.

Responsibilities

- Set education benchmarks that use data to measure student achievement.
- Support the development of a Culture of Quality Data in the district through an effective professional development program.
- Encourage principals to make data-driven, building-level decisions.
- Support the staff in the promotion of more efficient data collection procedures, the use of technology to decrease data entry errors, and the movement toward applications that are "interoperable" (i.e., that interact with each other using a minimum amount of programming resources).
- Support the allocation of funding to provide schools with the appropriate resources to enter data.
- The district will select a data coordinator.

2.3 Principal

Our Principal serves as the chief instructional leader and is ultimately responsible for data collection and reporting in the school. The Principal has the responsibility to report data as accurately as possible. The Principal must ensure that the school's information is accurately reflected in the data.

Responsibilities

- Check reports for accuracy and reasonableness before "signing off" and sending to the district.
- Periodically spot-check source documents against data, to ensure that required data (e.g., medical information) is being entered correctly.
- Ensure that staff has access to appropriate technology tools.
- Attend meetings and training about data requirements.
- Provide district data personnel with recommendations for improvements in data collection procedures.

► Allow and encourage staff to attend training in their areas of expertise.

► Use a variety of training strategies, including the "train-the-trainer" model, when necessary.

► Work with staff and the district to develop and use standard procedures for data entry and reporting.

► Provide trained staff to assist data entry personnel during peak periods (enrollment, scheduling, etc.).

► Understand and communicate laws and regulations that affect data at school (e.g., the Family Educational Rights and Privacy Act of 1974 [FERPA] and the Health Insurance Portability

and Accountability Act of 1996 [HIPAA]).

- ► Support and monitor district data security policies and procedures.
- ► Utilize data to make daily instructional decisions.
- ► Provide an environment conducive to accurate data entry.

- **Teacher/Counselor**

Our Teachers are responsible for entering or supplying timely and accurate data regarding students, as required.

Responsibilities

- Attend training on the use of data in the instructional program.
- Identify barriers to effective data entry and communicate these to the Principal or other appropriate personnel.
- Respect the privacy and confidentiality of student data by protecting data from students and unauthorized personnel.
- Follow district data security policies and procedures.
- Enter data accurately and in a timely manner.
- Check work for accuracy and completeness.
- Share good ideas and best practices about data entry with your peers.
- Check calendar for data reporting deadlines so that you can allocate time for data entry.

3 Office Staff

Office staff is responsible for entering important data accurately and completely, maintaining data security, and understanding how the data will be used. The district recognizes that this position is critical to its data collection effort. Therefore, it is important that this position is taken seriously and provided sufficient resources.

Responsibilities

- Enter data accurately and in a timely manner.
- Attend professional development training.
- Follow appropriate instructions and documentation.
- Identify barriers to effective data entry procedures and communicate these to the Principal, or other appropriate personnel.
- Implement the district data security policies and procedures (e.g., change passwords frequently, do not share passwords, treat data confidentially, etc.)
- Check work and run appropriate edit reports.
- Ask for help when an error is made.
- Identify a peer who does similar work to facilitate sharing of ideas and best practices can occur.
- Check calendar for data reporting deadlines.

3.1 Mississippi Student Information System (MSIS) Primary Contact

The Mississippi Student Information System (MSIS) Primary contact serves as the administrator by ensuring that the statistical information reviewed represents data that has been entered accurately and collected systematically. The MSIS contact person assists the information reporting process through staff development and collaboration with the various offices and programs responsible for producing data and information.

Responsibilities

- Coordinate the data collection process.
- Provide professional development for staff members.

- These sessions include

o Demonstrations that incorporate hands-on training, enabling data entry personnel to become used to the actual data entry screens; examples that actually reflect situations that will be encountered; handbooks or guidebooks, with copies of data entry screens, systematic instructions, and the rationale for entering the data; descriptions of the procedures for obtaining assistance (e.g., help desk phone number, online and/or e-mail query process); and, copies of the reports created from the data, enabling trainees who enter information to have a sense of how their work affects the operation of the school.

- Assist schools in resolving discrepancies in information before reports are forwarded.
- Develop a process that allows staff to request new reports or modifications of existing reports.
- Collaborate with the District Technology Director or Coordinator to enhance the ability of computer programs to determine effective editing procedures for reports and other information.

3.2 Director of Technology

This position maintains and secures the hardware, software, and network that allows staff to enter, store, secure, and transfer data.

Responsibilities

- Ensure that effective security measures, including password protection, are in place.
- Work with the data coordinator and other staff involved with data entry to develop efficient editing and data verification procedures.
- Work with the data coordinator to provide technical assistance with professional development and dissemination programs.
- Provide a helpdesk and/or an online help area for data entry staff.
- Develop an electronic audit trail to determine potential flaws at each of the various stages of data collection.

Monthly MSIS Data Submission
Certification Form
(Federal Programs)

2.1 ASSIGNMENT OF DISTRICT ACCREDITATION STATUSES

The CSA determines the annual accreditation status of all public school districts in the Fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the CSA on an annual basis. (See Policy 2.2 below.) The district superintendent and school principals are responsible for ensuring that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the SBE and may result in the downgrading of the district's accreditation status.

****

- Please verify that the following school data are accurate in SAM7 for the Month _____ *(reporting month number)* MSIS upload. After the monthly upload, please run all required reports for your school records.

_____1. Homeless, ELL, Foster Care Student Information

_____2. Student Discipline

_____3. Student Attendance

_____4. Student Schedules

_____5. Special Education indicators/identification

_____6. Student Grades **(H/S-Month 2, 5, 7, and 9; All other grades Month 9)**

_____7. New Kindergarten Data (Monthly)

_____8. Historical Data (month 9 only)

_____9. Teacher Schedules (correct course codes)

_____10. Section 504 Indicator

The MSIS clerk will review all data and ensure that all data uploaded into MSIS are true and accurate, and can be verified by supporting documentation on file at the local school in the Jackson County School district. Your signature below acknowledges the statement above to be true.

Local School MSIS Clerk:_____
(Signature) (Date)

Local School Principal:_____
(Signature) (Date)

District Superintendent: _____
(Signature) (Date)

(Upon receipt of this signed document, Mrs. Shelly Barnett will close out your school's monthly MSIS data submission)

3.0 Data Collecting and Reporting Requirements and Timeline

3.1 Data Timeline/Calendar

The district has developed a calendar of due dates and timelines that will provide the necessary information.

The Data Timeline and Calendar indicates due dates for reports, data entry, designated holidays, designated days or weeks set aside for testing, and identifies the staff person responsible for implementation.

The district will provide sufficient time and resources for data collection.

**** See Appendices for Data Timeline Calendar***

4.0 District Wide Common Data Collection Methods and Uniform Data

4.1 District Wide Common Data Collection Methods

The Jackson County School District has established and will utilize uniform procedures for entering student data at the school level. The procedures listed below will be followed:

Authorized Data Entry Personnel

Each school will have a list of authorized personnel for any student data entry and their email addresses on file for the auditor.

Student Enrollment

1. Acquire student demographic data from guardian.
2. Verify residency of student. Two proofs of residency should be provided by the parent/guardian and verified by school district staff for each student upon enrollment into the school district for each school year. All students should have the Residency Verification Checklist in their cumulative folders.
3. Student data is entered into SIS office program.
4. Check for student's MSIS number, acquire an MSIS number if one is not found.
5. Determine special needs and refer to LSC Chairperson.
6. Verify the expiration date for the student's immunization record.

Out of District Students

1. Any out of district student enrolling should have proper documentation of district approval on file in the cumulative folder.

Transfer-In Students

1. Request withdrawal form from previous school.
2. Verify residency of student. Two proofs of residency should be copied and filed for each student upon enrollment into the school district for each school year. All students should have the Residency Verification Checklist in their cumulative folders.
3. Determine whether in-state transfer or out-of-state transfer. Note: Out of state students are required to provide initial registration requirements information.
4. Complete school registration forms.

5. Determine grade placement or special needs.
6. Enter Student data into SIS using the appropriate entry code.
7. Verify MSIS number or obtain one if needed.
8. Request the MSIS release and records for in-coming students.

Dropouts or Transfer-Out Students

Complete withdrawal form for student.

Student is withdrawn in SIS using the appropriate withdrawal code.

Comply with requests for MSIS release and records request from other schools. Timeline for

Transfers/Releases of Students in MSIS

All transfers and releases will be completed within 24 hours of the request. A daily log will be kept as documentation of all transfers and releases.

Attendance

Daily attendance is entered every period by either authorized office personnel or individual classroom teachers.

Check-ins and checkouts are done by authorized office personnel.

Corrections to daily attendance are updated at a minimum of at least one time per week. Example: Correcting absences to tardies, etc. or unexcused to excused.

All excuses should be date stamped upon receipt.

Cumulative Records

The auditor's office will be reviewing cumulative folders at random. The cumulative folders should be current regarding the items listed below:

- Residency Verification Sheets signed and dated by District Personnel
- Immunization records with current date;
- Date of Birth; - Current address that agrees with student demographic information from SIS.- Primary phone number from Student Information System (SIS).

The auditors' office will verify the previous year's graduation data.

The auditor's office will check the Carnegie units for the graduates of the previous year to verify eligibility for graduation.

The auditor's office will check cumulative folders for mandated test scores.

Monthly Attendance Reports

1. The MSIS Pre-Approved report is completed at the end of each reporting month.
2. The numbers are checked for accuracy and the reports are balanced based on the formula provided by the Mississippi Department of Education.
3. The reports are forwarded to the district MSIS coordinator.
4. The MSIS coordinator verifies the school level attendance report once the school has

cleared the reporting month.

5. Each school should print the page from MSIS indicating the school has completed a successful file for that reporting month to be kept on file. Each school will also print (once the district as a whole has cleared the reporting month) and file necessary attendance reports (see below) on a monthly basis.

The auditor's office will review this report to verify timely reporting.

The following reports will be filed at each reporting school monthly for auditing purposes:

Month one file should include a student roster by grade for the 9th month of the previous school year, and student roster on the 16th day of school for the current year.

(The reports will assist in tracking NO SHOWS and completion of the Summer Activity report.)

Student list by grade on last day of month

Holding Area Absences Report – from MSIS Holding Area Student Entries – from MSIS Holding

Area Student Withdrawals – from MSIS

Monthly Attendance Pre-Approved Report – from MSIS Monthly Attendance Post – Approved –

from MSIS

Monthly Student Absence's Report which shows the excused/unexcused absences

Monthly Student Discipline Report for any daily files reported within 72 hours – from the Discipline Administrator/MSIS Contact

Student Release From Report – MSIS Student Release To Report – from MSIS

Student Roster by Grade at the End of Each Month – from MSIS Student Roster Holding Area

Report – from MSIS

Student Transfer Report – from MSIS Student Transfer To Report – from MSIS

Additional reports required by the auditor's office. Transportation report

Graduate report from previous year (High Schools Only)

Excused Absences

Two absences each 9 weeks will be considered excused with a written parent note. All other excused absences will require a doctor's excuse for the student's illness, injury, or medical condition. Absences caused by the following shall be treated the same as doctor excused absences: Absences caused by court ordered appearances, absences ordered by a health officer, by the State Board of Health or appropriate school official, absences due to the death or serious illness of a member of the immediate family.

Excused absences will be verified by a hard copy of the parent note or doctor's excuse.

Note: Please date stamp the excuses for auditing purposes.

Truancy Reporting

The truant officer should be notified upon the 5th unexcused absence within two (2) school days or within five (5) calendar days, whichever is less. Documentation of notification should be on file in the cumulative folder. Note: The auditor will verify the documentation with the truant officer assigned to the school.

Scheduling

Each child is given a schedule based on the requirements for the grade level in which the child is enrolled. The schedule will reflect individual educational needs. Secondary schedules will include courses to meet graduation requirements.

To accommodate scheduling in special areas for students, sometimes a period is added outside a normal day for personnel reporting purposes.

Discipline

Authorized personnel will enter discipline incidents/dispositions on a daily basis for reporting purposes.

Possession of weapons, violent acts against another student, and possession/distribution of drugs, and bomb threats are offenses that are reported and uploaded daily.

Special Education

1. Data entry for those students who are to be marked with a (Y) indicator for special education reporting purposes will be done in a timely manner.
2. Special education rosters will reflect the number of students being served in the appropriate grade level for Grades 52, 54, 56, and 58. All resource students being served for special education needs will also have an indicator of (Y).
3. The student schedule should reflect the special education course numbers in which the student is being served.
4. The removal of special education services will be reported in a timely manner to personnel in charge of data entry.
5. Daily student files are sent after month one for any student having the special education indicator activated or for any student being removed from special education services. (This is crucial for the December 1 count to be accurate.)

Backup and Storage of Student Data

1. Back up student data regularly.
2. Store all student data on hard copy up to 5 years.
3. Transcript, grades, and attendance are kept on insert sheets in cumulative folder indefinitely for every student.
4. Hard copies, cumulative folders, backup tapes, cd's, etc., are kept in a locked file cabinet in the administrative office.

DISTRICT LEVEL

Authorized Personnel

A list of authorized personnel will be on file as follows with email addresses:

- Superintendent
- Assistant Superintendent
- MSIS Coordinator
- Technology Coordinator
- Special Education Director
- Special Education Case Manager

Student Data

1. Student data from each school is transmitted to the central office data bank on the last school day of each month.
2. Monthly days taught files and monthly student data files are built from the data uploaded to the district server by the district MSIS coordinator.
3. The days taught files and the monthly student files are sent to MSIS at the Mississippi Department of Education at the end of each month. 4. The files are processed by the state and the monthly attendance report is retrieved from MSIS once each school is processed and cleared for the reporting month.
5. The monthly attendance report is requested from each school for the month and verified against the report retrieved from MSIS for accuracy.
6. Once the report is verified, the MSIS Coordinator completes the district approval process for the reporting month. All schools in the district are to be completed and approved by the 10th day of each reporting month.
7. Ninth month should be cleared ten days after the last student day of the school year.

Daily Student Files

1. Daily student files are built by the district MSIS Coordinator for any discipline incidents that are to be reported within 72 hours.
2. Daily student files are also submitted for any changes in Special Education indicators.
3. The auditor's office will request to see the successful transmission report for daily student files to verify timely reporting for discipline incidents required within 72 hours.

4.2 Uniform Data Business Rules

The District has uniform data business rules for the following critical data.

- Demographic Data Elements
- Student Data Elements
- Personnel Data Elements
- Teacher Data Elements

5.0 Data Collecting and Reporting Process

The District recognizes that the ability of the information or data we have to meet our needs can help us only to the extent that it is accurate and reflective of the outcomes and processes that it is meant to represent. If data is collected haphazardly, without clear procedures and sufficient resources, the data may or may not be interpretable.

6.0 Data Validation and Error Correction[505]

Data is submitted to the District MSIS Coordinator for verification. If errors are found, the MSIS Coordinator contacts the school staff for corrections before data is uploaded to the Mississippi Department of Education. Special Education data is verified by the Director of Special Education and Special Education Case Manager.

Personnel data is reviewed by the District Office's Federal Programs Director.

7.0 Data Protection and System Security

7.1 Passwords

Password Security Policy

7.2 Storage/ Backup

Method of data backup

Format in which records are stored (printouts, diskettes, etc.) Backup Location

Retention Cycle

7.3 Physical Infrastructure

Location and Security of Server

Location and Security of Access Points (Workstations)

7.4 Data Collection Systems Security and Maintenance

User Level Security Screen Level Security Report Level Security Data/Field Level Security

7.5 Public Information Request Process Procedure to Handle Public Information Request

Authorization to Distribute School Information

7.6 Security Documents Oath of Confidentiality **Acceptable Use Policy**

7.6.1 Oath of Confidentiality forms are submitted to MDE for MSIS purposes for all district/school users. Copies of forms are kept on file in the district office.

7.6.2 The Internet/Network Acceptable/Appropriate Use Policy requires signatures by students/personnel on a yearly basis. Copies are maintained at the school/district office

8.0 Resources Commitment

8.1 Training

Professional Development Training Activities

District-Wide training activities with all personnel responsible for student data entry will be held at a minimum of twice yearly. All personnel will be notified by the district MSIS Coordinator of any new information required by the Mississippi Department of Education (MDE).

District staff will also attend the MSIS Data Conference, SIS Annual Conference and other trainings provided by MDE or SIS.

8.2 Staff Allocation

Each school in the Jackson County School District has at least one staff member assigned as a data clerk. This staff member is responsible for data input and uploading to the MSIS Coordinator.

8.3 Technology Infrastructure

Hardware – Each school as well as the Central Office has computers whose sole purpose is data management.

Software - The district's software package is Student Information System (SIS).

Monthly MSIS Data Submission
Certification Form
(Federal Programs)

2.1 ASSIGNMENT OF DISTRICT ACCREDITATION STATUSES

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(Signature) (Date)

Local School Principal:_____
(Signature) (Date)

District Superintendent: _____
(Signature) (Date)

(Upon receipt of this signed document, Mrs. Shelly Barnett will close out your school's monthly MSIS data submission)

P. GENERAL FISCAL REQUIREMENTS

Section P-1

FUNDS OBLIGATED AND LIQUIDATED

Jackson County School District (JCSD) is notified via Mississippi Department of Education (MDE) of the actual allocation and of the authority to expend funds for federal grants. As in the past, the original project applications are based on a projected allocation.

- All districts are allotted a preliminary allocation of funds from MDE. The State will provide a final allocation upon release from U.S. Department of Education (U.S.D.E.) and/or when all outstanding forms and backup documentation have been received from JCSD. Reference **JCSD Policy DFC #12 (See below).**

- Request for Funds should be computed by the Federal Programs Department. Completed request should be forwarded to the Business Manager and/or designee for submission to MDE. Office of Accounting/MDE transfers will be sent to the JCSD's bank account three (3) working days prior to the end of the month. It is important for JCSD to keep track of when a given portion of funds becomes available for obligation and when it lapses. In any given year, the funds available to JCSD for Title I services may consist of a blend of current-year and prior-year funds. Generally, the oldest funds should be used first.

- It is important to obligate any balance remaining for the expiring grants by September 30th of each year.

- Federal grants typically run for 27 months: 1st 12 months 85% of the grant should be encumbered or expended, next 12 months the additional 15% of the grant should be encumbered or expended and the final 3 months the grant is in liquidation and all monies should be expended at this time.

JCSD Policy DFC

FEDERAL AID TO SCHOOL DISTRICTS ISSUE DATE: 5-18-98 Revised: 6-10-24

The Jackson County School Board strives to provide the best educational opportunities possible for the children in the district by seeking as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid program offered by the state.

Therefore, the district shall participate in federal financial assistance programs which provide direct educational and auxiliary services or opportunities to students enrolled in the school. The following procedures shall be employed when administering federal programs:

1. Federal funds will not be used for partisan political activity of any kind by any person or organization involved in the administration of federal-assisted programs. Prohibited expenditures shall include but not limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

2. No person shall, on the grounds of race, sex, color, national origin, age, religion or disability, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.

3. The local school district may use federal funds so restricted (i.e. - Title I, Title 1003a, etc.) only to supplement and to the extent practical, increase the level of nonfederal funds that would, in the absence of federal funds, be made available for the education of pupils participating. In order to assure equitable distribution of funds, the school district will not use federal funds so restricted to provide services to students that the district is required to furnish.

4. A school district management system will require that federal draws be made to minimize the time elapsed between the transfer of funds from the State Department of Education and the disbursement of funds by the local school district.

5. The school district will observe all applicable state and federal laws and guidelines regarding receipts, expenditures, accounting and reports for materials and equipment received from federal funds.

6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.

7. The combined fiscal effort per student or the aggregate expenditures of the district from state and local funds for free public education for the school year will be at least ninety (90) percent of the combined fiscal effort per student or aggregate expenditures for the preceding year, unless specifically waived by the state.

8. Title I, P.L. 94-142, P.L. 99-457, and P.L. 89-313 funds will be used to provide programs which, taken as a whole, are at least comparable to services being provided in areas not receiving Title I funds.

9. The Title I project will be based on an annual assessment of educational needs.

10. Parental involvement and support will be encouraged and implemented as required by federal guidelines in all federal programs. Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs.

11. The District will enter all approved MDE Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE.

12. The District will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, aligned with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law.

13. The District will adhere to all guidelines prescribed in OMB Circular A-87, Appendix B.8.h regarding compensation for personal services which states, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least monthly and/or semi- annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

Legal Reference: Mississippi Code Section 37-7-301

References: Improving America's School Act; P.L. 94-142, P.L. 99-457, P.L. 89313; Accreditation Requirements of the State Board of Education, Bulletin 171, (1997) OMB Circular A-87, Federal Administration section of 34 CFR 80.20(b)(4) and 80.30; OMB Circular A-87, Appendix B.8.h

Section P-2, P-3

Draw Downs

Procedures for Submission of Federal Cash Transaction Report

Cash Management is the process of requesting and receiving funds. The Federal Programs Department (FGA) is responsible for the preparation of the Request for Funds for federal programs "drawing down funds." The FGA prepares the request for funds each month using the budget reports which reflects the revenues and expenditures for a specific fund for the previous month. The FGA runs reports to determine cash needs. Reference **JCSD Policy DFC #5 (See Below)**.

Federal funds cannot be drawn down prior to travel occurring. To this end, the FGA will make note of the amount requested for travel and withhold that amount until travel has occurred from the DrawDown Request. [34 CFR 76.707]

Procedures for Drawing Federal Funds

The district requests funds in a timely manner. Requests are to be received at the Mississippi Department of Education (MDE) by the designated deadline. The FGA is responsible for the preparation of the Request for Funds. The FGA prepares the request for funds each month using the budget reports which reflects the revenues and expenditures for a specific fund for the previous month. This is also when travel that has not occurred is subtracted out of the drawdown request.

The Business Manager and/or designee runs reports to determine cash needs each month and sends the hardcopy of these reports to the OFP to document communication between the two departments. The JCSD receives instructions from MDE for the preparation of the request for funds. These instructions are maintained on file at JCSD.

It is imperative that all financial records and supporting documentation be maintained on a timely basis and include accurate and reliable information. All funds received shall be entered into JCSD's financial accounting system and reconciled monthly to ensure accountability and accuracy. Reference **JCSD Policy DFC #4 (See Below)**.

JCSD Policy DFC

FEDERAL AID TO SCHOOL DISTRICTS ISSUE DATE: 5-18-98 Revised: 6-10-24

The Jackson County School Board strives to provide the best educational opportunities possible for the children in the district by seeking as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid program offered by the state.

Therefore, the district shall participate in federal financial assistance programs which provide direct educational and auxiliary services or opportunities to students enrolled in the school. The following procedures shall be employed when administering federal programs:

1. Federal funds will not be used for partisan political activity of any kind by any person or organization involved in the administration of federal-assisted programs. Prohibited expenditures shall include but not limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

2. No person shall, on the grounds of race, sex, color, national origin, age, religion or disability, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.

3. The local school district may use federal funds so restricted (i.e. - Title I, Title 1003a, etc.) only to supplement and to the extent practical, increase the level of nonfederal funds that would, in the absence of federal funds, be made available for the education of pupils participating. In order to assure equitable distribution of funds, the school district will not use federal funds so restricted to provide services to students that the district is required to furnish.

4. A school district management system will require that federal draws be made to minimize the time elapsed between the transfer of funds from the State Department of Education and the disbursement of funds by the local school district.

5. The school district will observe all applicable state and federal laws and guidelines regarding receipts, expenditures, accounting and reports for materials and equipment received from federal funds.

6. The school district will follow all applicable federal guidelines in determining services that are allowed and will adhere to all restrictions in the approved project applications.

7. The combined fiscal effort per student or the aggregate expenditures of the district from state and local funds for free public education for the school year will be at least ninety (90) percent of the combined fiscal effort per student or aggregate expenditures for the preceding year, unless specifically waived by the state.

8. Title I, P.L. 94-142, P.L. 99-457, and P.L. 89-313 funds will be used to provide programs which, taken as a whole, are at least comparable to services being provided in areas not receiving Title I funds.

9. The Title I project will be based on an annual assessment of educational needs.

10. Parental involvement and support will be encouraged and implemented as required by federal guidelines in all federal programs. Parents/guardians will be asked to participate in and will be kept abreast of their child's instructional progress in all federal programs.

11. The District will enter all approved MDE Title budgets and budget amendments into its accounting software as required by MDE to ensure alignment and tracking of federal funds approved by MDE.

12. The District will ensure all Title budgets and expenditures for all federal programs are: allocable, reasonable and necessary, meets program intent and purposes, aligned with approved application and amendments on file at MDE, and obligated and liquidated in accordance with the approved plan within the approved grant period according with federal and state law.

13. The District will adhere to all guidelines prescribed in OMB Circular A-87, Appendix B.8.h regarding compensation for personal services which states, "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least monthly and/or semi- annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee.

Legal Reference: Mississippi Code Section 37-7-301

References: Improving America's School Act; P.L. 94-142, P.L. 99-457, P.L. 89313; Accreditation Requirements of the State Board of Education, Bulletin 171, (1997) OMB Circular A-87, Federal Administration section of 34 CFR 80.20(b)(4) and 80.30; OMB Circular A-87, Appendix B.8.h

Procedure:

The following process below will be done for all federal grants and all years:

- MCAPS records will corroborate the monthly requests for funds.

- The Federal Programs Department reviews the prior monthly expenditures and presents the Business Manager and/or designee and/or the Assistant Business Manager and/or designee and/or designee with potential journal entries.
- The Business Manager and/or designee and/or the Assistant Business Manager and/ or designee reviews the submission and all necessary journal entries are made by the Assistant Business Manager and/or designee.
- The Federal Programs Department then pulls an UPDATED expenditure budget report for the prior month and utilizes that report to key in the request for funds into MCAPS.
- Once the requests are keyed into MCAPS, the Federal Programs Department submits the requests. The Business Manager and/or designee then reviews the requests and approves them.
- The final approval is completed bv the Business Manager and/or designee and submitted to MDE.

Q. Title I, PART A

Section Q-1

In the Jackson County School District (JCSD), federal funds are only used to supplement non-federal fund sources for the education of our students that participate in federal programs. Particular care is given to ensure that the expenses are reasonable and necessary. To the extent practical, JCSD uses federal funds to increase the level of funds that would be available from the non-federal sources.

Title I funds are not used to supplant local and/or other federal funding and are not provided to participating Title I children when the same services are provided to non-Title I children with non-federal funds. The federal programs director will review the expenditures to ensure that expenses are supplementing not supplanting non-federal funds. The federal programs director approves all expenditures to confirm that supplanting is not taking place. The following questions should be answered NO and are considered when a federal programs expenditure is proposed:

Am I supplanting?

- **If we did not have federal funds to pay for the item or service, would other non-federal funds be used to procure the item or service?**
- **Was the item or service purchased with non-federal funds in prior years?**
- **Was the item or service provided to students in Title I schools and to students in (non-Title I) schools with non-federal funds?**

JCSD uses its own Budgeting Methodology that incorporates a combination of student to staff ratios and per pupil budget allocations. This budgeting methodology is made without regard to a school's Title status or Title funding. JCSD maintains a state and federal budget that documents the personnel and non-personnel budget line items by funding source (Local/State vs. Federal).

The Superintendent, Assistant Superintendents, Business Manager and/or designee and/or designee, and HR Director as a group evaluate student enrollment data to determine the staffing needed at each school using predetermined staffing ratio targets and staffing thresholds without regard to Title status. Once a decision has been made, the Business Manager and/or designee and/or Assistant Business Manager and/or designee are responsible for the calculation of the personnel costs. Any money left over from projected state and local revenues are used to equitably distribute service and supply money to each school based on factors such as square footage, enrollment, number of schools, number of programs at each school, etc. At no point is Title status considered in the equitable allocation of service and supply money. The Business Manager and/or designee and/or Assistant Business Manager and/or designee maintain the state and local budget which is updated and presented to the board each month as new information comes in during the budgeting process.

The Business Manager and Federal Programs Director work together to produce the Comparability report each fiscal year. The comparability report when complete is uploaded into the Mississippi Grant Information System.

The Federal Programs Director works with the schools receiving Title funds to supplement the staffing and resources the schools are receiving from state and local funds. The Principal of each Title school is responsible for developing a plan to use its Title funding to improve the performance of its school. JCSD Local/State budgeting methodology used to prove supplement not supplant is uploaded into Mississippi Grant Information System. The actual Local/State/Federal budget calculation is kept in the Business Office.

Section Q-2

Jackson County School District (JCSD) uses a cost pool for the services of the Federal Programs office in administering the management of Federal Program funds. The cost pool is taken off the top of the district's Federal allocation for Federal Programs. The Federal Programs office uses its cost pool to cover the costs of personnel (salary and benefits) which include a Federal Programs Director, a Federal Programs Department, and a Federal Programs Coordinator. Besides personnel of the Federal Programs Office, the cost pool funds are used to purchase supplies, equipment, professional development, and travel of the Federal Programs Director, Federal Programs Department, and Federal Programs Coordinator.

Each of the positions funded by the Cost Pool are required to document their time spent on Federal Programs on a daily/weekly/yearly basis. The Federal Programs Director monitors the time sheets and adjusts its funding percentages for these positions if the actual time spent on Federal Programs deviates from the initial plan. If changes are needed to the plan to match actual time spent then a revision to the plan is made.

When personnel are documenting their time as Federal Programs, the personnel are working strictly on Federal Programs activities outlined in their job descriptions. The job descriptions of the Federal Programs Director, Federal Programs Department, and Federal Programs Coordinator support the decision to fund these positions out of Federal Program Funds.

Section Q-3

Jackson County School District does not currently transfer funds between its Federal funds. All cost pool funds are taken off the top and put in its own fund for budgeting purposes. All cost pool expenditures are taken as they occur and expensed to the cost pool. If changes are needed to the cost pool expenditures because of a change in funding percentages of personnel, journal entries are done after the plan revision is approved.

Procedure:

- The Federal Programs Department is responsible for recommending any and all journal entries to the Business Manager and/or designee and/or Assistant Business Manager and/or designee.
- The Business Manager and/or designee and/or Assistant Business Manager and/or designee is responsible for actually making the journal entries.
- If the Business Manager and/or designee deems that a journal entry is necessary, he will notify the Federal Programs Department and provide her with a copy of the journal entry and the supporting documentation.

R. Title II, PART A

Section R-1

Federal law states that, "Funds made available under this title shall be used to supplement, and not supplant, non-federal funds that would otherwise be used for activities authorized under this title." Jackson County School District (JCSD) uses Title II, Part A funds only to:

a. Supplement educational program activities provided with state and local funds. JCSD may not use Title II, Part A funds to pay for activities that, in the absence of these funds, would be provided with state and local funds.

b. Fund only the professional development activities that supplement those mandated locally or by the state and can supplement those discretionary professional development activities that JCSD would fund in the absence of other local and/or state funding sources.

Section R-2

Procedure:

Jackson County School District (JCSD) uses no more than the maximum percent allowed for indirect costs. This amount has been approved in the Mississippi Grant Information System Application and Budget. Any administrative costs exceeding the approved amount must be accompanied by a justification that details how the administrative costs are reasonable and necessary.

S. Title III, Part A, ENGLISH LANGUAGE ACQUISITION

Section S-1

At this time, Jackson County School District (JCSD) has not made an application for Title III funds. If Title III funds are received by JCSD, all federal requirements will be followed.

Section S-2

This section is not applicable at this time because Jackson County School District (JCSD) has not made an application for Title III funds. If Title III funds are received by JCSD, all federal requirements will be followed.

T. TITLE IV, PART A

Section T-1

Jackson County School District (JCSD) receives $30,000 or more in Title IV program funds and must conduct a comprehensive needs assessment that includes, at a minimum, a focus on three content areas:

- Well-rounded educational opportunities;
- Safe and healthy students; and
- Effective use of technology.

If JCSD receives less than $30,000, we must use funds for at least one of the focus areas.

- Activities to support well-rounded educational opportunities;
- Activities to support safe and healthy students; and/or
- Activities to support effective use of technology.

(No more than 15% of that designated portion will be used for technology infrastructure). JCSD may spend up to 2% on administration.

Section T-2

Based on the results of the comprehensive needs assessment, JCSD is receiving $30,000 or more and will use the funding as follows:

- at least 20 percent of funds for activities to support well-rounded educational opportunities;
- at least 20 percent of funds for activities to support safe and healthy students; and
- a portion of funds for activities to support effective use of technology.

(However, no more than 15% of that designated portion can be used for technology infrastructure).

Section T-3

If JCSD receives less than $30,000, we will use funds for at least one of the focus areas.

- Activities to support well-rounded educational opportunities;
- Activities to support safe and healthy students; and/or
- Activities to support effective use of technology.

(No more than 15% of that designated portion can be used for technology infrastructure) JCSD may spend up to 2% on administration.

JCSD will not use Title IV, Part A funds for medical services or drug treatment or rehabilitation,

except for integrated student supports, specialized instructional support services, or referral to treatment from impacted students, which may include students who are victims of, or witnesses to, crime or who illegally use drugs.

Section T-4

The purpose of JCSD TITLE IV program is to provide all students with a well-rounded education and access to an enriched curriculum and educational experience (Section 4107(a))

A well-rounded education:

- Helps students make important connections among their studies, their curiosities, their passions, and the skills they need to become critical thinkers and productive members of society.

Promotes a diverse set of learning experiences that engage students across a variety of course activities and programs in subjects such as English, reading/language arts, writing, and science.

Allowable Activities as Outlined in Section 4107

1. College and Career Guidance and Counseling programs, such as:

- Postsecondary education and career awareness and exploration activities.
- Training counselors to effectively use labor market information in assisting students with postsecondary education and career planning.
- Financial literacy and federal financial aid awareness activities.

2. Programs and activities that use music and the arts as tools to support student success through the promotion of constructive student engagement, problem solving and conflict resolution.

3. Programming and activities to improve instruction and student engagement in science, technology, engineering, and mathematics (including computer science), such as:

- Increasing access to high quality courses for students through grade 12 who are members of groups underrepresented in such subject fields (as female students, minority students, English learners, children with disabilities, and economically disadvantaged students) to high-quality courses.
- Supporting the participation of low-income students in nonprofit competitions related to STEM subjects (such as robotics, science research, invention, mathematics, computer science, and technology competitions).
- Providing hands-on learning and exposure to science, technology, engineering, and mathematics and supporting the use of field-based or service learning to enhance the students' understanding of STEM subjects.
- Supporting the creation and enhancement of STEM focused specialty schools.
- Facilitation collaboration among schools, after school programs, and informal program

Personnel to improve the integration of programming and instruction in the identified subjects.

- Integrating other academic subjects, including the arts, into STEM subject programs to increase participation in STEM subjects, improve attainment of skills related to STEM subjects, and promote well-rounded education.

4. Efforts to raise student academic achievement through accelerated learning programs, such as:

- Reimbursing low-income students to cover part or all the costs of accelerated learning examination fees if the low-income students are enrolled in accelerated learning courses and plan to take accelerated learning examinations.
- Increasing the availability of and the enrollment in accelerated learning courses, accelerated learning examinations, dual or concurrent enrollment programs, and early college high school courses.

5. Activities to promote the development, implementation and strengthening of programs to teach traditional American history, civics, economics, geography, or government education.

6. Foreign language instruction.

7. Environmental education.

8. Programs and activities that promote volunteerism and community involvement.

9. Programs and activities that support educational programs that integrate multiple disciplines, such as programs that combine arts and mathematics.

10. Other activities and programs to support student access to, and success in, a variety of well-rounded education experiences.

Safe and Healthy Students (Sect. 4108)

The second purpose of JCSD TITLE IV program is to improve school conditions for student learning by providing activities to support safe and healthy students. When students are healthy and feel safe and supported, they are more likely to succeed in school.

The term "safe and healthy" refers to a school environment that fosters a safe and supportive environment for learning, student physical and mental health, and any other activities that cut across both areas as determined by the State or JCSD, with the purpose of providing all students access to a safe and healthy educational experience.

A safe and healthy school environment may be described as a "positive school climate", and the components of a positive school climate described as "conditions for learning". There are many activities that promote a safe and healthy school environment; the following provides a few of the examples as outlined in the law.

Allowable Activities as Outlined in Section 4108

1. Activities that are coordinated with other schools and community-based services and programs.
2. Foster safe, healthy, supportive and drug-free environments that support student

academic achievement.

3. Activities that promote the involvement of parents in the activity or program.

4. May be conducted in partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities described within this section.

5. Drug and violence prevention activities and programs that are evidence-based including:

- Programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

Professional development and training for school and specialized instructional support personnel and interested community members in prevention, education, early identification, intervention mentoring, recovery support services and, where appropriate, rehabilitation referral, as related to drug and violence prevention.

6. School-based mental health services, including early identification of mental health symptoms, drug use, and violence, and appropriate referrals to direct individuals to group counseling services, which may be provided by school-based mental health service providers.

- School-based mental health service partnership programs that:

i. Are conducted in partnership with a public or private mental health entity or health care entity.

ii. Provide comprehensive school-based mental health services and supports and staff development for school and community personnel working in the school that are:

a. Based upon trauma-informed practices that are evidenced-based.

b. Coordinated with early intervening services provided under Individuals with Disabilities Education Act (IDEA) (where appropriate).

c. Provided by qualified mental and behavioral health professionals who are certified or licensed by the State and practicing within their area of expertise.

7. Programs or activities that:

- Integrate health and safety practices into school or athletic programs.

- Support a healthy, active lifestyle, including nutritional education and regular, structured physical education activities and programs, that may address chronic disease management with instruction led by school nurses, nurse practitioners, or other appropriate specialists or professionals to help maintain the well-being of students.

- Help prevent bullying and harassment.

- Improve instructional practices for developing relationship building skills, such as effective communication, and improve safety through the recognition and prevention of coercion, violence, or abuse, including teen and dating violence, stealing, domestic abuse, and sexual violence and harassment.

- Provide mentoring and school counseling to all students, including children who are at risk of academic failure, dropping out of school, involvement in criminal or delinquent

activities, or drug use and abuse.

- Establish or improve school dropout and reentry programs.
- Establish learning environments and enhance students' effective learning skills that are essential for school readiness and academic success, such as by providing integrated systems of student and family supports.

8. High-quality training for school personnel, including specialized instructional support personnel, related to:

- Suicide prevention,
- Effective and trauma-informed practices in classroom management,
- Crisis management and conflict resolution techniques, human trafficking,
- School-based violence prevention strategies,
- Drug abuse prevention, including educating children facing substance abuse at home, or
- Bully and harassment prevention.

9. Child sexual abuse awareness and prevention programs or activities, such as programs or activities designed to provide:

- Age-appropriate and developmentally-appropriate instruction for students in child sexual abuse awareness and prevention, including how to recognize child sexual abuse and how to safely report child sexual abuse.
- Information to parents and guardians of students about child sexual abuse awareness and prevention, including how to recognize child sexual abuse and how to discuss child sexual abuse with a child.

10. Designing and implementing a locally-tailored plan to reduce exclusionary discipline practices in elementary and secondary schools that:

- Is consistent with best practices.
- Includes strategies that are evidence-based.
- Is aligned with the long-term goal of prison reduction.

11. Implementation of schoolwide positive behavioral interventions and supports, including through coordination with similar activities carried out under IDEA, to improve academic outcomes and school conditions for learning.

12. Designating a site resource coordinator at a school or JCSD to provide a variety of services such as:

- Establishing partnerships within the community to provide resources and support for schools.
- Ensuring that all service and community partners are aligned with the academic expectations of a community school to improve student success.
- Strengthening relationship between schools and communities.

13. Pay for success initiative aligned with the purposes of this section.

Effective Use of Technology (Sect. 4109)

The third purpose of the JCSD TITLE IV grant is to improve the effective use of technology and thus improve the academic achievement and digital literacy of all students.

Allowable Activities as Outlined in Section 4109

1. Providing educators, school leaders, and administrators with the professional learning tools, devices, content, and resources to:

- Personalize learning to improve student academic achievement.
- Discover, adapt, and share relevant high-quality educational resources.
- uter-based assessments and blended learning strategies.
- Implement and support school-wide and district-wide approaches for using technology to inform instruction, support teacher collaboration, and personalize learning.

2. Building technological capacity and infrastructure, which may include:

- Procuring content and ensuring content quality.
- Purchasing devices, equipment and software applications to address readiness shortfalls.

3. Developing or using effective or innovative strategies for the delivery of specialized or rigorous academic courses and curricula using technology, including digital learning technologies and assistive technology.

4. Carrying out blended learning projects, which shall include:

- Planning activities, which may include development of new instructional models (including blended learning technology software and platforms), the purchase of digital instructional resources, initial professional development activities, and one-time information technology purchases, except that such expenditure may not include expenditures related to significant construction or renovation of facilities.
- Ongoing professional development for Teachers, Principals, other school leaders, or other personnel involved in the project that is designed to support the implementation and academic success of the project.

5. Providing professional development in the use of technology (which may be provided through partnerships with outside organizations) to enable teachers and instructional leaders to increase student achievement in the areas of science, technology, engineering, and mathematics, including computer science.

6. Providing students in rural, remote and underserved areas with the resources to take advantage of high-quality digital learning experience, digital resources, and access to online courses taught by effective educators.

- A special rule within ESSA states that no more than 15 percent of funds in this content area may be spent on technology infrastructure, including devices, equipment, software applications, platforms, digital instructional resources and/or other one-time IT purchases.
- The 15% special rule does not apply to the total JCSD TITLE IV sub grant JCSD may receive. To clarify, JCSD may not spend more than 15 percent of funding in this content

area on devices, equipment, software applications, platforms, digital instructional resources, and/or other one-time IT purchases.

Section T-5

Supplement, Not Supplant:

Districts may not use Title IV program funds for the cost of activities in the three Title IV program content areas: well-rounded education, safe and healthy students, and technology, if the cost of those activities would have otherwise been paid with State or local funds in the absence of Title IV program funds. Sect. 4110(e)(1)(A)

Federal Civil Rights: Title IV grant recipients must comply with Federal civil rights laws that prohibit discrimination based on race, color, national origin, sex, disability, and age.

Uniform Guidance: Cost Principles Under 2 CFR 200.403 the Uniform Guidance cost principles apply to the use of Title IV program funds, including the standards below:

- Prior Approval (§200.407)
- Allowable (§200.403)
- Allocable to the program (§200.405)
- Adequately documented

U. ESSA TRANSFERABILITY

Section U-1

Transfers of funds between formula programs is not a current practice of the Jackson County School District. If a transfer of funds between formula programs becomes necessary we will follow all requirements for the transfer of funds.

AA. TITLE I, PART A: LEA-LEVEL RESERVATIONS AND ALLOCATIONS TO TITLE I SCHOOLS

Section AA-1

- At this time, JCSD LEA will not use Title I or Title II funds to provide financial awards and incentives for eligible teachers and instructional coaches in schools that are Title-I eligible and have been identified for Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), or Additional Targeted Support and Improvement (ATSI) (ESEA 2015).
- However, if at any time the JCSD LEA intends to use these funds, the JCSD LEA will follow the following guidelines:

FAQs for LEA staff:

	Title I, Part A	Title II, Part A
How much funding can I reserve for these rewards and incentives?	You may reserve up to 5% of your final Title I allocation, including funds transferred into Title I (ESEA 2015). The amount of funds allocated for equitable participation for eligible private school students will not change as a result of this reservation.	You may use any amount of your Title II, Part A funds (ESEA 2015). The amount of funds allocated for equitable participation for private schools will not change as a result of this reservation.
Which educators are eligible?	All **teachers** serving in a Title I-eligible school identified for CSI, TSI, or ATSI are eligible. **Instructional coaches** in those same schools are eligible if they have a teaching license and provide professional development.	
How do I budget for this in WISEgrants?	The process is similar to that for other reservations. Enter the amount in the "Financial Incentives" field on the Title I Plan Reservations screen, and budget for incentives and rewards in the personnel section of the budget.	Budget for incentives and rewards in the personnel section of the budget.

	Title I, Part A	Title II, Part A
When can I pay an educator an incentive?	Be sure to follow your LEA's policy. However, if you pay an incentive at the beginning of the school year, you must not liquidate and claim the incentive pay until after the services have been satisfactorily provided in accordance with the contract (OMB 2014).	
When can I claim reserved funds?	You may submit claims once the services tied to the incentive pay have been rendered (OMB 2014).	
What types of rewards and incentives are allowable?	The law does not specify. * Working with stakeholders can be very helpful when thinking about which rewards and incentives are most likely to increase equitable outcomes for students.	
What happens if my school's identification changes mid-year?	You have the option to change your rewards and incentives if your identification changes. Decisions should be based on the best interests of schools, teachers, and students. You can make changes to your reservation within the appropriate application in WISEgrants.	

*The law does not specify which types of financial incentives and rewards are allowable. You might consider the following options:

- Incentives for effective teachers who take on instructional leadership roles within their schools identified as CSI, TSI, and ATSI
- Incentives that attract, support, reward, and retain the most effective teachers at Title I eligible schools identified as CSI, TSI, and ATSI

Section AA-2

- At this time, JCSD LEA will not use Title I or Title II funds to provide transportation for school choice for students in schools that are Title-I eligible and have been identified for Comprehensive Support and Improvement (CSI), (ESEA 2015).
  - If funds are ever reserved, the JCSD LEA will maintain the following evidence:
  - Financial records showing the reserved funds were spent
  - Documentation of transportation services for students in CSI schools

Section AA-3

- The JCSD LEA does reserve 20% of Title I funds for "Cost Pool" for the administration of Title I programs.
  - Marathon expenditure reports and/or procurement packages will be maintained yearly, showing how these reserved funds were spent.

Section AA-4

- JCSD LEA will maintain financial records and documentation of the benefit the district

initiative provided for all served Title I schools showing how reservations for district-managed initiatives were spent and utilized.

Section AA-5

- The JCSD LEA will use free & reduced lunch counts from March to determine school ranking and serving for Title I schools.
- The JCSD LEA will not serve any schools below 40% poverty. All elementary schools in JCSD are currently considered Title I eligible.
  - A list of schools that receive Title I funding with budget/allocation information from Marathon will be maintained at both the district and school level.

BB. TITLE I, PART A: GENERAL REQUIREMENTS

Section BB-1

TESTING PROGRAMS – II

The Board of Education of the Jackson County School district, pursuant to 37-16-5, shall periodically assess student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the state's plan for education and which supplement the minimum performance standards approved by the State Board of Education. Data from district assessment programs shall be provided by the State Department of Education when such data is required in order to evaluate specific instructional programs or processes or when the data is needed for other research or evaluation projects. This district may provide acceptable, compatible district assessment data to substitute for any assessment data needed at the state level when the State Department of Education certifies that such data is acceptable for the purposes of Section 37-16-3, as pursuant 37-16-5 (1983).

The district adheres to all requirements of the Mississippi Assessment System.

The district adheres to all testing guidelines and procedures prescribed by the State Board of Education.

- It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education and the General Educational Development Test (GED):
  - give examinees access to test questions prior to testing;
  - copy or reproduce all or any portion of any secure test booklet;
  - coach students during testing or alter or interfere with responses in any way;
  - make answer keys available to examinees;
  - fail to account for all secure test materials before, during, and after testing; or
  - participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section.
- Any person violating any provisions or subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars ($1,000.00), or be imprisoned for not more than ninety (90) days or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.
- The district attorney shall investigate allegations of violations of this section, either on its own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education.
- The district attorney shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.
- The State Board of Education shall establish statistical guidelines to examine the results of state mandated tests to determine where there is evidence of testing irregularities resulting in false or misleading results in the aggregate or composite test scores of the class, grade, age group, or school district. When said irregularities are identified, the State

Superintendent of Education may order that any group of students identified as being required to retake the test do so at the state's expense under state supervision. The school district shall be given at least thirty (30) days notice before the next test administration and shall comply with the order of the State Superintendent of Education. The results from the second administration of the test shall be for all uses of that data.he State Board of Education shall establish statistical guidelines to examine the results of state

All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to this school district may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The principal shall administer the test or tests to such pupils or pupils as shall apply for transfer to such school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given to the applicant not less than five days prior to the date of the administration of such test.

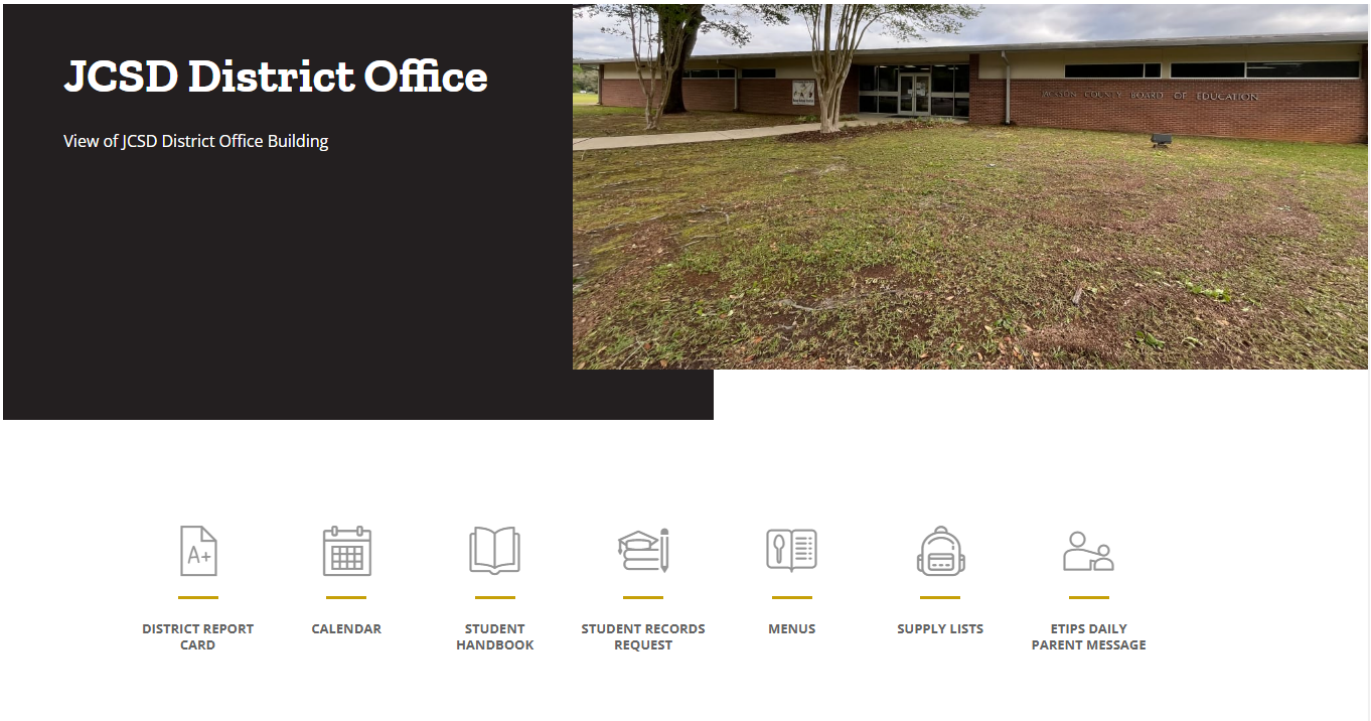
No transfer of a pupil shall be effected until the test is given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and the class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon, the superintendent of the school district or the principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within the school district by order of the school board as designated by the law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived, as pursuant to 37-15-33.

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited by a regional or state agency is given either a standardized achievement test(s) or teacher- made special subject test(s) to determine the appropriate classification of the student.

Legal Reference: MS Code 37-16-1 through 3; 37-16-4; 37-16-5; 37-15-33 Reference: Accreditation Requirements of the State Board of Education, Bulletin 171

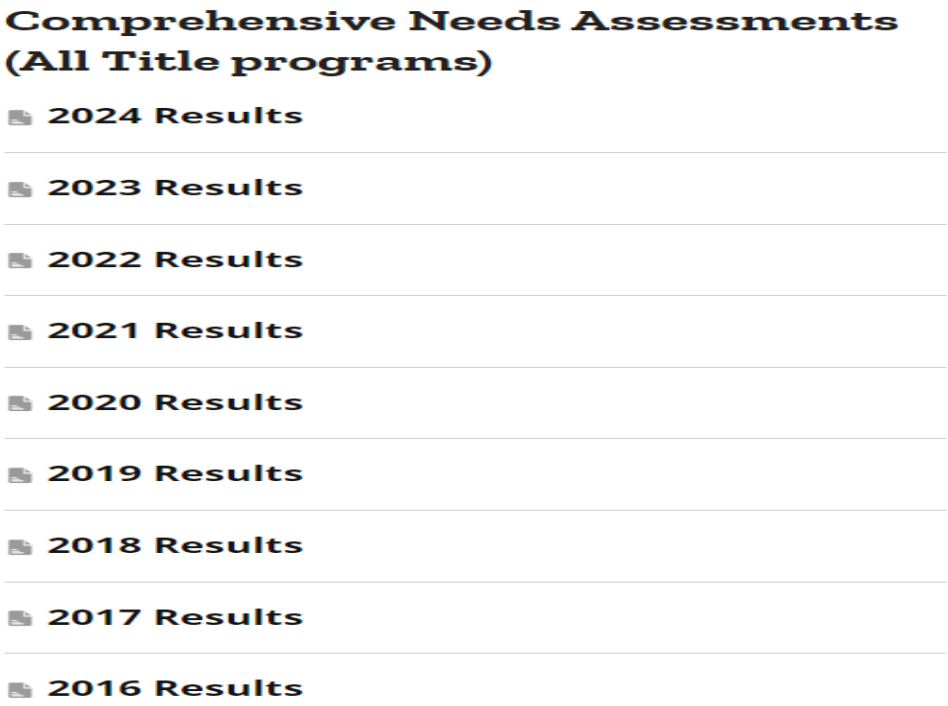
Section BB-2



- The Annual Report Card will be posted at the bottom of the JCSD website homepage

Section BB-3

- JCSD will utilize the annual Comprehensive Needs Assessment survey (the link will be located on the homepage for 1 month beginning in January and ending in February) and the Leadership Team to engage all stakeholders in designing the Title I program. The link will be located on the District's homepage.



- Each LEA Title I school will also convene Title I meetings with representatives from each

stakeholder group.

- Stakeholders will be able to access the Title IV-A Needs Assessment on the JCSD Federal Programs website.
- Documentation of stakeholder engagement will be uploaded to Title1Crate and maintained as hard copies at the district/school level.

Stakeholder Engagement

Annually the Federal Programs Staff convenes an Annual Federal Programs Parent, Family, & Community Engagement Stakeholder Meeting. We will invite stakeholders from all Title I Local Schools to include representatives serving in the role of teacher, paraprofessional, administrator, and parents. Stakeholders will review the Title I Parental Engagement Policy during this meeting.

Section BB-4

TESTING PROGRAMS – II

The Board of Education of the Jackson County School district, pursuant to 37-16-5, shall periodically assess student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the state's plan for education and which supplement the minimum performance standards approved by the State Board of Education. Data from district assessment programs shall be provided by the State Department of Education when such data is required in order to evaluate specific instructional programs or processes or when the data is needed for other research or evaluation projects. This district may provide acceptable, compatible district assessment data to substitute for any assessment data needed at the state level when State Department of Education certifies that such data is acceptable for the purposes of Section 37-16-3, as pursuant 37-16-5 (1983).

The district adheres to all requirements of the Mississippi Assessment System.

The district adheres to all testing guidelines and procedures prescribed by the State Board of Education.

- It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education and the General Educational Development Test (GED):
  - give examinees access to test questions prior to testing;
  - copy or reproduce all or any portion of any secure test booklet;
  - coach students during testing or alter or interfere with responses in any way;
  - make answer keys available to examinees;
  - fail to account for all secure test materials before, during, and after testing; or
  - participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited

in this section.

- Any person violating any provisions or subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars ($1,000.00), or be imprisoned for not more than ninety (90) days or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.
- The district attorney shall investigate allegations of violations of this section, either on its own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education.
- The district attorney shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.
- The State Board of Education shall establish statistical guidelines to examine the results of state mandated tests to determine where there is evidence of testing irregularities resulting in false or misleading results in the aggregate or composite test scores of the class, grade, age group, or school district. When said irregularities are identified, the State Superintendent of Education may order that any group of students identified as being required to retake the test do so at the state's expense under state supervision. The school district shall be given at least thirty (30) days notice before the next test administration and shall comply with the order of the State Superintendent of Education. The results from the second administration of the test shall be for all uses of that data.

All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to this school district may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The principal shall administer the test or tests to such pupils or pupils as shall apply for transfer to such school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given to the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be effected until the test is given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and the class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon, the superintendent of the school district or the principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within the school district by order of the school board as designated by the law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived, as pursuant to 37-15-33.

Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited by a regional or state agency is given either a standardized achievement test(s) or teacher- made special subject test(s) to determine the appropriate classification of the student.

Legal Reference: MS Code 37-16-1 through 3; 37-16-4; 37-16-5; 37-15-33 Reference: Accreditation Requirements of the State Board of Education, Bulletin 171

MULTI-TIERED SYSTEM OF SUPPORT - IEI

In accordance to State Board Policy Part 3: Chapter 41: Intervention (adopted January 21, 2005

and revised September 2015), the Jackson County School District shall require an instructional model designed to meet the academic and behavioral needs of every student. The model shall consist of three tiers of instruction.

Tier 1: Quality classroom instruction based on MS Curriculum Frameworks
Tier 2: Focused supplemental instruction
Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

Screeners will be administered to assist in the identification of students in need of interventions:

1. All students in Kindergarten and Grades 1 through 3 shall be administered a state-approved screener within the first 30 days of school and repeated at mid-year and at the end of the year to identify any deficiencies in reading.
2. Universal Behavior Screeners will be administered 3 times a year. The screener will address externalizing behavior and internalizing behavior.
3. A dyslexia screener will be administered in the spring of kindergarten and the fall of 1st grade as outlined in policy IEBA.

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education.
Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In accordance with the Literacy-Based Promotion Act of 2013, each student who exhibits a substantial deficiency in reading at any time, as demonstrated through:

A. performance on a reading screener approved or developed by MDE, or

B. through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3, or

C. through statewide end-of-the-year assessments or approved alternate yearly assessments in Grade 3, must be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. A student who was promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act must be given

intensive reading instruction and intervention. The intensive intervention must include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade.

In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur:

A. Grades 1-3: A student has failed one (1) grade**;**
B. Grades 4-12: A student has failed two (2) grades;
C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; OR
D. A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment.
E. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D E stated above.

- JCSD uses I-Ready as our progress monitoring tool. Documentation of monitoring and supporting student progress to strengthen academic programs and improve school conditions for students will be uploaded into Title I Crate.

Section BB-5

PROFESSIONAL PERSONNEL QUALIFICATIONS AND DUTIES – GBBA

This school district is committed to high levels of academic achievement for all students, and thus seeks to employ highly qualified teachers in the elementary, middle, and high schools. The district shall employ teachers on a professional basis without regard to age, race, color, gender, disability, or national origin. Every school teacher employed in this school system must possess a valid license granted by the Mississippi Department of Education and shall execute a written contract with the Board of Education.

The Mississippi Public School Accountability Standard for this policy is standard 2.

LEGAL REFERENCE: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REFERENCE: Policies GBD Professional Personnel Hiring

IBFA Assistant Teachers

Section BB-6

- Each Title I school will maintain documentation/evidence of transition activities for students in Early Childhood programs to Elementary. This documentation will be uploaded to Title I Crate

Section BB-7

- Each Title I school will maintain documentation/evidence of reducing overuse of discipline practices that removes students from the classroom. Each campus has a school counseling program and PBIS support. This documentation will be uploaded to Title I Crate.

Section BB-8

- Currently, all Title I schools in JCSD are elementary schools.

Section BB-9

- Each school will maintain a copy of teacher certifications and other credentials for all certified teachers and paraprofessionals serving students in Title I schools to ensure that state licensure requirements are met.

Section BB-10

EQUAL EDUCATIONAL OPPORTUNITIES - JAA

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extra-curricular activities.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Mississippi Public School Accountability Standard for this policy is standard 1.

HARRASSMENT PROHIBITED

This school district affirms employee protection under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Legal Reference: Mississippi Code § 37-15-35

Mississippi Public School Accountability Standards

1972 Education Amendments, Title IX; 45 CFR Part 86;

1972 Education Amendments, Title IX; 45 CFR Part 86;

1964 Civil Rights Act, Title VI; 45 CFR Part 84;

1973 Rehabilitation Act, Section 503;

1973 Rehabilitation Act, Section 504;

Brown v. Board of Education, 347 U.S. 483 (1954)

Cross Reference: Policies BA – Board Operations Goals and Objectives Mission Statement

CA – General School Administration Goals and Objectives

IB – Instructional Goals

Exhibits:

Regulations:

References:
37-15-35 - Segregation or integration of schools by reason of race, color, or national origin.
MPSAS - Public School Accountability Standards

Original Adopted Date:	6/1/1998	Status: Adopted
Approved/Revised Date:	4/15/2024	Record Id: 347702

SCHOOL ADMISSIONS-JBC

Adopted: 8-6-07 Revised: 10-7-19 4-15-24

Student Admissions

The Jackson County School District exists to provide publicly supported education to district residents. A child's residence is the residence of his or her parents or full legal guardian. The Jackson County School District will not recognize or accept general guardianship documents for health and school purposes only. Partial guardianship of the student by a resident within the district will not be recognized as meeting full legal guardianship.

The district will enroll non-resident students only to the extent required by law or under extreme circumstances as appropriate under procedures outlined by the State Board of Education and with the approval of the Jackson County School Board.

Wards of a public welfare department living in foster homes within the district are considered as residents of the district.

District approved exchange students residing in a home within the district are considered as having legal residence.

Students who are married, but who have not reached the age of majority, shall be considered majority, provided they have residence within the bounds of the Jackson County School District.

The parent or legal guardian of students attending schools of the Jackson County School District will be required to show proof of residence as required by the Mississippi State Board of Education in the following manner:

Procedure I

Definition of residence for school attendance purposes:

The student physically resides full time, weekdays/nights and weekends, with the parent or guardian, at a place of abode located within the limits of the school district.

1. All schools will require students who are seeking to enroll in the school district to register at the school they are assigned to attend. If registering at the beginning of the school year, parents may submit residency documentation during the days and times designated for Residency Verification. Appointments will be made for parents who need to verify residency at any other time. The school district shall verify the residency of each student.
2. Any new student enrolling or entering the school district or any continuing students whose residence has changed will be required to verify their residence address as herein provided as a part of the registration process. New enrollees to the district will register by appointment as set by the school.

3. The parents or guardians of continuing students whose residency has not changed shall provide proof of residency in person at a time designated by the District. All students, continuing and new to the district, must register using the District's Online Registration Process.

Procedure II
Each new student or student whose residence has changed must establish his or her residency in the following manner:

STUDENTS LIVING with PARENTS or GUARDIAN
The parent or legal guardian of a student seeking to enroll must provide the school district with a least two of the items listed below as verification of their address.

No documents with a post office box as an address will be accepted.

At least one (1) from the following list displaying proper name and address:

1. Filed Homestead Exemption Application Form
2. Mortgage Statement or property deed; No property tax documents
3. Signed current apartment or home lease (all pages)
4. Current Utility bills; (Per MDE, NO cut-off or disconnect notices); No car/home insurance statements; no cell phone bills; no hunting licenses; Bill must be current, within 30 days of date of registration

AND

One (1) document from the following list displaying proper name and address:
1. Driver's license or Mississippi State-Issued Identification Card; (Must show current address)
2. Automobile registration; (Must be current year's registration, not expired)
3. Voter registration card
4. Government mailing (Federal, state, or county) within the last 30 days
5. Any other document that will objectively and unequivocally establish the Parent or Guardian resides within the school district-must be approved by an administrator.

At a minimum, the district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

When satisfactory evidence is presented that a family with school age children plans to move into the school district, the school administrator, which the student(s) will attend may waive the residency requirement for a period of time, not exceed 30 days, during which time the family will provide transportation for the student(s). In all cases the Superintendent of Education shall be notified in writing from school administrator of the circumstances surrounding the enrollment of such student(s) within one week of admission. If, at the conclusion of the 30-day waiver, the family is unable to provide sufficient and verifiable proof of residency, the school age children will be withdrawn until sufficient and verifiable proof of residency is presented and approved by the Assistant Superintendent.

HOMELESS STUDENTS
When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Sections 11431(1), and 11432(e) (4) and 11302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432(e) (3

PARENTS/LEGAL GUARDIANS without PERMANENT RESIDENCE (AFFIDAVITS)

1. The non-parent claiming district residency must meet the criteria required of a parent or legal guardian.
2. In addition to providing two proofs of residency, the district resident must provide the district official with an affidavit stating his or her relationship to the parent/guardian, and certify that the parent/guardian will be living at his/her abode full time with the student, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference)for this arrangement. The local school board or its designee will make the necessary factual determinations under Procedure II.

An Affidavit of Residency for a student(s) will remain in effect for 30 calendar days for which it is filed. Use of an Affidavit of Residency may not be allowed for more than one time during an academic school year or more than once in the student's school tenure in Jackson County School District. If any irregularity regarding the validity of an Affidavit is discovered, that parent/guardian will not be allowed to utilize an Affidavit of Residency option and the Jackson County Resident establishing residency for the parent/guardian will not be allowed to provide residency for any other parent/ guardian through an Affidavit. Residency may be verified by the School Resource Officer and/or School Administrator.

STUDENTS LIVING with NON-CUSTODIAL ADULT

Examples of situations where "in loco parentis" authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:

1. Death, serious illness, or incarceration of the child's parent(s) or guardian(s); (documentation required)
2. Abandonment of the child
3. Child abuse or neglect
4. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child
5. Students enrolled in recognized exchange programs residing with host families.

Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be required to obtain legal guardianship of the child. The requirements of Procedure II above are minimum requirements and the school district may require additional documentation and verification at any time.

In cases of guardianship, no temporary enrollment shall be processed except by the Assistant Superintendent of the District and/or by his/her designee and only in emergency circumstances.

Temporary enrollment may be granted for no more than 30 days. If after 30 days, the adult seeking registration of student(s) cannot provide legal guardianship documentation, a referral to the Department of Human Services (DHS) will be made. Pending review of guardianship by DHS, student(s) will remain enrolled in Jackson County School District.

The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district

The requirements of Procedure II are minimum requirements and the school district may require additional documentation and verification at any time.

JACKSON COUNTY School District

Residency Verification

Student Name: _____ DOB: _____ Grade: _____

Parent/Legal Guardian Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ _____

(Primary) (Work/Alternate)

I, the parent/legal guardian, do verify that the proofs of residency submitted to Jackson County School District are a true and accurate representation of my legal residence.

_____ _____

Parent/Guardian Signature **Date**

Parent/Guardian to complete top only

Two Proofs of Residency

Must have at least one (1) from each list. All proofs must display proper name and address. No documents with a post office box as an address will be accepted. (Per Policy JBC)

- ☐ Filed Homestead Exemption Application Form
- ☐ Mortgage Statement or property deed; No property tax documents
- ☐ Signed current apartment or home lease (all pages)
- ☐ Current Utility bills; (Per MDE, NO cut-off or disconnect notices); No car/home insurance statements; no cell phone bills; no hunting licenses; Bill must be current, within 30 days of date of registration

AND

- ☐ Driver's license or Mississippi State-Issued Identification Card; (Must show current address)
- ☐ Automobile registration; (Must be current year's registration, not expired)
- ☐ Voter registration card
- ☐ Government mailing (Federal, state, or county) within the last 30 days
- ☐ Any other document that will objectively and unequivocally establish the Parent or Guardian resides within the school district-must be approved by an administrator.

==========

OFFICE USE ONLY:

I, the employee of Jackson County School District, do verify that I have seen and approved this student's residency documents as indicated on this form.

_____ _____

District Employee Signature **Date**

Registration Checklist

_____ Birth Certificate ***(Required)***

_____ Immunization Compliance (Form 121 or 122) ***(Required)***

_____ SUMMER ENROLLMENT: final grades (report card) from previous school

_____ SCHOOL YEAR ENROLLMENT: withdrawal form from previous school showing past term grades and current grades

_____ _____

Prior School Name **Prior School City, State**

☐ Yes ☐ No -Legal Paperwork (custody, adoption, name change, guardianship)

☐ Yes ☐ No -Any Special Services (special education, Section 504, Gifted)

JACKSON COUNTY School District

Residency Verification

Student Name: _____ DOB: _____ Grade: _____

Parent/Legal Guardian Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ _____

(Primary) (Work/Alternate)

I, the parent/legal guardian, do verify that the proofs of residency submitted to Jackson County School District are a true and accurate representation of my legal residence.

_____ _____

Parent/Guardian Signature **Date**

Parent/Guardian to complete top only

Two Proofs of Residency

Must have at least one (1) from each list. All proofs must display proper name and address. No documents with a post office box as an address will be accepted. (Per Policy JBC)

- ☐ Filed Homestead Exemption Application Form
- ☐ Mortgage Statement or property deed; No property tax documents
- ☐ Signed current apartment or home lease (all pages)
- ☐ Current Utility bills; (Per MDE, NO cut-off or disconnect notices); No car/home insurance statements; no cell phone bills; no hunting licenses; Bill must be current, within 30 days of date of registration

AND

- ☐ Driver's license or Mississippi State-Issued Identification Card; (Must show current address)
- ☐ Automobile registration; (Must be current year's registration, not expired)
- ☐ Voter registration card
- ☐ Government mailing (Federal, state, or county) within the last 30 days
- ☐ Any other document that will objectively and unequivocally establish the Parent or Guardian resides within the school district-must be approved by an administrator.

==========

OFFICE USE ONLY:

I, the employee of Jackson County School District, do verify that I have seen and approved this student's residency documents as indicated on this form.

_____ _____

District Employee Signature **Date**

Registration Checklist

☐ Yes ☐ No -Updated Immunization Compliance (Form 121 or 122) *(REQUIRED FOR INCOMING 7th Graders)*

☐ Yes ☐ No -Legal Paperwork (custody, adoption, name change, guardianship)

Returning Students

JACKSON COUNTY School District

Affidavit of Residency Instructions

PLEASE BE ADVISED: AFFIDAVIT OF RESIDENCY IS VALID FOR 30 DAYS FROM THE DATE IT IS EXECUTED. PARENTS OR GUARDIANS WHO FAIL TO PROVE RESIDENCY WITHIN 30 DAYS OF ENROLLING WITH AN AFFIDAVIT WILL HAVE THEIR STUDENT(S) UNENROLLED BY THE 30TH DAY OR THE FRIDAY OF THE 4 WEEK.

If a parent or guardian is using an affidavit from a LEGAL JACKSON COUNTY RESIDENT to prove residency, the LEGAL RESIDENT must produce TWO MDE approved forms of residency documentation (listed below) matching the address stated on the affidavit. The LEGAL RESIDENT must produce PHOTO ID for Notary and Central Office.

The parent/legal guardian of the student(s) must present a PHOTO ID matching the parent name on the student(s) birth certificate or custody paperwork. All custody paperwork must be executed by a court of law.

After the Affidavit is notarized, the parent/guardian and Legal Resident should present the two approved forms of residency documentation, IN THE NAME OF THE LEGAL RESIDENT AND MATCHING THE ADDRESS LISTED ON THE AFFIDAVIT, to the Central Office.

Two of the below listed documents are required to establish residency:

No documents with a post office box as an address will be accepted.

At least one (1) from the following list displaying proper name and address:

1. Filed Homestead Exemption Application Form
2. Mortgage Statement or property deed; No property tax documents
3. Signed current apartment or home lease (all pages)
4. Current Utility bills; (Per MDE, NO cut-off or disconnect notices); No car/home insurance statements; no cell phone bills; no hunting licenses; Bill must be current, within 30 days of date of registration

AND

One (1) document from the following list displaying proper name and address:

1. Driver's license or Mississippi State-Issued Identification Card; (Must show current address)
2. Automobile registration; (Must be current year's registration, not expired)
3. Voter registration card
4. Government mailing (Federal, state, or county) within the last 30 days
5. Any other document that will objectively and unequivocally establish the Parent or Guardian resides within the school district-must be approved by an administrator.

******* PLEASE NOTE: NO NOTARY SERVICES WILL BE PROVIDED BY JACKSON COUNTY SCHOOL DISTRICT. PLEASE HAVE PAPERWORK DULY NOTARIZED PRIOR TO SUBMITTING RESIDENCY DOCUMENTATION TO THE CENTRAL OFFICE *******

Please call 228/826-0190 and ask for Shelly Barnett to schedule an appointment.

Procedures:

1. Please have attached form signed and notarized
2. Call Central Office to schedule an appointment
3. When completing the process at Central Office, PARENT/GUARDIAN MUST PRESENT: (a) photo ID that matches a parent name on the student(s) birth certificate (or custody papers) (b) 2 forms of residency documentation (**MATCHING THE ADDRESS ON THE NOTARIZED AFFIDAVIT)** obtained from the LEGAL RESIDENT
   (c) completed, notarized affidavit

PLEASE BE ADVISED:

Residency may be verified by the School Resource Office and/or by School Administrator between the hours of 3:00 pm and 9:00 pm.

JACKSON COUNTY School District

Affidavit of Residency
(Valid for 30 days from date of execution)

Student(s) Name:

School(s) Name:

Parent's/Guardian's Name (Please Print):

Section 37-25-29 of the Mississippi Code of 1972-Mississippi State Board of Education Policy and District Policy JBC Admissions Policy require students to live with a parent or legal guardian in the Jackson County School district. Affidavit of Residency shall be valid for 30 days from the date of execution.

Parent/Legal Guardian swears that:

- I am actually residing on a full-time basis at the address listed below which is situated within the boundaries of the Jackson County School District.
- I am the parent/guardian listed above, and the student is residing with me on a full-time basis at the address listed below.
- I have been advised of the residency requirements of the state law, Mississippi State Board of Education Policy, and the School District policy. I understand that if the student is not actually residing with me at the address given above, the student will be immediately withdrawn from school in the Jackson County District and I will not be allowed to establish residency through an Affidavit for any other registration(s) in the Jackson County School District.

Signature of Parent/Guardian Identification Presented

Jackson County Resident (LEGAL RESIDENT) Name:

Jackson County Resident Address: (No P.O. Boxes)

Legal resident understands that if it becomes apparent that parent/guardian and their student(s) are not residing with Legal Resident at the address listed above, Legal Guardian will not be allowed to establish residency for any other individual in the Jackson County School District.

Signature of Jackson County Resident Identification Presented
(LEGAL RESIDENT who is providing residency paperwork)

I verify that the persons listed above presented the identification listed above and personally appeared before me, the undersigned, on this the _____day of _____,
20____, within my jurisdiction.

_____
(Notary Public)
Please make sure seal is legible. Thank you.

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CC.TITLE I, PART A: GENERAL MCKINNEY-VENTO HOMELESS EDUCATION REQUIREMENTS

Section CC-1

- The JCSD LEA will reserve approximately $100 for every student identified as homeless in the Month 9 MSIS report from the preceding school year. These funds will be reserved to meet the educational needs of homeless students.
- The JCSD LEA will reserve sufficient Title I Part A and any other Federal Funds to provide services to homeless students who attend non-Title I schools that are comparable to those provided to students in Title I schools. These services may include providing educationally related support services to children in shelters and other locations where homeless children live. Services will be provided to assist homeless students to effectively take advantage of educational opportunities. In addition to serving homeless children and youths who attend non-Title I schools, the homeless set aside will be used by the JCSD LEA with both Title I and non-Title I schools to provide services to homeless students in Title I schools that are not ordinarily provided to other Title I students.
- Title I, Part A and any other Federal Funds may be used to provide a wide variety of services to homeless students. In addition to providing services to assist homeless students in meeting the State's challenging academic standards, Title I, Part A and any other Federal Funds may be used to provide services to homeless children and youths, including those in Title I schools, that may not ordinarily be provided to other Title I students. (ESEA section 1113(c)(3)(C)(ii)). For example, to help homeless students effectively take advantage of educational opportunities, an LEA may use Title I, Part A and any other Federal Funds to provide, where appropriate, items or services including, but not limited to—
  - Items of clothing, particularly if necessary to meet a school's dress or uniform requirement;
  - Clothing and shoes necessary to participate in physical education classes;
  - Student fees that are necessary to participate in the general education program;
  - Personal school supplies such as backpacks and notebooks;
  - Birth certificates necessary to enroll in school;
  - Immunizations;
  - Medical and dental services;
  - Eyeglasses and hearing aids;
  - Counseling services to address anxiety related to homelessness that is impeding learning;
  - Outreach services to students living in shelters, motels, and other temporary residences;
  - Extended learning time (before and after school, Saturday classes, summer school) to compensate for lack of quiet time for homework in shelters or other overcrowded living conditions;
  - Tutoring services, especially in shelters or other locations where homeless students live;
  - Parental involvement specifically oriented to reaching out to parents of homeless students;
  - Fees for AP and IB testing;
  - Fees for college entrance exams such as SAT or ACT; and
  - GED testing for school-age students.

- Two principles govern the use of Title I, Part A and any other Federal Funds to provide such services to homeless students. First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities. (ESEA section 1113(c)(3)(A); 2 CFR § 200.403(a)). Second, Title I, Part A and any other Federal Funds must be used only as a last resort when funds or services are not available from other public or private sources, such as the USDA's National School Lunch Program and Breakfast Program, public health clinics, or local discretionary funds (sometimes provided by the PTA) used to provide similar services for economically disadvantaged students generally. (See ESEA section 1115(e)(2)).
- Spending is monitored and tracked using the accounting system: Marathon. All requisitions, using the Title I and/or ESSER homeless set aside, will originate at the district level.

Section CC-2

EDUCATION of the HOMELESS SCHOOL AGE CHILDREN – JQN

All school-age children, including homeless, who live within Jackson County School District, shall be eligible to attend the district's schools, Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held, A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from district school or school of origin in a manner that would be in the best interest of the child as determined by the district Homeless Liaison for homeless students.

The Superintendent of Education has the authority to designate a student as homeless based on criteria outlined in this policy and the McKinney Vento Homeless Assistance Act. If, it is determined by the Superintendent that a child or his/her parents are attempting to use a designation of homeless to change schools for reasons other than those delineated in the McKinney Vento Act (i.e. athletics, school choice or other non-related reason), the Superintendent may deny a homeless designation.

The district utilizes this policy as it guideline to explain the rights of homeless students and there responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

DEFINITIONS

For the purposes of this policy, children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that IS a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to being placed in an institution, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who IS placed in a transitional or emergency shelter before placement in a foster home or home for neglected children

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situations.

5. A child who is placed in a foster home due to lack of shelter space.

6. A migratory child who is staying in accommodations not fit for human habitation.

7. A child who has run away from home and lives In a runaway shelter, abandoned building, the street, or other Inadequate accommodations

8. A child who is placed in a state institution because s/he has no other place to live.

9. A child who has been abandoned by his/her family and is staying in a hospital.

10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, or other inadequate accommodations.

11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

SERVICES TO BE PROVIDED

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless Individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non- homeless, without isolation or stigma.
2. The placement of an eligible homeless child or youth will take Into consideration the best interests of the homeless child or youth and placement requests made by a parent
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.
5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20
6. Should this school district receive assistance un S11432 of the Act, It shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families
7. Should this school district ever receive assistance under S11432 of the Act, it shall designate a homelessness liaison to insure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services549
8. The homelessness liaison shall inform school personnel, service providers and advocates

working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2 3 and 4 above
10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to Issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.
11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA - Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that particular matter for prompt resolution. If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program Mississippi Department of Education
P. O. Box 771
Jackson, MS 39205

Should the homeless child be living with a parent designee, a person with whom the parents have placed the child but who is not a legal guardian, school officials shall communicate directly with the parent designee concerning any school-related matters involving the homeless child and, in addition, shall use their best efforts to communicate the same information to the respective parent(s).

If a dispute arises over any issued covered in this policy, the school where the dispute arises will provide the parent/guardian or unaccompanied homeless youth with a written explanation of its decision and the right to appeal and will refer the parent/guardian or youth to Director of Student Services/Federal Programs in the Jackson County School District Office immediately. The Superintendent shall designate the Director of Student Services/Federal Programs in the district office to investigate and report complaints that are believed to be in non-compliance with the Stewart B. McKinney Homeless Assistance Amendment Act and/or issues that deal with the educational placement of homeless children and youth which cannot be resolved at the attendance center. If a parent or guardian has a complaint, he/ she should go first to the building principal. If the dispute cannot be resolved at this point, then it should be presented to the Assistant Superintendent of the Attendance Center. If the dispute is not resolved at this point, it will be presented to the Director of Student Services/Federal Programs in the district office. If the dispute cannot be resolved at this level, a request will be made to the State Department of Education's Coordinator of the Homeless Program for a formal review. The review must be requested in writing immediately after the dispute takes place. The
parent/guardian or youth will be given every opportunity to participate in the resolution of the dispute.

Reference: Stewart B. McKinney Act, P.L. 100-77 Mississippi Code 37 -13-91; 37-15-9; 37-7-301; 41-23-37; 37-3 -49; 37-15-1 through 37-15-3
National School Lunch Act, 1946
Family Educational Rights and Privacy Act, 1974

LEGAL REF: McKinney-Vento Homeless Education Assistance Improvements Act of 2001 P L. 107-110 (No Child Left Behind Act of 2001)

CROSS REF: Policies JAA - Equal Educational Opportunities JBCCA - Assignment of Pupils
IB - Instructional Goals

Section CC-3

- The JCSD LEA has designated a liaison for homeless children and youth, who will attend all mandatory MDE trainings and national trainings to improve competence in assisting identified homeless students in JCSD.

Section CC-4

- Copies of flyers have been posted in all school locations and the district office that identify the State and District homeless liaison for all stakeholders and local families. All school counselors will be trained annually at the EOY school counselor meeting, and throughout the year if updates in procedure take place.

HOMELESS Procedures-

1. When a parent/guardian completes the Title IX form, at the time of registration, and marks one of the situations listed at the bottom of the form, **the school counselor will interview** the parent and make sure that they have a clear understanding of the circumstances.

a. Unaccompanied Homeless Youth (Child does not reside with a parent or legal guardian)

b. Family resides in substandard housing (Lacks or has inadequate utilities, excessive holes in floors, cardboard walls/windows, camping ground, etc).

c. Child/family resides in temporary or public/privately operated shelter (Runaway, domestic violence, substance abuse, emergency, etc.) Temporarily child/family resides with relatives or friends (due to loss of job, housing, income or similar reason) Please explain:_____

d. Child/family resides in non-sub-standard domiciles or on the "streets' (tents, vehicles, buses, abandoned buildings, condemned areas, etc.)

e. Parent/guardian in placement of institution (i.e. jail/prison, mentally ill facility, etc)

f. Child who is initially housed in an emergency placement by DHS and awaiting foster care placement.

2. Then the counselor will send the Title IX forms (part 1 and 2) & Caregiver Authorization form, if applicable, to **Mrs. Shelly Barnett and Dr. Kimberly Williams** and make every effort to inform me of any extenuating circumstances in a brief synopsis.

3. I will review the form and decide on whether the student should be considered as homeless. If the student is considered homeless then the following must occur:

a. The counselor must mark the student as homeless in SAM7 (Go to the students folder, then to the At-Risk tab, scroll down and click on edit, and check the box next to "homeless" under the At-Risk section).

b. Please store all forms in the student's cumulative folder for a period of one academic school year. ***(This documentation will need to be removed from the cumulative folder at the end of the year).***

c. **Shelly Barnett** will send Food Services a copy of the homeless student's Title IX (form 1) for their records.

4. Once you upload for the month, please go into MSIS (under the view student data to make sure that the title x indicator has turned to "y" instead of "n". If the student was marked in SAM7 before you upload, then all should go well.
5. **A student is marked homeless for 1 year, and will have to re-apply every year. Please clear out all of your homeless indicators in SAM7 at the end of the school year after your final Month 9 upload to MSIS**.

Section CC-5

- Each Attendance Center in the JCSD LEA the Assistant Superintendent oversees transportation for all students. If a homeless student requires transportation, the school personnel will contact the Assistant Superintendent to arrange transportation services for the homeless student. The attendance transportation supervisor may have to communicate with the parent to ensure that the student is transported to and from the school of origin.

Section CC-6

- Comparable services are offered to other students in all JCSD LEA schools. The CTE Director, SPED Director, Child Nutrition Director, Director of Curriculum and Instruction, and Gifted Coordinator will maintain documentation that demonstrates that training is provided to all school personnel to ensure that homeless students are equally identified for assistive services and other academic programs that their peers are identified for annually.

Section CC-7

- All JCSD school counselors and other administrative personnel will collaborate with state, local, non-profit and social service agencies or programs to ensure that the needed services are available to homeless children and youth.

Section CC-8

- Each school in the JCSD LEA will identify the educational needs of all students, which will include the educational needs of homeless students and unaccompanied homeless youth. The JCSD Director of Curriculum and Instruction will work with all instructional leaders within the district to ensure that educational supports are in place for homeless children and youth.

Section CC-9

- The JCSD LEA has not instituted a public preschool program. However, JCSD LEA has a Special Education Pre-K program overseen by the Special Education Director.

Section CC-10

- The JCSD LEA school counseling program is comprehensive and focuses on the needs of students to ensure that they can make the most of their educational experience. The program addresses key aspects, including academic achievement, career guidance and support for social and emotional challenges. Homeless students have equal access to the school counselor assigned to them. The school counselor will maintain sign-in logs to document student visitations.

DD. TITLE I, PART A: FOSTER CARE

Section DD-1

- The JCSD LEA has designated a foster care point of contact and listed the name of the employee in MSIS and contacted the regional foster care/child welfare department.

Section: J Students
Policy JQO Foster Care Plan Policy:

Foster Care Plan

The Jackson County School District is dedicated to promoting high achievement and educational stability to those students in foster care. The District will collaborate with the Mississippi Department of Education (MDE), the Mississippi's Child Welfare Agency, and the Mississippi Department of Child Protection Services (MDCPS) as needed to provide educational services for students in foster care.

DEFINITIONS

1. Best Interest Determination (BID) – refers the collaborative process between MDCPS and local school districts based on the individual student's unique best interests. The determination involves input from multiple parties to make decisions about whether a student placed in foster care should continue to attend his or her school of origin.
2. School of Origin – refers to the school that a student was attending at the time of placement in foster care or the last school the student attended, despite a change in home. To ensure continuity in education, remaining in the school of origin is preferred.
3. School District of Origin – refers to the Mississippi school district in which a school of origin is physically located.

DISTRICT POINT OF CONTACT (POC)

The District will maintain a staff person who is designated as the District's POC for students in foster care. The POC will follow all requirements as set forth in MDE Rule 30.8.

The District will provide MDE will the name and contact information of the District POC at the beginning of each school year. The POC and his/her contact information will be posted on the District's website for ease of contact. Any changes to the District POC before the end of the academic year will be provided to the MDE POC.

BEST INTEREST DETERMINATION (BID)

The District will coordinate with MDCPS to finalize a BID within seven (7) school days from the date the District is notified, by MDCPS, of child's placement in foster care or change in the child's living arrangement, except in emergency removal situations.

During the BID determination period, the District will ensure the child is permitted to remain in his or her school of origin and the District will document how transportation shall be provided, arranged, and funded during the pendency of the BID decision. See Policy EDA

The BID decision will involve input from multiple, relevant parties who have the authority to make decisions regarding the child in foster care, and who have the knowledge and expertise about the child and the child's circumstances to determine whether a student in foster care should continue to attend his or her school of origin. These parties may include:

1. MDCPS representative;
2. Student, if applicable;
3. Child's foster family;
4. Individual from receiving school district;
5. Counselor;
6. Guardian Ad Litem; and,
7. Biological Parent, if determined by MDCPS or Court Order.

If there is disagreement regarding school placement for a student in foster care, MDCPS is the final decision maker. Students should continue to attend their schools of origin while BIDs are determined.

The District will consider all factors relating to a child's best interest. In evaluating the appropriateness of the current educational setting, the District will consider:

1. Appropriateness of the current educational setting (the school of origin),
2. Proximity to the school in which the child is enrolled (the school of origin) at the time of placement in foster care,
3. Preferences of the child's parent(s) or education decision maker(s) (individual legally authorized by the court to make educational decisions for a child in foster care);
4. Holistic and well-informed determination, utilizing a variety of student-centered factors including, but not limited to –

a. Student's age and grade level;
b. Student's preference, when age appropriate;
c. Student's attachment to the school, including meaningful relationships with staff and peers;
d. Placement of the student's sibling(s);
e. Distance/length of time to travel to/from school;
f. Time of academic year, academic performance, and skills;
g. Current educational goals and services; anticipated length of time in placement, and whether reunification is the family goal;
h. Number of placements to date;
i. Child's participation in specialized instruction (e.g., gifted programming, career technical education program, College Credit Plus, Advanced Placement classes);
j. Availability of required special education and/or related services in a school other than the school of origin when the student has an identified disability under IDEA or Section 504;
k. Availability of language services in a school other than the school of origin when the student has been identified as an English learner;
l. Child's ability to earn full academic credit, the ability to proceed to the next grade,

or the ability to graduate on time;

m. School climate, peer support, supportive adults, and involvement in extracurricular activities;

n. Availability and quality of the services in the school to meet the child's educational and socioemotional needs;

o. Impact the commute to and from school would have on the child, based on developmental functioning. For children with disabilities, consider the IDEA's federal requirements when determining best interest;

p. Any other relevant factors pertinent to the child.

5. Whether the student needs to remain in the school of origin for a limited time (e.g., until the end of the school year, the end of a testing or grading period).

6. Determine if it is appropriate to revisit the question of whether it is in the student's best to remain in the school of origin or enroll locally, and if so, document a specific time to reassess; and,

7. NOT consider the cost of transportation when determining a child's best interest.

REMAIN IN SCHOOL OF ORIGIN

When the District has determined that it is in the best interest of the child to remain in the school of origin, the District will document in the individualized student's plan regarding how transportation will be provided, arranged, and funded for the student.

The District will document, in collaboration with MDCPS, the Transportation Plan that supports the District's obligations under state and federal law and follows all guidelines in MDE Rule 30.8, in order for the student to receive transportation services on the first day of the student's attendance. See also policy EDA.

LEAVE SCHOOL OF ORIGIN

When the District has determined it is in the best interest of the child to leave the school of origin, the enrolling district will:

1. Ensure enrollment in the new school takes place on the same day the student is enrolled, even if the child is unable to provide records normally required for enrollment.

a. A student in foster care must be enrolled by a MDCPS representative.

b. The District will confirm, in writing, the person responsible for making educational decisions. If a student is removed, from the school, by anyone other than a MDCPS employee the district will notify MDE immediately, unless a court order state otherwise.

c. The District will contact the school last attended (school of origin), within one (1) school day of enrollment, to obtain relevant academic and other records.

2. Update the student database and contact information for the student within one (1) school day of notification of enrollment from the custodial agency (MDCPS).

3. Ensure the student is assigned to a school in the district in the same manner and according to the same process used for all other students in the district.

4. Give foster children transferring into the District credit for full and/or partial coursework completed at their school of origin, in accordance with the District's policy on transfer credits.

5. Ensure each student in foster care shall be provided services comparable to other students in the school of attendance.
6. Ensure that it is documented that a student was withdrawn prior to the best interest determination, if applicable.

STUDENT RECORDS

Upon receipt of a written request for school records from a new school, the school district of origin shall forward, in a manner consistent with state and federal law, a complete copy of the records of the student in foster care. Information needed by the receiving school district shall include, but is not limited to:

1. Proof of age;
2. Immunization records;
3. Cumulative education file, if the child is attending a public school.
4. Copy of the current IEP, if the child is eligible for special education services;
5. Copy of the current Section 504 Plan, if the child has a Section 504;
6. Copy of health records kept by the school; and,
7. Any other pertinent information needed to assist the enrolling school in providing appropriate educational services.

The inability to receive records shall not delay student enrollment. Once a foster student is disenrolled by MDCPS, no other sharing of information shall occur. The District will comply with all state and federal law in order to protect student privacy.

LEGAL REF: 20 U.S.C. §§ 6311(g)(1)(E); 6312(c)(5); Uninterrupted Scholars Act (USA), P.L. No: 112-278; Every Student Succeeds Act (ESSA); Equal Educational Opportunities Act of 1974 (EEOA); Family Educational Rights and Privacy Act (FERPA)

Section DD-2

BEST INTEREST DETERMINATION FORM

The presumption is that a student will remain in the current school; a student should only change schools if remaining in the current school is not in their best interest**. The caseworker or custodial agency point of contact should complete this worksheet in collaboration with school personnel and other supportive adults in the child's life. (School Counselors may have to facilitate completion of this form).** For continuity of care, this worksheet and all supporting documentation are to be maintained in the child's records.

- Report cards and progress reports
- Discipline Records
- Student Achievement
- Evaluations

- Attendance Data
- Written Input from absent participants
- IEP or 504 Plan
- Transcript with Current credits, if high school
- Other

BEST INTEREST DETERMINATION
FOSTER CARE SCHOOL PLACEMENT FORM

BID Timeframe		
A BID must be completed every time a youth comes into care or there is a placement change while in care. **BID conferences/meetings with the school district POC must take place within five (5) business days of a child entering foster care or changing placement.** **The youth shall not be withdrawn/enrolled until a BID is completed.**		
Student Information		
Student Name: (first, middle, last)	**DOB:** **Grade:**	**Date of BID:**
Address/District of Residence:	**MSIS:**	**IEP Ruling** ☐Yes ☐No
School/District of Origin: (enter school name)		
Mississippi Department of Child Protection Services Information		
Case Worker: _____ **ASWS:** _____	**COR:**	**Phone:** (___) ___-____ **Phone:** (___) ___-____
Determination		
☐ The student shall remain in the district/school in which the child was enrolled at the time of placement (**school of origin**). **Name of School District/School:** (enter school name)		
☐ Based on the best interest determination, a change in school placement is recommended. In accordance with ESSA, the child will be enrolled in the district/school of current residence (**receiving school**). **Name of School District/School:** (enter school name) ***NOTE:** If a change in educational placement is necessary, enrollment in the new school must take place **immediately**. All educational records must be provided to the receiving school. * An IEP Placement meeting should be scheduled with the new school district's POC.*		

BID Participants

Title	Participated	Printed Name	Signature	Agree with Determination
Student	☐Yes ☐No			☐Yes ☐No
Birth Parent(s) if applicable	☐Yes ☐No			☐Yes ☐No
MDCPS POC- Case Worker or Supervisor	☐Yes ☐No			☐Yes ☐No
Guardian Ad Litem	☐Yes ☐No			☐Yes ☐No
POC for School of Origin	☐Yes ☐No			☐Yes ☐No
POC for New School District (if applicable)	☐Yes ☐No			☐Yes ☐No
IEP Team Member (if applicable)	☐Yes ☐No			☐Yes ☐No
Foster Parent (If applicable)	☐Yes ☐No			☐Yes ☐No
Ed. Decision Maker (if applicable)	☐Yes ☐No			☐Yes ☐No

Other	☐Yes ☐No			☐Yes ☐No

Supporting Documentation

Indicate and attach any supporting documentation which was used in making this best interest determination interest. Send documentation to the receiving school district if applicable. (The following is checklist of sample documents that may be considered. The list is not intended to be exhaustive.)

- ☐Report cards
- ☐Progress reports
- ☐Achievement data (test scores)
- ☐Attendance data
- ☐E-mails or correspondence from individuals consulted
- ☐Disciplinary referrals
- ☐Health reports/records
- ☐IEP or 504 Plan**

A copy of the BID form must be sent to the receiving school district and BID@mdcps.ms.gov. When applicable, a copy of the BID form must be sent to the group home and/or treatment facility.

Special Education Decision Maker /Surrogate Parent Checklist

****Education Decision Maker/Surrogate Parent needed-** The local school district must appoint one if (Check all that apply)

- ☐ *Parental rights have been terminated.*
- ☐ *Biological/adoptive parent cannot be located or not attempting to act*
- ☐ *Foster parent/relative is not willing or able to serve as the education decision maker*
- ☐ *Child/Youth placed in congregate care or residential treatment facility* ***IF*** *the first two boxes are checked*

The Youth Court with jurisdiction of the child's case may appoint an Education Decision Maker/Surrogate parent.

_____is authorized to make special education decisions as an Education Decision Maker/Surrogate Parent under IEAS. See 34C.F.R.300.30(a)(3) and 34 C.F. R.300.519(c).

Transportation Plan

☐**A transportation plan is needed.** (Only check if needed)

Any child in foster care needing transportation to their school of origin must promptly receive transportation services, regardless of whether the district provides transportation otherwise. This requirement includes students in foster care who attend public pre-schools. The LEA must collaborate with the local MDCPS to develop and implement clear written transportation procedures in accordance with 20 U.S.C. § 6312(c)(5)(B) if the child remains in their school of origin but moves outside the school's attendance zone. The two entities must establish a system that expedites transportation for children placed in foster care. (MDE ESSA Guidance, December 2016)

The COR worker must forward the BID packet to the MDCPS Education Unit if an impasse is reached between the LEA and MDCPS. The LEA POC must forward a copy to the MDE Compulsory School Attendance Unit if an impasse is reached.

MSIS ID: _____

Current District/School: _____

Potential New District/School: _____

Schools the Student Previously Attended (if known):

Supporting Documentation Attached:

Guide to Determine Student's School Placement

1. How long has the student attended this school? How well is he or she performing academically?

2. How many schools has the student attended over the past few years? This year? How have past school transfers impacted the student?

3. How is the current school serving the student's academic needs, including gifted or special education, vocational opportunities, and other interests? How could the new school serve these needs?

4. What are the student's academic and career goals? How would changing schools affect the student's ability to earn full academic credit, proceed to the next grade, graduate on time or receive an industry credential?

5. How is the current school serving the student's social, emotional, and cultural needs? Does the student access school-based supportive services? How could the new school serve these needs?

6. Describe the nature, quality, and duration of the student's relationships in the current school. Specifically consider whether the student has a meaningful and supportive relationship with an adult at the school of origin. Consider where the student's siblings go to school, if applicable.

7. Does the current school climate support the student's needs? Does the student have peer support? Is he or she involved in extracurricular or other activities?

8. Is the student's new living arrangement expected to be short- or long-term? How is this impacted by the school selection?

9. How would the commute to the current school impact the student? Consider the child's age and developmental functioning as well as the length of the commute with various modes of transportation (e.g., car, school bus).

10. If the student must change schools, is it possible to time the transfer so that it coincides with the end of the quarter/semester/school year or following an event that is significant to the student? Consider the academic calendars of the new school and the current school.

11. What other factors did the team consider when making this decision?

Determination at end of meeting:

Initial Placement or Change in Placement

□ **It is in the best interest of the student TO remain in the school of origin.**

- A permanent transportation plan for the student should be in place within five school days of the best interest determination, per the agreed upon transportation procedure.
- While permanent transportation is arranged, interim transportation must be provided to ensure there is no disruption in the student's education.

□ **It is in the best interest of the student NOT TO remain in the school of origin.**

- The student will be immediately enrolled in the new school. The new school will request the student's records the same day from the school of origin. Enrollment means attending and actively participating in class.
- The school of origin will send all of the student's records within one school day (e.g., cumulative record, grades, reading plan, IEP, etc.).
- If the student is currently receiving special education services, he/she will need to continue special education services the receiving school district.

Date of Meeting: _____
Meeting Facilitator: (School Counselor) _____
Child's Name: _____
Grade: _____
Custodial agent representative and contact information:

_____

_____

Foster Care Procedure

Identifying Foster Care Students

The Child Protective Service (CPS) will identify for the LEA when a student is placed in foster care is attending or is to be enrolled in Jackson County School District. CPS will also be responsible for notifying JCSD of any foster care living placement changes.

Request to Participate in Best Interest Determination

CPS will notify JCSD immediately upon learning that a student attending JCSD has been placed in foster care or will be moved to a new home placement that is located outside the JCSD and a best interest decision must be made.

Notice of Final Best Interest Decision:

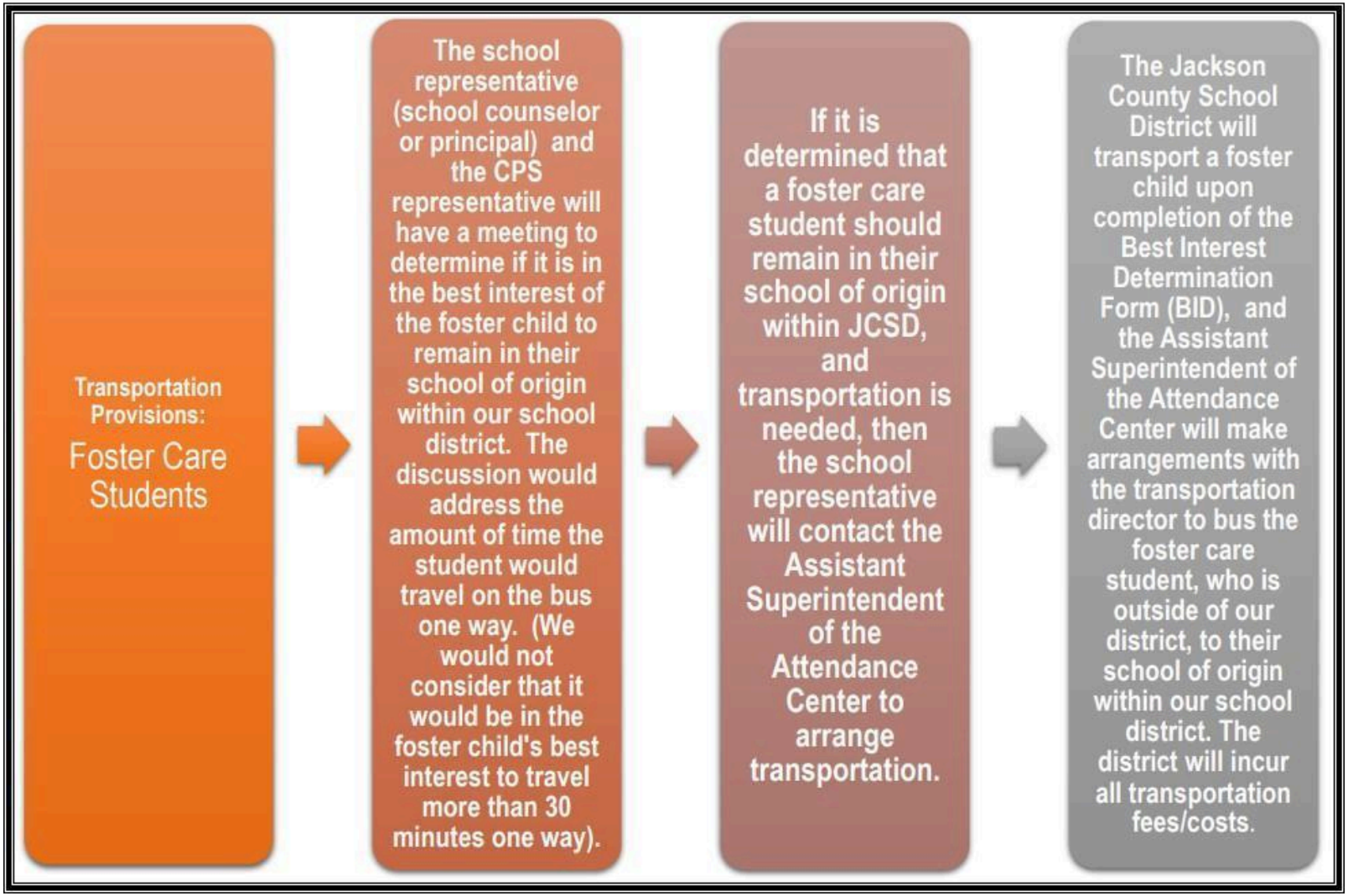
1. When it is determined that it is in a students best interest not to remain at their school of origin after being placed or changing foster care living placement CPS will contact the school counselor and together they will complete a BID for the student.

OR

2. When it is determined that it is in a student's best interest to remain in their school of origin after changing foster care placement to reside outside of JCSD; CPS must notify JCSD of the final decision and submit a BID form to the school. This decision determines the need for the parties to collaborate under this agreement and procedure to establish the most cost- effective transportation available for the student.

Section DD-3

Foster Care Transportation Flowchart



TRANSPORTATION

Some children in foster care may need transportation to remain in their school of origin. Any child in foster care needing transportation to their school of origin must promptly receive transportation services. If the child remains in their school of origin and moves outside the current school's attendance zone, the LEA must collaborate with the local MDCPS to develop and implement clear written transportation procedures in accordance with 34 C.F.R. § 299.13(c)(1)(ii). The two entities must establish a system that expedites transportation for children placed in foster care. The goal is to maintain educational stability for the student. There are various modes of transportation available for students. Examples of no-cost or low-cost options for transportation that LEAs and the MDCPS could explore include whether:

- MDCPS will arrange for the child to be dropped off at a school bus stop for the school of origin;
- MDCPS will arrange for the foster parent or other designee to transport the child to school (mileage reimbursable through foster care maintenance payments);
- MDCPS and the LEA will review pre-existing bus routes or stops close to the foster care placement that cross district boundaries, such as bus routes for magnet schools and transportation for homeless students as required by the McKinney-Vento Act;
- MDCPS and the LEA will determine if the child is already eligible for transportation covered by other programs;
- MDCPS and LEA will address how the child welfare agency will use foster care maintenance payments and administrative funds to pay for transportation to the school;
- MDCPS and LEA will specify how "additional costs" of transportation will be calculated, to delineate clearly the LEA's responsibility to provide transportation when there are no additional costs;
- MDCPS and LEA will specifically describe how transportation to the school of origin will be provided in situations where there are no additional costs; and
- MDCPS and LEA will specify the timing and procedures for the child welfare agency to reimburse the LEA for transportation costs.

In the event of a dispute between the LEA and MDCPS concerning the cost of transportation, the two entities must consider what is in the best interest of the student. If the disagreement continues, the cost will be divided equally between the LEA and MDCPS. The dispute shall be brought before the state appointed POCs (Toni Kersh, MDE and Julie Propst, MDCPS). Current transportation expenses shall remain in effect until a decision is rendered to maintain the student's status quo.

Funding Source for Transportation: In addition to state and local funds that may be available for providing transportation, certain federal funds may be available to cover additional transportation costs to the school of origin for students in foster care. Districts may use Title I funds to pay for additional costs needed to transport children in foster care to their schools of origin.

Additionally, Title IV-E funds which are earmarked for the child welfare training program was created as part of the Child Welfare and Adoption Assistance Act of 1980 (P.L. 96-272) to support training in both foster care and adoption services. These funds are provided through the Mississippi Department of Child Protection Services to aid with reasonable transportation costs that will enable foster care students to attend his or her school of origin. LEAs will need to consult with MDCPS regarding individual student's eligibility of Title IV-E child welfare funds. It is important to note that if a foster care student receives Title IV-E reimbursement, it is only available for the federal portion of transportation costs, LEAs are responsible for the non-federal portion. Cost-sharing to meet the match requirements for federal reimbursement is allowable, and is one way for LEAs and MDCPS to collaboratively meet their responsibilities for providing transportation and maximize use of available federal funds. The following will aid the LEA

Multiple factors are utilized in determining reasonable transportation, including costs, distance, and duration. The MDCPS has sole authority in determining which cost to include in a child's foster care maintenance payment. These factors must be considered and part of the plan developed collaboratively between the LEA and local MDCPS.

Furthermore, the *Every Student Succeeds Act* requires that districts must ensure that transportation is provided for a child in foster care, regardless of whether the district provides transportation otherwise. This requirement includes students in foster care who attend public preschools. If an LEA offers a public preschool education, an LEA must meet the Title I requirements for children in foster care in preschool, including ensuring that a child in foster care remains in his or her preschool of origin, unless a determination is made that it is not in the child's best interest. (See *Elementary and Secondary Education Act* Section 1111(g)(1)(E)).

Additional costs incurred in providing transportation to the school of origin should reflect the difference between what an LEA otherwise would spend to transport a student to his or her assigned school and the cost of transporting a child in foster care to his or her school of origin. U.S. Departments of Education and Health and Human Services (2016), Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care-Question 27.

EE. TITLE I, PART A: EARLY CHILDHOOD

Section EE-1 thru EE-3

- The JCSD LEA does not reserve funds for Early Childhood education.

FF. TITLE I, PART A: PARENT AND FAMILY ENGAGEMENT/PARENTAL NOTIFICATIONS

Section FF-1

- Each Title I school, along with the district office, will receive no less than 1% of the total Title I allocation awarded to the district. This funds are equally distributed among the schools, and the district will receive the remaining portion.
- During our bi-annual Vision Team meeting, parents and other stakeholders from the school district are given an opportunity to express their thoughts about expending the Title I parent and family engagement funds.
- The JCSD LEA will use district parent and family engagement funds to disseminate information, supporting programs that reach parents, supporting schools and nonprofit organizations in providing PD for the LEA and school personnel regarding parent and family engagement strategies, or engaging in other activities that are consistent with activities outlined in the JCSD LEA parent and family engagement policy.

Section FF-2

TITLE 1 PARENTAL ENGAGEMENT - LAA

The Jackson County School District acknowledges the importance of Parent Family Member Input and Involvement as a vital, integral part of the implementation of its Title I program. It is the District's goal to increase parental and family member input and meaningful involvement at the District and School level. To accomplish this goal, the District shall:

1. Convene a district wide and building level annual meeting of the parents of Title I schools to:

a. The annual district meeting will include the Superintendent or their designee, the Business Manager and/or designee or their designee and District Title I personnel.

b. Discuss the development of the District's and school's Title I plan.

c. Discuss the process of reviewing and providing input into the improvement of the district and school plan.

d. Discuss with parents the activities and programs available through Title I funding.

e. Inform parents of their right to provide input in the design and implementation of the Title I program.

f. Provide parents an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel through the website, meetings, on-line communication tools, surveys, and newsletters. This information will be given to parents in a language or manner that is understandable to parents.

2. Maintain a copy of this policy on the District's website and to make copies of the policy available to Title I parents without access to internet.

3. The District will provide coordination and technical assistance and other necessary supports to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through meetings at the district and school level, professional development activities and the District's Vision Team.

4. District Title I personnel will be available to assist schools in building capacity for strong parental involvement by the following:

a. Disseminating information from the State Department regarding the assessment model and mandated academic standards.
b. Providing materials and trainings in the area of parent involvement.
c. Provide training to all Title I staff in appropriate means of communicating to parents, especially parents of English Language Learners.

5. Coordinate, to the extent possible, Title I parental involvement with programs such as Head Start, State-run preschool programs and other programs for early intervention

6. Assess annually the effectiveness of parental involvement policy in improving academic quality of the schools served and to determine if modifications are needed to increase parental participation through needs assessments, surveys, and the Vision Team.

7. Support the training of parents to work with their children in the home and to participate in activities which build good home and school partnerships.

8. Provide parents of Title I schools with reports on the children's progress.

9. Adopt parental compacts annually with parent input.

10. Schools will discuss with parents how the compact relates to the child's individual achievement.

11. Provide activities, meetings, etc. at various times of the day to meet the needs of parents.

Section FF-3

- Each school will maintain its own written school-level parent and family engagement plan onsite, which will describe how the school will carry out required parental engagement.

Section FF-4

- Each Title I school will maintain its documentation of annual Title I meetings and evidence of parent involvement in the planning, review, and improvement of Title I programs. Parents will have an opportunity to comment on Title I schoolwide plans during Title I meetings and on the annual Comprehensive Needs Assessment survey.

Section FF-5

- Each Title I school will disseminate school-parent compacts that will address all required components.

Section FF-6

- The JCSD LEA and each Title I school will carry out required activities to build capacity. Information and/or materials to assist parents in understanding state academic assessments, Title I requirements, and how to monitor their student's academic progress.

Section FF-7

- Each Title I school in the JCSD LEA will notify parents that they may request information from the Title I school about the professional qualifications of the student's classroom teachers.

Section FF-8

- Each Title I school in the JCSD LEA will provide information to each parent on the level of achievement and academic growth of the student on each of the Title I required state assessments during parent conferences and/or Title I meetings.

Section FF-9

- If any course is taught by a teacher, who does not not meet relevant state certification or licensure requirements for 4 or more consecutive weeks, the Title I school will notify parents of each child assigned to the course in a written notice in a timely manner. All JCSD LEA teachers are certified and have maintained current state certification.

Section FF-10

- Each Title I school will provide notifications to parents on assessment participation requirements. If an assessment provides parents with the option to opt-out, parents will be notified of their rights by the Title I school.

Section FF-11

- The Title I school will provide parents of EL students with a letter to notification for students who have been identified as eligible for the LIEP. The letter will include the reasons for their child's identification, the child's current level of English proficiency, and the method of instruction used in the LIEP program in the JCSD LEA.
- Parents will also be asked to participate in a meeting to develop a LSP and a discussion about their student's academic achievement, which will include requirements for grade promotion and graduation.
- The specific exit requirement from the LIEP program will be explained to parents of ELs during LSP meetings.
- All EL documentation will be housed in the cumulative folder at all schools in the JCSD LEA.

Section FF-12

- All local Title I schools will maintain documentation of outreach to parents of EL students. Parents are invited to all Title I meetings.

Section FF-13

- Each Title I school will maintain documentation of letters or notices sent to parents in a language the parents can understand.
- Each Title I school will maintain documentation of meetings in a language the parents can understand.

GG. TITLE I, PART A: SCHOOLWIDE PROGRAMS

Section GG-1

- The JCSD LEA will use the March free/reduced lunch counts provided by the Director of Child Nutrition. These counts will be used to ensure that only elementary schools with 40% poverty operate a school-wide program. This will be reflected in the JCSD LEA consolidated funding application annually. All documentation will be maintained at the district-level.

Section GG-2

- The JCSD LEA will conduct an annual Comprehensive Needs Assessment survey. This survey will provide insight into the needs of the district and school Title I programs. All Title I schools will document their school-wide plans in MCAPs, and maintain documentation of this plan in Title I Crate. These plans will describe the strategies the school will implement to address the school's needs that were indicated in the survey by teachers, students, parents and other community members.
- All purchases are approved in Marathon after reviewing school-wide plans to ensure that the expenditure was detailed in the School LEA plan.

Section GG-3

- The JCSD LEA will conduct meetings to discuss revisions of school-wide plans at least once per year. Each Title I school will monitor student progress and determine if the results indicate a need for revision of the school-wide program.
- Monthly fiscal snapshots are provided to each Title I school by the Federal Programs Department, and will be uploaded to Title I Crate. This information will also be distributed to the Superintendent of the JCSD and the Assistant Superintendents.

HH. TITLE I, PART A: TARGETED ASSISTANCE PROGRAMS

Section HH-1 & HH-2

- The JCSD LEA does not operate targeted assistance programs. However, all students in the JCSD LEA will be provided with the opportunity to meet the challenging State academic standards.

JJ. EQUITABLE SERVICES

Section JJ-1

- The JCSD LEA does not have any Private Schools within its jurisdiction with an intent to participate in Title programs.
- Surrounding school districts that have students who live in the JCSD attendance zone, whose parents have elected to send these students to private schools, will be entitled to equitable services depending on their age and their free/reduced lunch status. The school district will provide the JCSD LEA with documentation to aid in determining the reservation of funds needed for the private school.

Section JJ-2

- The JCSD LEA will maintain documentation to show evidence of a communication and/or consultation with the private school within the district.

Section JJ-3-JJ-6

- The JCSD LEA does not have any Private schools within its jurisdiction with an intent to participate in Title programs.

Section JJ-7

- The JCSD LEA Federal Programs Department will reach out to the surrounding school district with JCSD students in attendance to obtain an invoice for equitable services.

KK. TITLE I, PART A: SERVICES FOR NEGLECTED CHILDREN (MANDATORY NEGLECTED SET-ASIDE)

Section KK-1 thru KK-3

- The JCSD LEA does not house any local institutions for neglected children or community day programs for neglected children in the LEA; therefore, the JCSD LEA does not reserve and funds for this set-aside.

LL. TITLE I, PART D, SUBPART 2: PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN WHO ARE NEGLECTED, DELINQUENT, OR AT-RISK

Section LL-1 thru LL-9

- The JCSD LEA does not house any local institutions for neglected, delinquent or at-risk children or community day programs for neglected children in the LEA; therefore, the JCSD LEA does not reserve and funds for this set-aside.

MM. TITLE II PART A: SUPPORTING EFFECTIVE INSTRUCTION

Section MM-1

- The JCSD LEA will prioritize Title II funds for schools identified for school improvement, (CSI, TSI, or ATSI). Working with the Director of Curriculum and Instruction, Director of Information Technology, and administrative staff, the Title II spending plan will be developed to address the needs of all schools in the JCSD. The Federal Programs Department will develop a spending plan that will address the needs of these schools.
- Additionally, the Title-II funded Curriculum Specialists and Educational Technology Specialist will support these schools.

Section MM-2

- The JCSD LEA will use data from state assessments when planning Title II Part A activities and the Comprehensive Needs Assessment and the School Improvement Needs Assessment surveys will be utilized to all stakeholders to aid in the decision-making

Section MM-3

- The JCSD LEA will meet with the Director of Curriculum and Instruction to ensure that the JCSD district Professional Development plan is only supplemented with Title II funds. The Director of Curriculum and Instruction will develop the district's PD budget and solicit additional funds when needed. The school administrative team may also express their PD needs via email, principal/face-to-face meetings, or in surveys.

Section MM-4

- The JCSD Director of Curriculum and Instruction will develop a strategic plan, instructional plan and/or a professional development plan to meet Mississippi's challenging academic standards.

Section MM-5

- The JCSD Director of Curriculum and Instruction will maintain documentation of the evidence-based requirements that supports the professional development activities implemented within the district. Each school utilizing Title II funds to participate in on/off-campus professional development activities will maintain documentation of the evidence-based requirements that supports the high quality professional development engaged in.

Section MM-6

- The JCSD LEA will not utilize funds for class size reduction in schools across the entire grade span to a level that is evidence-based.

NN. ENGLISH LEARNER (EL) PROGRAM AND TITLE III (LANGUAGE INSTRUCTION FOR ENGLISH LEARNERS & IMMIGRANT STUDENTS)

Section NN-1

English Learner Policy - IK

The Jackson County School District assures that it will comply with the following for English Learners (EL):

1. The district will identify English Learners (EL) through a home language survey, which will be completed by all students during registration.

2. The district will provide equal access to all district programs and services for all English Learners (EL).

3. The district will provide appropriate and comparable staff training, professional development opportunities, and instructional materials for serving English Learners (EL).

4. The district will monitor and maintain student records and provide support services as indicated.

5. The district will invite parental involvement and maximize attempts to communicate with parents in their native language.

6. The district English Learner (EL) program will be administered under the direction of the Director of Federal Programs and EL Coordinator

Purpose:

The purpose of the English Learner Policy is to outline the procedures the Jackson County School District (JCSD) will follow to ensure that all non-English speaking students are provided a free appropriate public education and any additional services required to attain proficiency in the English language.

Enrollment:

The Jackson County School District will provide a free and equitable education to all school age children who live within the boundaries of JCSD, regardless of immigration status. Several laws protect the rights of English Learners (ELs) and their families, particularly during the enrollment process. These protections are provided because many EL students' levels of transiency and lack of English proficiency make them a particularly vulnerable population.

When enrolling students, JCSD will not request any information from students or their parents or guardians in order to deny access to public schools on the basis of race, color, or national origin.

Jackson County School District requires the following documents when enrolling a student unless otherwise indicated as optional:

- Birth Certificate
- Proof of Immunization
- 2 Proofs of Residency

Parent(s) or Legal Guardian(s) must be present when enrolling their child. A child will not be enrolled if a parent(s) or legal guardian(s) is not present at the time of enrollment.

Identification of English Learner:

The Home Language Survey (HLS) must be completed for each new student registering with the JCSD. The HLS is used to identify students whose first language is not English. The HLS should remain in the student's cumulative folder until graduation. If any response on the HLS indicates the use of a language other than English by the student or an individual in the home, then further assessment must be conducted to determine the student's English language proficiency.

The LAS Links Placement Test is be used to determine the level of English proficiency and to facilitate appropriate instructional and program placement decisions. Students identified by the HLS during registration whose first language is a language other than English at the beginning of the school year must be assessed for English-language proficiency within 30 calendar days of initial day of enrollment. Students who register after the beginning of the school year and indicate on the home language survey that their first language is a language other than English must be assessed within 10 school days of enrollment. The assessment will be administered by a School Counselor.

The student's placement test report must be placed in their cumulative record along with the original copy of the home language survey.

EL students who have already been identified in Jackson County School District will remain in the EL program if they leave the district for a district in another state or country and return to the Jackson County School District. The EL student will only be removed if he or she has met the criteria to exit the EL program set forth by MDE.

Elementary ELs should not be placed more than one grade level behind their peers. Retention is strongly discouraged, except in rare cases where it can be documented that language proficiency is not the likely cause for academic difficulties.

At the high school level, credits must be awarded based on transcripts provided by the students/parents/guardians, even if the course work was taken in another country. If transcripts are in a language other than English, translations will be sought so credits can be awarded appropriately. ELs must be provided with access to Advanced Placement, dual credit, and other advanced courses. ELs must receive language support to assist them in accessing academic content, just as they would if they were in other less accelerated academic courses.

When EL students enroll in U.S. schools for the first time at the secondary level, steps will

be taken to ensure they have access to a high school diploma. To ensure ELs have access to the foundational skills needed to be successful in high school and ensure access to graduation, Jackson County School District will place students in academic courses sequentially. English I, II, III, and IV will be offered, scheduled, and taught in sequential order. Simultaneous enrollment is acceptable in situations where a student failed a course and needs to simultaneously enroll. EL students will not be placed out of sequence to prevent them from taking required assessments.

Parent Notification:

Parents of a student who qualifies for English language services shall be sent a notice of placement and services within thirty days of the start of the school year or within ten days for students ruled eligible enrolling after the initial day of school. The notice may either be mailed to the parent or guardian or sent home with the student. The Student Evaluation Team (SET) will invite the parent or guardian to a conference further explaining the ruling or the services that will be provided. The notification must include all of the required elements, including the right to opt out. Parents may decline EL services at any time by written request.

Any parent or guardian whose child is receiving or is eligible to receive EL services has the right to decline or opt his or her child out of any or all EL services. The district will provide guidance in a language parents or guardians can understand to ensure that they understand their child's rights, the range of EL services that their child could receive, and the benefits of such services to ensure that the parent or guardian's decision to opt out is informed and voluntary.

After ELs have been identified using the LAS Links Placement Test, the district must provide ELs with appropriate language assistance services and programs, commonly known as "EL Services and Programs." The district has the flexibility to choose the EL services and programs that meet civil rights requirements and best meet the needs of their EL population.

Language Service Plans:

Each student identified as an English Learner must have a Language Service Plan (LSP) per Mississippi Department of Education guidelines. Language Service Plans are updated annually until the student exits the EL program. The LSP must contain the student's demographic information, date of first enrollment in a US school, yearly LAS Links scores, and state/classroom accommodations. The SET must meet to develop the LSP at the beginning of each academic school year. The SET is composed of the student's teachers, EL teacher, administrators, counselor, and parents/guardians. The team will meet quarterly to evaluate the student's progress and make necessary adjustments. A copy of the LSP must be provided to all teachers who work with the EL student.

EL Data:

Once a student has been identified as an EL, the district must ensure the student is correctly marked in their student data package. This information will transfer over to MSIS once the district has submitted their data to MDE. Districts should ensure each column on

the EL roster screen of MSIS is completed. This information should be updated monthly.

English Learner English Language Proficiency Assessment:

The Elementary and Secondary Act (ESEA) and Every Student Succeeds Act (ESSA) requires that all students identified as English Learners be assessed for English language proficiency on an annual basis. The current approved English language assessment is the LAS Links English Proficiency Assessment. The assessment is currently administered in the Spring.

The LAS Links English Proficiency Assessment measures four domains:

- Speaking
- Listening
- Reading

Students taking this assessment may or may not have reasonable accommodations when taking this assessment. The Mississippi Testing Accommodations Manual outlines the accommodations available for students who have been identified as English Learners.

Scores from the LAS Links English Proficiency assessment are usually received during the summer following the assessment. Score reports will be sent to parents or guardians at the beginning of the next school year. Copies of the score reports are placed in the student's cumulative folder. Reports for students who transfer to another school during the summer months are included with the record sent to the new school.

Grading and Retention:

As students are working to learn English during the initial stages of language acquisition, it is a violation of their Civil Rights to retain them due to limited language proficiency. Schools must ensure that EL students are placed appropriately and can participate meaningfully and equally in educational programs as noted in Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Opportunities Act of 1974.

Retention is not generally recommended for ELs. Though the decision to promote or retain will be made on a case-by-case basis, and the decision to retain an EL must be accompanied by documentation demonstrating that appropriate accommodations and modifications were employed throughout the school year to ensure compliance with federal requirements. ELs should be carefully evaluated before retention is recommended to ensure that the lack of English skills is not being mistaken for poor achievement.

Students Exiting the Program and Monitoring Exited Students:

Students may exit the EL program by achieving the following scores on the LAS Links English Proficiency assessment. (These are the only criteria allowed for a student to exit the program.)

- Overall Proficiency Score – Level 4 or 5 AND
- Reading Proficiency Score – Level 4 or 5 AND

- Writing Proficiency Score – Level 4 or 5.

An EL student with a disability can be "exited" from EL status when he or she no longer meets the definition of an EL. This occurs when the student meets the State's definition of "proficient" in English. The student's EL status cannot be removed based solely on the fact the student has an IEP.

Students who have achieved the proficiency levels above and exited the program must be monitored for a period of four academic years. Monitoring must be conducted and documented quarterly by the SET. Monitored students who are not achieving at a satisfactory level may be considered for placement in the EL program. The district will retest using the LAS Links Placement Test to see if the student needs to be offered additional language assistance.

English Learner Services and Instructional Support:

Students identified as English Learners must be provided with appropriate English Learner language assistance services. The district will provide English Learners with access to the content of the Mississippi College and Career Readiness Standards and other services, including special education, gifted education, and extracurricular programs, as needed.

ELs will have meaningful access to the core curriculum, such as math, science, social studies and language arts, while learning English. While the district's EL program focuses in part on language acquisition, both the EL teacher and academic teachers should work together to ensure that students are mastering the academic language needed to be successful.

The goal for students who are ELs is that they attain fluency in English, master the state's academic content standards, and pass any other state required tests.

Jackson County School District will provide ELs with a language assistance program that is educationally sound and proven successful. Federal law does not require any particular program or method of instruction. An EL should be given at least 30 minutes of direct language instruction in a day in the English language. This instruction can occur within the regular classroom setting.

The Multi-Tiered System of Supports (MTSS) is a framework for effective team-based problem solving that is data informed, evidence-based, and flexible enough to meet the academic and behavioral needs of all students. With MTSS, schools identify struggling students, monitor student progress, provide evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student's responsiveness. Schools also identify students with learning disabilities, language barriers, and/or other disabilities. English Learner students with learning disabilities can also be identified using this methodology.

English Learner Programs, Staffing and Resources:

Jackson County School District currently provides individualized or small group services to the students identified as English Learners. Students work with an EL tutor during a time

that does not interfere with regular classroom instruction. Necessary resources are provided by the school district to conduct the program.

Parent and Family Engagement:

Jackson County School District has a legal obligation to communicate meaningfully with Limited English Proficient (LEP) parents and families and to adequately notify them of information about any program, service or activity called to the attention of non-LEP parents. Successful communication provides LEP parents, guardians, and families with the school-related information they need to make informed decisions about, and be helpful participants in, their children's education. This may include but not be limited to information about language assistance programs, special education and related services, Individualized Education Program (IEP) meetings, grievance procedures, notices of nondiscrimination, student discipline policies and procedures, registration and enrollment, report cards, requests for parent or guardian permission for student participation in district or school activities, parent-teacher conferences, parent handbooks, and gifted programs.

Jackson County School District will provide information to LEP parents and guardians with documents in a language they can understand when necessary.

Section NN-2

MISSISSIPPI DEPARTMENT OF EDUCATION
Tracking a bright future for every child

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Student Name: _____ **Grade:** _____
First *Middle* *Last*

Date of Birth: _____ **Gender:** _____ **School:** _____

1. What is the dominant language **most often** spoken by the student?

2. What is the language **routinely** spoken in the home, regardless of the language spoken by the student?

3. What language was **first** learned by the student?

4. Does the parent/guardian need **interpretation** services? ____Yes ____ No

If so, what language?

5. Does the parent/guardian need **translated** materials? ____Yes ____No

If so, what language?

6. What was the date the student first enrolled in a school in the United States? _____
MM/YYYY

7. In what country was the student born? _____

_____
Parent / Guardian Signature Date (MM/DD/YYYY)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF ELPA 21 SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Tên học sinh: _____ Lớp: _____
Qua trung đầu tiên

Ngày sinh: _____ Giới tính: _____ Trường học:_____

1. Ngôn ngữ chủ yếu mà học sinh thường nói nhất là gì?

2. Ngôn ngữ được sử dụng thường xuyên trong nhà là gì, bất kể ngôn ngữ của học sinh là gì?

3. Học sinh học ngôn ngữ nào đầu tiên?

4. Phụ huynh / người giám hộ có cần dịch vụ thông dịch không? ____Có ____không

Nếu vậy, ngôn ngữ gì?

5. Phụ huynh / người giám hộ có cần tài liệu dịch không? ____Có ____không

Nếu vậy, ngôn ngữ gì?

6. Ngày sinh viên đầu tiên đăng ký vào một trường học ở Hoa Kỳ là ngày nào? Ngày _____
MM / YYYY

7. Học sinh được sinh ra ở nước nào? _____

_____
Ngày Chữ ký của Phụ huynh / Người giám hộ (MM / DD / YYYY)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF ELPA 21 SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

MISSISSIPPI DEPARTMENT OF EDUCATION
Investing a bright future for every child

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Vietnamese

Nome do aluno: _____ Nota: _____
Primeiro meio último

Data de Nascimento:_____ Gênero:_____ Escola:_____

1. Qual é a língua dominante mais falada pelo aluno?

2. Qual é a língua rotineiramente falada em casa, indepen dentemente do idioma falado pelo aluno?

3. Que linguagem foi primeiramente aprendida pelo aluno?

4. Os pais / responsáveis precisam de serviços de interpretação? ____Sim não
Se sim, qual idioma?

5. Os pais / responsáveis precisam de materiais traduzidos? ____Sim não
Se sim, qual idioma?

6. Qual foi a data em que o aluno se inscreveu em uma escola nos Estados Unidos? _____
MM / AAAA

7. Em que país nasceu o aluno?

_____
Data de Assinatura dos Pais / Responsável (MM / DD / AAAA)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF ELPA 21SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Имя учащегося: _____ Оценка: _____
Первый Средний Последний

Дата рождения:_____ Пол:_____ Школа:_____

1. На каком доминирующем языке чаще всего разговаривает студент?

2. На каком языке обычно говорят дома, независимо от языка, на котором говорит студент?

3. Какой язык впервые выучил студент?

4. Нужны ли родителю / опекуну услуги переводчика? ____Да нет

Если да, то на каком языке?

5. Нужны ли родителю / опекуну переведенные материалы? ____Да нет
Если да, то на каком языке?

6. Какова была дата, когда ученик впервые поступил в школу в Соединенных Штатах? _____
ММ / YYYY

7. В какой стране родился студент?

_____
Дата подписи родителя / опекуна (ММ / ДД / ГГГГ)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF LAS LINKS SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

MISSISSIPPI DEPARTMENT OF EDUCATION

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Russian Traditional

Imya uchashchegosya: _____ Otsenka: _____
Pervyy Sredniy Posledniy

Data rozhdeniya:_____ Pol:_____ Shkola:_____

1. Na kakom dominiruyushchem yazyke chashche vsego razgovarivayet student?

2. Na kakom yazyke obychno govoryat doma, nezavisimo ot yazyka, na kotorom govorit student?

3. Kakoy yazyk vpervyye vyuchil student?

4. Nuzhny li roditelyu / opekunu uslugi perevodchika? ____Da net

Yesli da, to na kakom yazyke?

5. Nuzhny li roditelyu / opekunu perevedennyye materialy? ____Da net
Yesli da, to na kakom yazyke?

6. Kakova byla data, kogda uchenik vpervyye postupil v shkolu v Soyedinennykh Shtatakh? _____
MM / YYYY

7. V kakoy strane rodilsya student?

_____
Data podpisi roditelya / opekuna (MM / DD / GGGG)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF LAS LINKS SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Russian Simplified

Nombre del estudiante: _____ Grado: _____
Primer medio último

Fecha de nacimiento: _____ Sexo: _____ Escuela: _____

1. ¿Cuál es el idioma dominante más hablado por el estudiante?

2. ¿Cuál es el idioma que se habla habitualmente en el hogar, independientemente del idioma que hable el estudiante?

3. ¿Qué idioma aprendió el estudiante por primera vez?

4. ¿El padre / tutor necesita servicios de interpretación? ____Si no

Si es así, ¿en qué idioma?

5. ¿El padre / tutor necesita materiales traducidos? ____Si no

Si es así, ¿en qué idioma?

6. ¿Cuál fue la fecha en que el estudiante se matriculó por primera vez en una escuela en los Estados Unidos? _____
MM / YYYY

7. ¿En qué país nació el estudiante?

_____
Firma del padre / tutor Fecha (MM / DD / YYYY)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF LAS LINKS SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Spanish

Isoning shogirdi nomi:_____ **Baholash:**_____
Birinchi O'rta Oxirgi

Tug'ilgan sana: _____ **Jins:** _____ **Maktab:**_____

1. Talabalarning eng ko'p gapiradigan tili nima?

2. Talaba tilidan qat'i nazar, uyda muntazam ravishda gapirish nimani anglatadi?

3. Talaba qaysi tilni birinchi o'rgandi?

4. Ota-onaning / tarjimonning talqin qilish xizmatlari kerakmi? ____Ha ____Yo'q

Agar shunday bo'lsa, qanday til?

5. Ota / vasiyning tarjima materiallariga muhtojligi bormi? ____Ha ____Yo'q

Agar shunday bo'lsa, qanday til?

6. Shogird Amerika Qo'shma Shtatlaridagi maktabga ilk bor kirgan kuni qanday bo'ldi? _____
MM/YYYY

7. Shogird qaysi mamlakatda tug'ilgan? _____

_____
Ota / Guardian imzosi Sana (MM/DD/YYYY)

District Use Only

☐ Designated English Learner on the ELPA 21 Screener

DOCUMENTATION OF LAS LINKS SCREENER FOR STUDENT

Date	Speaking Score	Listening Score	Reading Score	Writing Score	Composite Score

Section NN-3

ELL Procedures

STEP 1

Student registers and parent/guardian completes the **Home Language Survey**. If language other than English is indicated and/or documentation, parent report of prior eligibility is presented, proceed to Step 2. If English only is indicated **DO NOT** proceed to Step 2. The student is **NOT ELIGIBLE** for EL services.

STEP 2

If the student is possibly eligible for EL services, the Registrar will inform the counselor and EL Interventionist. The counselor will then conduct the **LAS Links Screener**.

STEP 3

1. The School counselor will complete the Las Links Screener, and, notify the EL interventionist & EL school tutor when a student meets the criteria. The school counselor will inform the JCSD EL personnel of eligibility.
2. The counselor sends the **English Learner Notification Letter** to parent/guardian, and notifies the EL Interventionist, EL Tutor and SET.
3. The EL Interventionist prepares LSP. The meeting will be held with SET members present

STEP 4

1. Signed copies of LSP are given to parent/guardian, all teachers, and STC (Recipients sign **LSP Acceptance Notice**).
2. Original LSP is filed in **green** EL folder and placed in the cumulative folder along with all other EL documentation (i.e. HLS, LAS Links Screener, prior EL history).

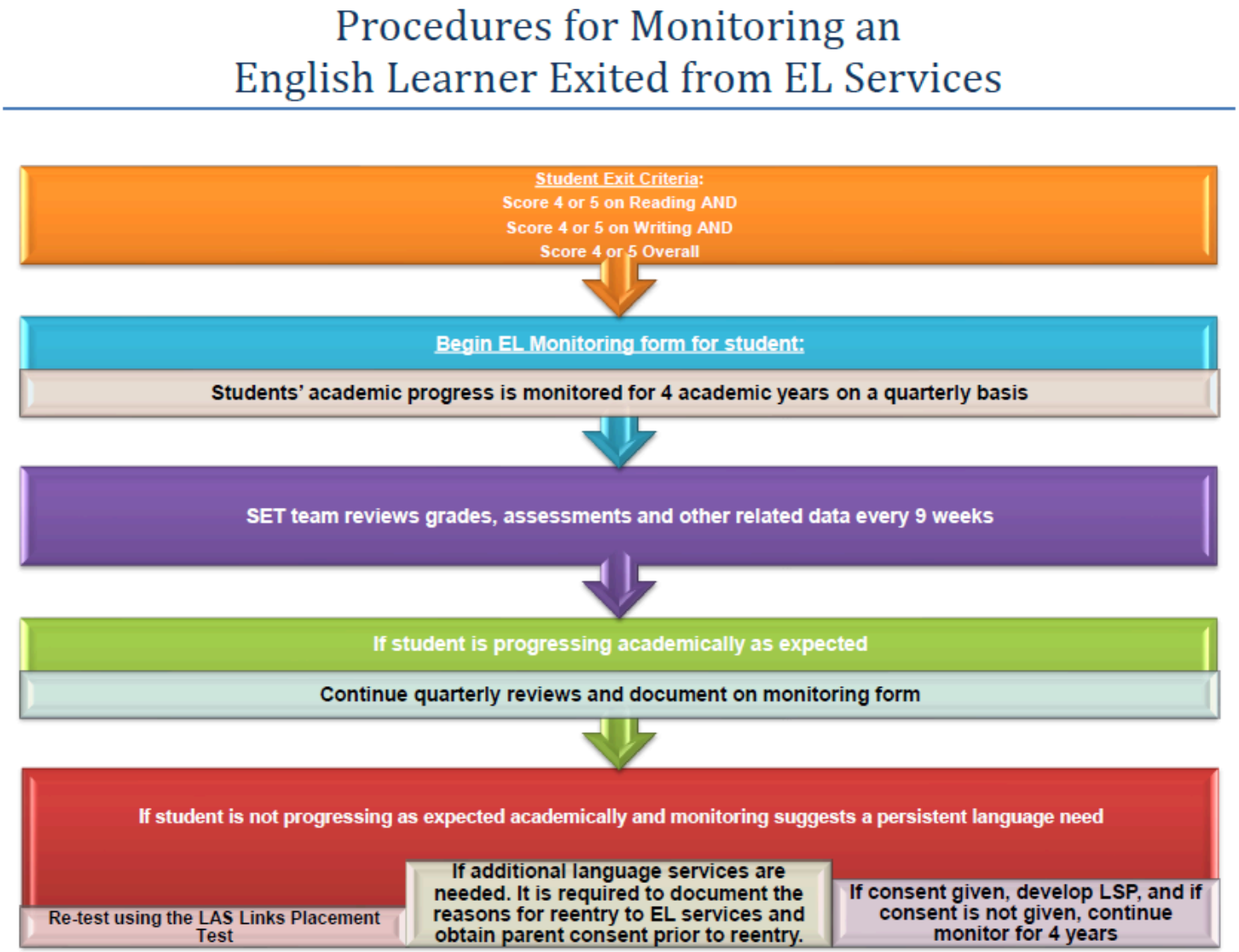
STEP 5

1. The School Educational Team (SET) meets to review LSP quarterly with the parent/guardian.
2. Student takes ELPT – If student scores below proficient in Writing, Reading and Overall – EL Services continue for the following school year.

STEP 6

Exit Criteria: Student takes ELPT and student scores:
4 or 5 for Reading AND
4 or 5 for Writing AND
4 or 5 Overall
Student exits services and moves to Monitored status

- **ELL Monitoring Procedures**



Jackson County School District

English Learner (EL) Parent Notification Letter for ELL Services

Date: _____

To the Parent/Legal Guardian of _____

Dear Parent/Legal Guardian:

Based on the Las Links Placement screener results, the Jackson County School District has determined that your child should receive English Language Learner services as a part of their educational program. We have created an academic environment for your child that best accommodates his/her language needs. We believe that the ELL services we offer will be helpful to your child, but if for some reason you do not want him/her to receive these services, please notify your child's
school counselor, _____at (228) _____.

****
(Return this letter to the school counselor at your earliest convenience)

A meeting has been scheduled for (Date) _____ (Time) _____to create your child's Language Service Plan, which is an individualized plan for each English Learner. Your child's language development and academic progress is of the utmost concern to our school district, and we would like you to be a part of the School Educational Team (SET) to aid in developing and approving the plan for your child's English language acquisition.

_____Yes, I will attend the meeting as scheduled.

_____No, I will not be able to attend the meeting. However, I am aware that my child is eligible for ELL services and that I have the right to opt out of these services by providing a written request.

_____I am unable to attend at the scheduled time please call me at _____to reschedule.

(Parent signature) **(Phone)** **(Date)**

Distrito escolar del condado de Jackson

Carta de notificación a los padres de estudiantes de inglés (EL) para los servicios de ELL

Fecha: _____

Para el padre / tutor legal de _____

Estimado padre / tutor legal:

Sobre la base de los resultados del cribador de colocación de Las Links, el Distrito Escolar del Condado de Jackson ha determinado que su hijo debe recibir servicios de Aprendices del Idioma Inglés como parte de su programa educativo. Hemos creado un entorno académico para su hijo que se adapta mejor a sus necesidades lingüísticas. Creemos que los servicios de ELL que ofrecemos serán útiles para su hijo, pero si por alguna razón usted no desea que él / ella reciba estos servicios, notifique a su hijo. consejero escolar, _____al (228) _____.

****

(Devuelva esta carta al consejero escolar lo antes posible)

Se ha programado una reunión para (Fecha) _____ (Hora) _____para crear el Plan de Servicio de Idiomas de su hijo, que es un plan individualizado para cada Aprendiz de inglés. El desarrollo del lenguaje y el progreso académico de su hijo son de la mayor preocupación para nuestro distrito escolar, y nos gustaría que usted forme parte del Equipo de Educación Escolar (SET) para ayudarlo a desarrollar y aprobar el plan para la adquisición del idioma inglés de su hijo.

_____Sí, asistiré a la reunión según lo programado.

_____No, no podré asistir a la reunión. Sin embargo, soy consciente de que mi hijo es elegible para los servicios de ELL y que tengo el derecho de optar por no recibir estos servicios mediante una solicitud por escrito.

_____No puedo asistir a la hora programada, llámeme al _____para reprogramar.

(Firma del padre) **(Teléfono)** **(Fecha)**

Spanish

Distrito Escolar do Condado de Jackson

English Learner
(EL) Carta de Notificação aos Pais para os Serviços ELL

Encontro: _____

Para o pai / responsável legal de _____

Prezado Pai / Responsável Legal:

Com base nos resultados do rastreio da Las Links Placement, o Distrito Escolar do Condado de Jackson determinou que o seu filho deve receber serviços de Aprendizagem da Língua Inglesa como parte do seu programa educacional. Criamos um ambiente acadêmico para o seu filho que melhor acomoda suas necessidades de idioma. Acreditamos que os serviços de ELL que oferecemos serão úteis para o seu filho, mas se por algum motivo você não quiser que ele receba esses serviços, notifique o seu filho.
conselheiro escolar, _____em (228) _____.

****

(Devolva esta carta ao conselheiro da escola o mais cedo possível)

Uma reunião foi agendada para (Data) _____(Horário) _____para criar o Plano de Serviço de Idioma do seu filho, que é um plano individualizado para cada aluno de inglês. O desenvolvimento do idioma e o progresso acadêmico do seu filho é a maior preocupação para o distrito escolar, e gostaríamos que você fizesse parte da Equipe Educacional Escolar (SET) para ajudar a desenvolver e aprovar o plano para a aquisição da língua inglesa de seu filho.

_____Sim, vou participar da reunião conforme programado.

_____Não, não poderei participar da reunião. No entanto, estou ciente de que meu filho é elegível para serviços de ELL e que tenho o direito de optar por não receber esses serviços fornecendo uma solicitação por escrito.

_____Eu não posso comparecer no horário agendado, por favor me ligue no _____para remarcar.

(Assinatura pai) **(telefone)** **(data)**

Portuguese

Trường học quận Jackson

Thư thông báo cho phụ huynh học tiếng Anh (EL) cho các dịch vụ ELL

Ngày: _____

Gửi tới Phụ huynh / Người giám hộ hợp pháp của _____

Kính gửi phụ huynh / người giám hộ hợp pháp:

Dựa trên kết quả sàng lọc Vị trí Las Links, Khu học chánh Jackson County đã xác định rằng con bạn sẽ nhận được các dịch vụ Học tiếng Anh như một phần của chương trình giáo dục của chúng. Chúng tôi đã tạo ra một môi trường học thuật cho con bạn đáp ứng tốt nhất nhu cầu ngôn ngữ của trẻ. Chúng tôi tin rằng các dịch vụ ELL mà chúng tôi cung cấp sẽ hữu ích cho con bạn, nhưng nếu vì lý do nào đó bạn không muốn con nhận được các dịch vụ này, vui lòng thông báo cho nhân viên tư vấn của trường con của bạn, _____ tại (228) _____.

****

(Trả lại thư này cho nhân viên tư vấn của trường một cách thuận tiện sớm nhất)

Một cuộc họp đã được lên lịch cho (Ngày) _____ (Thời gian) _____ để tạo Kế hoạch Dịch vụ Ngôn ngữ của con bạn, đây là một kế hoạch cá nhân cho mỗi Người học Tiếng Anh. Sự phát triển ngôn ngữ và tiến bộ học tập của con bạn là mối quan tâm lớn nhất đối với khu học chánh của chúng tôi và chúng tôi muốn bạn là thành viên của Nhóm Giáo dục Trường học (SET) để hỗ trợ phát triển và phê duyệt kế hoạch tiếp thu ngôn ngữ tiếng Anh của con bạn.

_____ Vâng, tôi sẽ tham dự cuộc họp theo lịch trình.

_____ Không, tôi sẽ không thể tham dự cuộc họp. Tuy nhiên, tôi biết rằng con tôi đủ điều kiện nhận các dịch vụ ELL và tôi có quyền từ chối các dịch vụ này bằng cách cung cấp một yêu cầu bằng văn bản.

_____ Tôi không thể tham dự vào thời gian đã định, xin vui lòng gọi cho tôi theo số _____ để sắp xếp lại.

(Chữ ký phụ huynh) **(Điện thoại)** **(Ngày)**

592



Школьный округ округа Джексон

Письмо об уведомлении родителей
изучающего английский язык (EL) для услуг ELL

Дата: _____

Родителю / Законному Опекуну _____

Уважаемый родитель / законный опекун!

На основании результатов скрининга Las Links Placement школьный округ округа Джексон определил, что ваш ребенок должен получать услуги для изучающих английский язык в рамках своей образовательной программы. Мы создали академическую среду для вашего ребенка, которая наилучшим образом соответствует его / ее языковым потребностям. Мы считаем, что предлагаемые нами услуги ELL будут полезны для вашего ребенка, но если по какой-то причине вы не хотите, чтобы он / она получал эти услуги, сообщите об этом вашему ребенку.
школьный консультант, _____ в (228) _____.

****

(Верните это письмо школьному консультанту при первой возможности)

Встреча была запланирована на (Дата) _____ (Время) _____ для составления плана языкового обслуживания вашего ребенка, который представляет собой индивидуальный план для каждого изучающего английский язык. Развитие языка вашего ребенка и его успеваемость имеют первостепенное значение для нашего школьного округа, и мы хотели бы, чтобы вы были частью школьной образовательной команды (SET), чтобы помочь в разработке и утверждении плана для изучения английского языка вашим ребенком.

_____ Да, я буду присутствовать на собрании в соответствии с графиком.

_____ Нет, я не смогу присутствовать на собрании. Однако я знаю, что мой ребенок имеет право на получение услуг ELL и что я имею право отказаться от этих услуг, предоставив письменный запрос.

_____ Я не могу присутствовать в назначенное время, пожалуйста, позвоните мне в _____, чтобы перенести.

(Родительская подпись) **(Телефон)** **(Дата)**

Shkol'nyy okrug okruga Dzhekson

Pis'mo ob uvedomlenii roditeley izuchayushchego angliyskiy yazyk (EL) dlya uslug ELL

Data: _____

Roditelyu / Zakonnomu Opekunu _____

Uvazhayemyy roditel' / zakonnyy opekun!

Na osnovanii rezul'tatov skrininga Las Links Placement shkol'nyy okrug okruga Dzhekson opredelil, chto vash rebenok dolzhen poluchat' uslugi dlya izuchayushchikh angliyskiy yazyk v ramkakh svoyey obrazovatel'noy programmy. My sozdali akademicheskuyu sredu dlya vashego rebenka, kotoraya nailuchshim obrazom sootvetstvuyet yego / yeye yazykovym potrebnostyam. My schitayem, chto predlagayemyye nami uslugi ELL budut polezny dlya vashego rebenka, no yesli po kakoy-to prichine vy ne khotite, chtoby on / ona poluchal eti uslugi, soobshchite ob etom vashemu rebenku.
shkol'nyy konsul'tant, _____v (228) _____.

****

(Vernite eto pis'mo shkol'nomu konsul'tantu pri pervoy vozmozhnosti)

Vstrecha byla zaplanirovana na (Data) _____ (Vremya) _____dlya sostavleniya plana yazykovogo obsluzhivaniya vashego rebenka, kotoryy predstavlyayet soboy individual'nyy plan dlya kazhdogo izuchayushchego angliyskiy yazyk. Razvitiye yazyka vashego rebenka i yego uspevayemost' imeyut pervostepennoye znacheniye dlya nashego shkol'nogo okruga, i my khoteli by, chtoby vy byli chast'yu shkol'noy obrazovatel'noy komandy (SET), chtoby pomoch' v razrabotke i utverzhdenii plana dlya izucheniya angliyskogo yazyka vashim rebenkom.

_____Da, ya budu prisutstvovat' na sobranii v sootvetstvii s grafikom.

_____Net, ya ne smogu prisutstvovat' na sobranii. Odnako ya znayu, chto moy rebenok imeyet pravo na polucheniye uslug ELL i chto ya imeyu pravo otkazat'sya ot etikh uslug, predostaviv pis'mennyy zapros.

_____YA ne mogu prisutstvovat' v naznachennoye vremya, pozhaluysta, pozvonite mne v _____, chtoby perenesti.

(Roditel'skaya podpis') **(Telefon)** **(Data)**

Jekson okrugi maktabi tumani

English Learner (QO'LNING) ELL Xizmatlari
uchun ota-ona bayonnomasi maktubi

Sana: _____

_____Ota / Huquq Himoyachiga

Hurmatli Ota / Huquq Himoyachisi:

Las Link Joylashuvi natijalari asosida, Jekson Oklaxa tumani farzandingiz ingliz tilini o'rganuvchi xizmatlarini o'z ta'lim dasturlari doirasida olishlari kerakligini aniqladi. Farzandingiz uchun uning til ehtiyojlarini eng yaxshi moslashtiradigan ilmiy muhit yaratdik. Biz taqdim etayotgan ELL xizmatlari sizning bolangiz uchun foydali bo'ladi deb hisoblaymiz, ammo agar u sizni ushbu xizmatlardan foydalanishni istamasangiz, iltimos, bolaning

maktab maslahatchisi, _____(228) _____.

****

(Maktab maslahatchisiga bu xatni sizga eng qulay tarzda qaytaring.)

Har bir ingliz tilini o'rganuvchisining individual rejasi bo'lgan farzandingizning til xizmati rejasini yaratish uchun (Sana) _____(Vaqt) _____uchun yig'ilish o'tkazildi. Farzandingizning tilini rivojlanishi va ilmiy taraqqiyoti bizning maktab tumanimiz uchun juda tashvishlidir va sizga farzandingizning ingliz tilini o'rganish rejasini ishlab chiqish va tasdiqlashda yordam berish uchun sizni Maktab ta'limi jamoasi (SET) tarkibida bo'lishingizni istaymiz.

_____Ha, men uchrashuvga rejalashtirilgan tarzda qatnashaman.

_____Yo'q, uchrashuvga qatnasha olmayman. Biroq, farzandim ELL xizmatlariga muvofiqligini bilaman va yozma ariza berib, ushbu xizmatlardan voz kechishga haqim bor.

_____Men rejalashtirilgan vaqtda qatnasha olmayman, iltimos, menga qo'ng'iroq qiling _____qayta rejalashtirish.

(Ota-ona imzo) **(Telefon)** **(Sana)**

- **Ellevation Sample**

APPENDIX B | Language Service Plan *(for Students with Limited English Proficiency)*

This form should be completed by the individual responsible for providing the instructional program for the EL students and the classroom teacher. This form should be updated annually. **Person completing this form**

STUDENT NAME					
PRIMARY LANGUAGE SPOKEN			**LANGUAGE(S) SPOKEN IN HOME**		
ADDITIONAL LANGUAGE(S)		**DATE FIRST ENROLLED IN A U.S. SCHOOL**		**IMMIGRANT STATUS** (< 3 yrs)	
PARENT/GUARDIAN NAME					
PHONE	(home)	(work)		(cell)	
HOME/SCHOOL COMMUNICATION to parent/guardian is requested in:		☐ English **OR** ☐ Native Language: _____ ☐ Oral **OR** ☐ Written			

ACADEMIC HISTORY PRIOR TO ENTERING CURRENT DISTRICT

Age Started School	Years in Preschool/K	Years in grades 1-5	Years in grades 6-12
Last grade completed	☐ Interrupted Formal Education	☐ Limited Schooling	☐ No Formal schooling
Has the student been referred for Special Education? ☐ Yes ☐ No	Does the child have an IEP? ☐ Yes ☐ No	Does the child have a 504 Plan? ☐ Yes ☐ No	

ACADEMIC ACHIEVEMENT LEVEL HISTORY

SUBJECT	BELOW GRADE LEVEL	ON OR ABOVE GRADE LEVEL	METHOD USED TO DETERMINE LEVEL	INFORMATION NOT AVAILABLE
Example: Math	*X*		*Course grade from previous year (D)*	
Math				
Reading				
Writing				
Social Studies				
Science				

ENGLISH LANGUAGE PROFICIENCY TEST INFORMATION

TEST	Date	Score	Level	Date	Score	Level	Date	Score	Level	Date	Score	Level	Date	Score	Level
ELPT Speaking															
ELPT Listening															
ELPT Reading															
ELPT Writing															
Composite SCORE															

Copy this page and attach it if space is needed to post additional ELPT scores for Long Term English Learners.

APPENDIX B (continued) Language Service Plan *(for Students with Limited English Proficiency)*

EL SERVICE	
Date Identified EL Program:	Date Entered EL Program:
☐ Student will receive Direct EL Services for _____ **Minutes** _____ **Days a week**	
☐ Student will be placed in an EL Class for one Credit *(Grades 7-12 only)* **Year:** _____ **Semester:** _____	
☐ Parents Declined Services (school is still obligated to serve)	Comments:
Number of years until the student is identified as a Long Term English Learner (LTEL):	
List specific measurable goals for each domain (Listening, Speaking, Reading, and Writing):	

LISTENING	SPEAKING	READING	WRITING

STANDARDIZED TESTING ACCOMMODATIONS

Refer to the current edition of the Mississippi Testing Accommodations Manual for the allowable accommodations for each assessment. Specify each testing accommodation, the code for the accommodation, and each standardized test to which the accommodation applies. NOTE: The accommodations listed below must be used during regular classroom assessments and on district wide assessments prior to being used on state wide assessments.

ACCOMMODATION(S)	CODE #	TEST(S)

APPENDIX B (continued) Language Service Plan *(for Students with Limited English Proficiency)*

All testing accommodations are classroom accommodations, however not all classroom accommodations are state testing accommodations.

CLASSROOM INSTRUCTIONAL SUPPORTS AND ACCOMMODATIONS/MODIFICATIONS

To meet the needs of this child, the following are recommendations for use in regular classroom instruction:

- ☐ Paraphrasing or repeating directions in English
- ☐ Personal cueing
- ☐ Read the test directions (but not the test items) to individual students or in a small group – repeating and/or paraphrasing the directions, if needed
- ☐ Dictation of answers to test administrator/proctor (scribe) in English only
- ☐ Reader (oral administration)
- ☐ Native language word-to-word dictionaries/electronic word-to-word dictionaries (no definitions)
- ☐ Present questions in same phrasing as learning/review
- ☐ Reduced and/or modified class & homework assignments
- ☐ Modified assessments (i.e. oral)
- ☐ Break tasks/directions into subtasks
- ☐ Increase wait time
- ☐ Additional time to complete assignments and tests
- ☐ ESS (Extended School Services)
- ☐ Provide questions for classroom discussion in advance
- ☐ Label items in the room
- ☐ Previewing of academic content
- ☐ Provide shortened assignments
- ☐ Face student when speaking – speak slowly
- ☐ Print instead of using cursive; type all notes, tests, handouts
- ☐ Use high interest/low vocabulary text material
- ☐ Use overhead and provide students with copies of teacher transparencies/notes/lectures
- ☐ Make instruction visual – use graphic organizers, pictures, maps, graphs, etc. to aid understanding
- ☐ Highlight/color code tasks, directions, letters home
- ☐ Pair ELs with an English speaking "peer partner" for assistance
- ☐ Provide preferential seating or seating with a peer partner
- ☐ Check for comprehension often
- ☐ Ask questions that allow the student to answer successfully
- ☐ Allow the student opportunities to read aloud successfully
- ☐ Use manipulatives
- ☐ Use audiobooks
- ☐ Record material for student listening
- ☐ Vocabulary matching/fill-in-the-blank exercises w/ words
- ☐ OTHER:

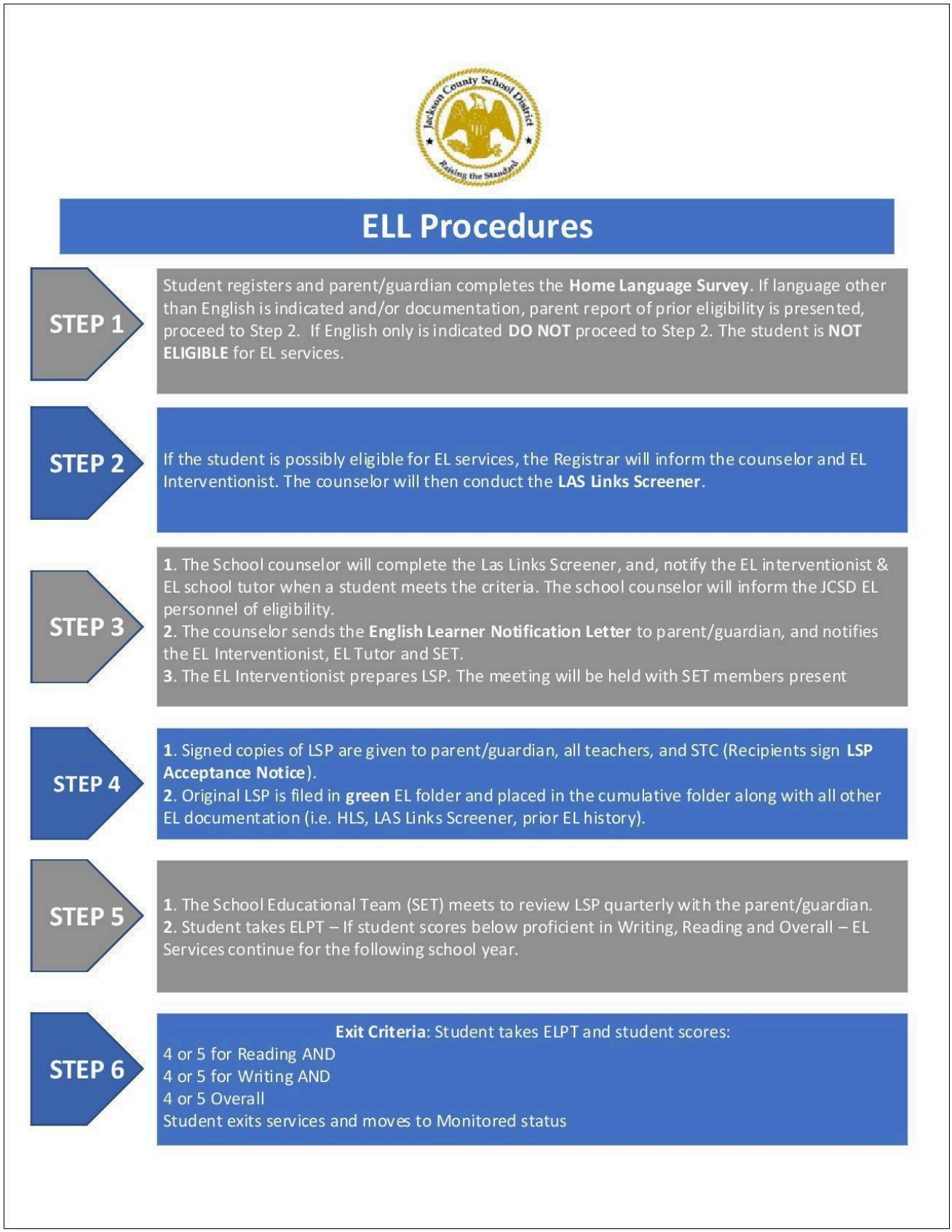
PERSONS INVOLVED IN THE DEVELOPMENT OF THE LANGUAGE SERVICE PLAN

By signing this form, I am indicating that I have read and understood the Language Service Plan information.

PRINCIPAL *Signature*	**PRINTED NAME**	**PARENT** *Signature*	**PRINTED NAME**
EL COORDINATOR *Signature*	**PRINTED NAME**	**PARENT** *Signature*	**PRINTED NAME**
EL TEACHER *Signature*	**PRINTED NAME**	**STUDENT** *Signature*	**PRINTED NAME**
TEACHER *Signature*	**PRINTED NAME**	**INTERPRETER** *Signature*	**PRINTED NAME**
TEACHER *Signature*	**PRINTED NAME**	**DATE**	

- **Onsite review of the Las Links Placement Test results**

Section NN-4



- **ELL Monitored Status Documentation**

APPENDIX B (continued) **Exit/Monitor Status Documentation**
(for Students meeting qualifications to exit EL Services)

This form should be completed by the individual responsible for exiting and monitoring the individual student.

STUDENT NAME		DATE OF BIRTH	
PARENT/GUARDIAN NAME			
PHONE	(home)	(work)	(cell)
HOME/SCHOOL COMMUNICATION to parent/guardian requested in:	☐ English **OR** ☐ Native Language: _____ ☐ Oral **OR** ☐ Written		

PERSON RESPONSIBLE FOR COMPLETING THIS FORM			
YEAR 1	**YEAR 2**	**YEAR 3**	**YEAR 4**

EL EXIT INFORMATION	
EXIT Eligibility Date	

To be eligible for exit from EL status, students must earn a 4 or 5 on the Reading, Writing, and Overall on the LAS Links assessment. Criteria determining exit from EL status (scores from the ELPT): Date of test:

LISTENING	SPEAKING	READING*	WRITING*	OVERALL*

MONITORING					
Start Date		**Date of Parent Notification**		**Expected date for CONCLUSION OF MONITOR STATUS** *(Minimum of 4 years)*	

REPORT CARD AND STATE ASSESSMENT RESULTS

YEAR 1				
Grade level:	School Name:			
	Q1	**Q2**	**Q3**	**Q4**
ELA				
Math				
Science				
Social Studies				
Other				
Other				
State Assessment Results:				
Is student on track to graduate on time? ☐ Yes ☐ No				

YEAR 2				
Grade level:	School Name:			
	Q1	**Q2**	**Q3**	**Q4**
ELA				
Math				
Science				
Social Studies				
Other				
Other				
State Assessment Results:				
Is student on track to graduate on time? ☐ Yes ☐ No				

APPENDIX B (continued) **Exit/Monitor Status Documentation**
(for Students meeting qualifications to exit EL Services)

MONITORING, continued					
Start Date		**Date of Parent Notification**		**Expected date for CONCLUSION OF MONITOR STATUS** *(Mimimum of 4 years)*	

REPORT CARD AND STATE ASSESSMENT RESULTS

YEAR 3

Grade level:	School Name:			
	Q1	**Q2**	**Q3**	**Q4**
ELA				
Math				
Science				
Social Studies				
Other				
Other				
State Assessment Results:				
Is student on track to graduate on time? ☐ Yes ☐ No				

YEAR 4

Grade level:	School Name:			
	Q1	**Q2**	**Q3**	**Q4**
ELA				
Math				
Science				
Social Studies				
Other				
Other				
State Assessment Results:				
Is student on track to graduate on time? ☐ Yes ☐ No				

If the information on this form indicates that the former EL student is struggling, indicate steps that will be taken to support the student and the results:

☐ Student was referred for intervention services (appropriate documentation must be completed)

☐ Student was referred for Counseling

☐ Student was referred for rescreening for EL services. In order for students to be re-entered in the EL program, they must retake the LAS Links placement test and meet qualifications. **(This should only be done if language is considered the primary cause for academic struggles.)**

COMMENT(S)(Indicate steps taken to support the student):

Section NN-5

- All of our Title I schools are school-wide programs which service all students within the school.

Section NN-6

- EL student assessment reports will serve as documentation of participation in state-wide state-mandated assessments

Section NN-7

- EL student assessment reports will serve as documentation of participation in state-wide state-mandated assessments

Section NN-8

- District Test Security Training agenda and signature page will serve as documentation of training certified School Test Coordinators and EL Departmental staff on the language proficiency instrument.

Section NN-9

- Title I schools will upload School-wide plans
- JCSD LEA utilizes the following educational resources to improve EL language proficiency:
  - Phonics For Reading
  - Foursquare Writing
  - Great Leaps
  - Let's Go
  - Lexia Core 5
  - Lexia Powerup
  - Imagine Learning
  - I-Ready
- We use data from Lexia and Imagine Learning to track student English language improvement.

Section NN-10

- Title I schools provide parents with communication in a language that parents can understand. Each school will maintain documentation as evidence of providing home

communication and /or forms in a parent's native language. These documents will also be uploaded to TitleICrate

Section NN-11

- Currently, JCSD LEA has certified teachers in EL instructional positions and one paraprofessional.

Section NN-12

- Professional development opportunities will be afforded to lead teachers and EL instructors throughout the JCSD.

Section NN-13

- Progress monitoring documentation will be compiled annually using state-wide assessments and promotion/retention data.

Section NN-14

- The JCSD LEA does not receive Title III funds nor does it receive funding for immigrant students.

OO. TITLE IV, PART A: STUDENT SUPPORT AND ACADEMIC ENRICHMENT

Section OO-1

- The JCSD LEA will conduct a comprehensive needs assessment annually to improve access to and opportunities for a well-rounded education for all students, to improve school conditions for student learning in order to create a safe and healthy environment and to improve access to personalized learning experiences supported by technology and professional development for the effective use of data and technology.

Section OO-2

- During the annual CNA survey, parents, teachers, principals, and other school personnel members will have an opportunity to provide input regarding activities funded by Title IV, Part A activities. Potential activities are as follows:

Activities to Support Well-Rounded Educational Opportunities:

- Science, technology, engineering, and mathematics (STEM)
  - Increasing access for groups of underrepresented students to high-quality courses
  - Supporting participation in nonprofit competitions
  - Providing students hands-on learning and exposure to STEM, including through field-based and service learning
  - Integrating other academic subjects such as the arts into STEM curricula
- Music and arts
- Foreign language instruction
- Accelerated learning programs
  - Reimbursing low-income students to cover all or part of the costs of AP, IB, or other accelerated learning program exams
  - Increasing the availability of AP or IB programs, dual or concurrent enrollment programs, and other accelerated learning options
- Career and college counseling/guidance
  - Counseling programs and services
  - Programs offering assistance in applying for college entrance and financial aid
  - Advising on academic and occupational training
  - Transition programs
- Social and Emotional Learning (SEL)
  - Activities and interventions in SEL that build resilience, self-control, empathy, persistence, and other social and behavioral skills

- Environmental Education
  - Activities and educational opportunities related to environmental issues.

Activities to Support Safe and Healthy Students:

- Training school personnel in drug, violence, trafficking, and trauma
- Implementing programs that educate students and school personnel about bullying and harassment prevention
- Implementing drug and violence prevention programs
- Building school and community relationships to expand access to community resources including, but not limited to, mental health programs and crisis intervention
- Suicide prevention programs
- Implementing programs that support dropout prevention and re-entry
- Providing local educational agencies with resources that are evidence-based addressing ways to integrate health and safety practices into school or athletic programs, including physical and nutrition education
- Provide school-based health services, including chronic disease management
- Social Emotional Learning (SEL) including, but not limited to: interventions that build resilience, self-control, empathy, persistence, and other social and behavioral skills
- Culturally responsive teaching and professional development of implicit bias
- Reducing use of exclusionary discipline practices and promoting supportive school discipline
- Supporting local educational agencies to expand access to or coordinate resources for school-based counseling and mental health programs, such as through school-based mental health services partnership programs
- Designating a site resource coordinator at a school or LEA to establish partnerships within the community
- Implementing child sexual abuse awareness and prevention programs that are age appropriate and developmentally appropriate for students or that provide information to parents and guardians of students about sexual abuse awareness and prevention
- Implementing school wide positive behavioral interventions and supports

Activities to Support the Effective Use of Technology:

**Note: A Special Rule in the SSAE program states that no more than 15% of funds for activities to support the effective use of technology may be used "for purchasing technology infrastructure as described in subsection (a)(2)(B), which includes technology infrastructure purchased for the activities under subsection (a)(4)(A)." To clarify, LEAs or consortiums of LEAs may not spend more than 15% of funding in this content area on devices, equipment, software applications, platforms, digital instructional resources and/or other one-time IT purchases. (ESEA section 4109(b))*.

- Provide professional development opportunities directly related to improving the use of educational technology. Note: Professional development activities should be sustained, (not stand-alone, one-day, or short term workshops), intensive, collaborative, job- embedded, data-driven, and classroom-focused.
- Provide personalized learning that is meaningful and relevant to learners, driven by their interests, and often self-initiated
- Developing or using effective innovative strategies for the delivery of specialized or rigorous academic course and curricula through the use of technology, including digital learning technologies and assistive technology, which may include increased access to online dual or concurrent enrollment opportunities, career and technical courses, and programs leading to a recognized postsecondary credential
- Providing students in rural, remote, and underserved areas with the resources to take advantage of high-quality digital learning experiences, digital resources, and access to online courses taught by effective educators
- Implement digital citizenship initiatives that include strategies to address student safety
- Implement school- and district-wide approaches to inform instruction, support teacher collaboration, and personalize learning including, but not limited to creating learning communities composed of students, fellow educators, museums, libraries, experts in various disciplines around the world, community organizations, and families
- Making instructional content widely available through open educational resources

Information for Allowable Activities was excerpted from the Non-Regulatory Guidance Student Support and Academic Enrichment Grants.

Section OO-3

- Each school within the JCSD LEA will submit lesson plans and or justifications for utilizing Title-IV, Part A funded activities to the JCSD Federal Programs department.
- The JCSD LEA will utilize the Comprehensive Needs Assessment survey, along with other stakeholder input from the Title I parent meetings and monthly principal meetings, to set objectives and intended outcomes for its Title IV, Part A activities.

Section OO-4

- The JCSD LEA equally distributes funding among all secondary schools. Additionally Title IV, Part A funds are equally distributed amongst all JCSD comprehensive school counseling programs. If a school does not elect to utilize the funds, the funds will be offered to the remaining schools. Emails are sent to all Middle and High school principals and all school counselors detailing funding amounts and the objectives for these amounts.

PP. TITLE IV, PART B: 21st Century Community Learning Centers

Section PP-1 thru PP-32

- The JCSD LEA does not reserve funding for 21st Century Community Learning Centers; and the JCSD LEA does not receive funds for this program.

QQ. TITLE V, PART B, SUBPART 2: RURAL EDUCATION INITIATIVE

Section QQ-1 thru QQ-2

- The JCSD LEA does not reserve funding for Rural Education Initiative; and the JCSD LEA does not receive funds for this program.

RR. TITLE IX, PART A - SUBGRANTEES ONLY MCKINNEY-VENTO ACT SEC. 723

Section RR-1 thru RR-2

- The JCSD LEA is not a subgrantee for the McKinney-Vento Act Sec. 723; and the JCSD LEA does not receive funds for this program.

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

(Print) School Name: Fab Lab Jackson County

Is the requesting club or activity a ☒ school student activity program/club or an ☐ outside organization?

Will the resulting money be collected by ☒ school employees or ☐ members of an outside organization?

(Print) Name of Activity/Sport/Outside Organization: Fab Lab Jackson County

(Print) Full Name of Sponsor/Coach Outside Officer: John J Mundy

Dates of fundraising activity (Beginning and Ending): July 24, 2024

Location of fundraising: ☐ In school only ☒ In Community Only ☐ In School and Community

☐ Online (GoFundMe, Donors Chose, etc.)

Describe the fundraiser: Singing River Federal Credit Union

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

# of students involved 0 Anticipated revenue $3000.00

Anticipated use of revenue SRFCU sponsorship and summer camp supplies and staff

Were students informed in writing that the fundraiser is voluntary? ☐ Yes ☒ No

John J Mundy — 07/24/2024

Signature of Sponsor Coach/Outside Organization Officer — Date

Approved by:

Signature of Principal — 8/5/24 Date

Signature of Asst. Superintendent — 8/5/24 Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised October 2018

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

(Print) School Name: Jackson County Technology Center

Is the requesting club or activity a ☒ school student activity program/club or an ☐ outside organization?

Will the resulting money be collected by ☐ school employees or ☐ members of an outside organization? N/A

(Print) Name of Activity/Sport/Outside Organization: JCTC

(Print) Full Name of Sponsor/Coach/Outside Officer: Steven Covington

Dates of ~~fundraising~~ activity (Beginning and Ending): End of school year 2024-2025

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Location ~~of fundraising~~: ☐ In school only ☐ In Community Only ☐ In School and Community

☐ Online (GoFundMe, Donors Chose, etc.)

Describe the fundraiser: Student Awards Day at Ballpark - down the street from JCTC.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

# of students involved all JCTC students Anticipated revenue _____

Anticipated use of revenue No revenue or fundraising - requesting approval to hold our annual JCTC Awards Day.

Were students informed in writing that the fundraiser is voluntary? ☐ Yes ☐ No N/A

_____ _____
Signature of Sponsor/Coach/Outside Organization Officer Date

Approved by:

_____ 8/6/24
Signature of Principal Date

_____ 8/7/24
Signature of Asst. Superintendent Date

_____ _____
Signature of Superintendent Date

_____ _____
Signature of Board Chairman Date

Revised October 2018

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)* Vancleave High School Re-Roof 12424 MS-57 Vancleave, MS 39565	**CONTRACT INFORMATION:** Contract For: General Construction Date: March 26, 2024	**CHANGE ORDER INFORMATION:** Change Order Number: 001 Date: July 25, 2024
OWNER: *(Name and address)* Jackson County School District 4700 Colonel Vickrey Road Vancleave, MS 39565	**ARCHITECT:** *(Name and address)* MP Design Group 918 Howard Avenue, Suite F Biloxi, MS 39530	**CONTRACTOR:** *(Name and address)* Rowell Roofing, Inc. P.O. Box 647 Columbia, MS 39429

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
The Contractor will furnish labor and materials to recover the existing roof system on Building F. The new roof system will consist of 1 layer of 1/4" coverboard adhered to existing modified bitumen roof, 1 layer of modified base sheet, and 60 mil PVC capsheet. Will include all new wood blocking, wood fascia, metal fascia and metal edge at perimeter.

The original Contract Sum was	$	2,223,000.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	2,223,000.00
The Contract Sum will be increased by this Change Order in the amount of	$	173,220.00
The new Contract Sum including this Change Order will be	$	2,396,220.00

The Contract Time will be increased by Forty-Five (45) days.
The new date of Substantial Completion will be March 5, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MP Design Group **ARCHITECT** *(Firm name)*	Rowell Roofing, Inc. **CONTRACTOR** *(Firm name)*	Jackson County School District **OWNER** *(Firm name)*
Brad Patano **SIGNATURE**	**SIGNATURE**	**SIGNATURE**
Brad Patano, Principal **PRINTED NAME AND TITLE**	Jason Koenenn, Vice President **PRINTED NAME AND TITLE**	David Baggett, Superintendent **PRINTED NAME AND TITLE**
July 25, 2024 **DATE**	7/29/24 **DATE**	**DATE**

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User Notes: (3B9ADA4E)

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

YOUR PROJECT · OUR PRIORITY · NO EXCUSES

Architect/Engineer Supplemental Instructions ASI 001

PROJECT: *(Name and Address)*
Vancleave High School Re-Roof
12424 MS-57
Vancleave, MS 39565
OWNER: *(Name and Address)*
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565
ARCHITECT: *(Name and Address)*
MP Design Group
918 Howard Avenue, Suite F
Biloxi, MS 39530
CONTRACTOR: *(Name and Address)*
Rowell Roofing, Inc.
P.O. Box 647
Columbia, MS 39429

DIRECTIVE ISSUE DATE: 07.25.2024

CONTRACT TYPE: General Construction

CONTRACT DATE: March 26, 2024

PROJECT NUMBER: 0155.23.003

OWNER: ☒
ARCHITECT: ☒
CONSULTANT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

The Work shall be carried out in accordance with the following Supplemental Instructions issued in accordance with the Contract Documents **including a change in Contract Amount via Change Order**. As such, proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be a change in the Contract Sum and Time.

DESCRIPTION *(Insert a written description of the Work):*

- Furnish labor and materials to recover the existing roof system on Building F. The new roof system will consist of 1 layer of ¼" coverboard adhered to existing modified bitumen roof, 1 layer of modified base sheet, and 60 mil PVC capsheet. Will include all new wood blocking, wood fascia, metal fascia and metal edge at perimeter.
- Cost for said work shall be based on the attached proposal from Rowell Roofing, Inc. dated July 12, 2024 and a Change Order will be issued.

ATTACHMENTS *(List attached documents that support description):*

- Contractor Proposal

REQUEST BY THE ARCHITECT/ENGINEER:

Brad Patano
Signature

Brad Patano, P.E., Principal
Printed Name and Title

ROWELL ROOFING, INC.

COMMERCIAL & INDUSTRIAL ROOFING

170 INDUSTRIAL PARK ROAD
P. O. BOX 647
COLUMBIA, MS 39429

• PHONE (601) 736-9494
• FAX (601) 736-8015

July 12, 2024

MP Design Group
Attn: Brad Patano
918 Howard Ave
Biloxi, MS 39530

Re: Vancleave Upper Elementary – Roof Area F (11,600 s.f.)

Dear Brad,

Per your request, we propose to furnish labor and materials to recover the existing roof system on Building F. The new roof system will consist of 1 layer of 1/4" coverboard adhered to existing modified bitumen roof, 1 layer of modified base sheet, and 60 mil PVC capsheet. This system is a tested assembly and is identical to what we will install on the recover portion of Vancleave HS. We include all new wood blocking, wood fascia, metal fascia, and metal edge at perimeter. Our price to do the work is $173,220.00/ $14.93 s.f. Below is a breakdown of the cost:

Materials	$96,800.00
Labor	$36,420.00
Trash, Travel, Etc.	$ 4,500.00
Equipment	$ 4,000.00
Bond/Taxes	$ 8,500.00
OH/Profit	$23,000.00
Total	$173,220.00

We request that 45 days be added to the contract time to complete this work.

Please let me know if you have any questions or need any additional information.

Sincerely,

Jason Koenenn
Vice-President

AIA® Document B221™ – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 52 made as of the Twenty-ninth day of July in the year Two Thousand Twenty-Four
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Jackson County School District, Other
4700 Colonel Vickery Rd.
Vancleave, MS 39565
Telephone Number: (228) 826-1757
Fax Number: (228) 826-3393

and the Architect:
(Name, legal status, address, and other information)

MP Design Group, Limited Liability Company
918 Howard Ave. STE F
Biloxi, MS 39530
Telephone Number: 228-388-1950
Fax Number: 228-388-1971

for the following **PROJECT:**
(Name, location, and detailed description)

Vancleave High School Baseball Bleachers
Jackson County, Mississippi
Replacement of existing Bleachers with new bleachers at VHS Baseball Complex.

THE SERVICE AGREEMENT
This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-eighth day of May in the year Two Thousand Eighteen
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

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User Notes: (3B9ADA38)

TABLE OF ARTICLES

1 INITIAL INFORMATION

2 SERVICES UNDER THIS SERVICE ORDER

3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

4 COMPENSATION

5 INSURANCE

6 PARTY REPRESENTATIVES

7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:
(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

The Jackson County School District wishes to publicly bid the replacement of existing bleachers at the VHS Baseball complex with new bleachers.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

Develop a set of construction drawings and specifications. Help the district procure a contractor via public bid, and perform limited construction administration services throughout the project.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

Land Survey

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

TBD

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User Notes: (3B9ADA38)

.2 Substantial Completion date:

TBD

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

.2 Percentage Basis
(Insert percentage value)

6% of the construction cost exceeds $500,000 or 9% if the construction cost is less than $500,000. Or if the project can be bid with a limited set of plans and specs 6% of construction cost regardless of cost.

(Paragraph Deleted)

.3 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

Land Survey - $2,500

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

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User Notes:

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage	Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

David Baggett
4700 Colonel Vickery Rd.
Vancleave, MS 39565
Telephone Number: (228) 826-1757
Fax Number: (228) 826-3393

Email Address: david.baggett@jcsd.ms

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Brad Patano
918 Howard Ave. STE F
Biloxi, MS 39530
Telephone Number: 228-388-1950
Fax Number: 228-388-1971
Mobile Number: 2283231045
Email Address: bpatano@mpeng.us

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

.1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;

.2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

.3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER *(Signature)*	**ARCHITECT** *(Signature)*
David Baggett, Superintendent	Brad Patano, Principal
(Printed name and title)	*(Printed name, title, and license number, if required)*

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AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
St. Martin Upper & East Elementary Schools HVAC Upgrades Ocean Springs, MS 39564	Contract For: General Construction Date: May 05, 2023	Change Order Number: 003 Date: July 29, 2024
OWNER: *(Name and address)* Jackson County School District 4700 Colonel Vickrey Vancleave, MS 39565	**ARCHITECT:** *(Name and address)* MP Design Group 918 Howard Avenue, Suite F Biloxi, MS 39530	**CONTRACTOR:** *(Name and address)* D.N.P., Inc. P.O. Box 6399 D'Iberville, MS 39540

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
This Change Order is to provide labor and materials needed to add units 'S' & 'Q' as described in previously issued WCPR.

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The original Contract Sum was	$	658,000.00
The net change by previously authorized Change Orders	$	913,959.78
The Contract Sum prior to this Change Order was	$	1,571,959.78
The Contract Sum will be increased by this Change Order in the amount of	$	103,008.00
The new Contract Sum including this Change Order will be	$	1,674,967.78

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be NA

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
MP Design Group	D.N.P., Inc.	Jackson County School District
Brad Patano		
SIGNATURE	SIGNATURE	SIGNATURE
Brad Patano, Principal	Darren Quave, President	David Baggett, Superintendent
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
July 29, 2024	7-31-24	
DATE	DATE	DATE

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User Notes: (3B9ADA4F)

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

Architect/Engineer Supplemental Instructions ASI 003

PROJECT: *(Name and Address)*
St. Martin Upper & East Elementary Schools HVAC Upgrades
OWNER: *(Name and Address)*
Jackson County School District
4700 Colonel Vickrey Rd.
Vancleave, MS 39565
ARCHITECT: *(Name and Address)*
MP Design Group
918 Howard Avenue, Suite F
Biloxi, MS 39530
CONTRACTOR: *(Name and Address)*
D.N.P., Inc.
P.O. Box 6399
D'Iberville, MS 39540

DIRECTIVE ISSUE DATE: 07/29/2024

CONTRACT TYPE: Stipulated Sum

CONTRACT DATE: 05/05/2024

PROJECT NUMBER: 0155.22.008

OWNER: ☒
ARCHITECT: ☒
CONSULTANT: ☐
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

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The Work shall be carried out in accordance with the following Supplemental Instructions issued in accordance with the Contract Documents **with a change in Contract Sum**. As such, proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be a change in the Contract Sum or Time.

DESCRIPTION *(Insert a written description of the Work):*

- Furnish and install Units 'S' and 'Q' as described in previously issued WCPR.
- Cost for said work shall be based on the attached proposal from D.N.P., Inc. dated July 25, 2024 and a Change Order will be issued.

ATTACHMENTS *(List attached documents that support description):*

- WCPR 05

REQUEST BY THE ARCHITECT/ENGINEER:

Brad Patano
Signature

Brad Patano, P.E., Principal
Printed Name and Title

BID TABULATION
FOR
D.N.P.,INC.

PROJ:	St. Martin Upper & East Elem. HVAC - WCPR-005 - Addt'l High School Condensing Units			BID DATE:	7/25/2024
				TIME:	
NO:	ITEM	MATERIAL	LABOR	SUB	TOTAL
1	Furnish and install Units 'S' and 'Q' as described in previously	$52,000.00	$3,000.00	$30,000.00	$85,000.00
	issued WCPR shown below.				
3					
4					
5					
6					
7					
	PROJECT TOTALS	$52,000.00	$3,000.00	$30,000.00	$85,000.00
				LABOR BURDEN	$840.00
				SUB TOTAL	$85,840.00
			20.00%	OH&P	$17,168.00
				SUB TOTAL	$103,008.00
				BID AMOUNT	**$103,008.00**

- OU-Q, Mitsubishi Model **PURY-P216-TGMU-A**
- ~~OU-R, Mitsubishi Model **PURY-P168-TGMU-A**~~

- Group 3
  - OU-S, Mitsubishi Model **PURY-P216-TGMU-A**
  - ~~OU-T, Mitsubishi Model **PURY-P126-TGMU-A**~~
  - ~~OU-U, Mitsubishi Model **PURY-P168-TGMU-A**~~
- Group 4
  - ~~OU-V, Mitsubishi Model **PURY-P234-TGMU-A**~~
  - ~~OU-W, Mitsubishi Model **PURY-P168-TGMU-A**~~
  - ~~OU-X, Mitsubishi Model **PURY-P96-TGMU-A**~~
  - ~~OU-Y, Mitsubishi Model **PURY-P192-TGMU-A**~~
  - ~~OU-Z, Mitsubishi Model **PURY-P234-TGMU-A**~~

ATTACHMENTS *(List attached documents that support description):*

- St. Martin High School Site Image

REQUEST BY THE ARCHITECT/ENGINEER:

(Signature)

Micah van Duijvendijk, Senior Mechanical Engineer
(Printed name and title)

Proposal

Proposal is valid for 15 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.

DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED

Prepared For: DNP

Date: July 18, 2024

Job Name:
St Martin HS - HVAC

Proposal Number: K4-71844-9292-1

Payment Terms: Net 30 Days

Delivery Terms:
Freight Allowed and Prepaid - F.O.B. Factory

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

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Tag Data - VRF Outdoor Unit (Qty: 2)

Item	Tag(s)	Qty	Description	Model Number
A1	OU-S	1	VRF Outdoor Unit (JV_ODU)	TURYE2163AN41AN
A2	OU-Q	1	VRF Outdoor Unit (JV_ODU)	TURYE2163AN41AN

Product Data - VRF Outdoor Unit
All Units
TURYE2163AN41AN
Condenser Coil Coating

Total Net Price *(Excluding Sales Tax)* ..... $ 51,730

Tax Status:	Taxable	☐	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE WWW.TAXSITES.COM/STATE-LINKS.HTML FOR TAX FORMS.
	Exempt	☐	

This proposal and pricing are based on shipment of all products (not including field labor) by no later than 1st quarter of 2024 year.

Sincerely,

Ryan Aucoin
Trane U.S. Inc.
4013 N Interstate 10 Service Rd W
Metairie, LA 70002
Office Phone: (504) 733-6789

This proposal is subject to your acceptance of the attached Trane terms and conditions.

TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes., Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

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6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup.** Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE.ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING., ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS),OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUCING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

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16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Equal Employment Opportunity/Affirmative Action Clause. Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38

U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0622)
Supersedes 1-26.130-4(1221b)
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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

   "Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

   "Equipment" shall have the meaning set forth in the Agreement.

   "HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

   "Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

   "Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
   a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
   b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
   c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
   d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
   e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's

employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement. 629

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

12. Secure Disposal Policies. Policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
    (i) data backups; and
    (ii) formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

November 2023

630

Jackson County School District

Office of Operations and Support

August 12, 2024

To: Jackson County School District Board Members

From: Chris LeBatard

Subject: Request to purchase a truck for SMAC Mechanics

I am requesting Board approval to allow us to purchase a service truck to be used by St. Martin Attendance Center's Mechanic I. This vehicle will be used as a service and recovery vehicle for our bus fleet. The cost to repair our current transportation vehicle far exceeds its value. We are borrowing a truck from the maintenance department.

My request is to purchase a 2024 Dodge 2500 Tradesmen from the State Vehicle Contract. The State Contract price on this vehicle is $43,328.00.

Thank you in advance for your consideration.

Sincerely,

Chris LeBatard

Assistant Superintendent of Support

STANDARD/OPTIONAL EQUIPMENT FORM **2023-2024 State Vehicle Contract**

DESCRIPTION: Truck, Pick-up, 3/4 Ton, Extended Cab, 4 Wheel Drive
VENDOR: LANDERS CDJR
ITEM NO.: **070-48-52390-2**
YR/MAKE/MODEL 2024 2500 TRADESMAN
ENGINE: V-8, Gas
PRICE INCLUDING TITLE FEE: $**43,328.00**

Miles Per Gallon	
City	
Hwy	
Combined	

Contract No:	8200071291
Contact Person	Dan Lehman
Phone:	901-870-2332
Toll Free:	
Fax:	dlehman@Landersmemphis.com

LIST FACTORY COLORS AVAILABLE AT **NO** CHARGE:
WHITE RED

LIST FACTORY COLORS AT **ADDITIONAL** CHARGE:
PRICE $ $272
BLACK SILVER GREY

WARRANTY INFORMATION:

ITEM		OPTION CODE	DEALER COST	REQ. OPTION CODE
List optional engines:				
V-6			N/A	
V-8			**INC**	
Air Conditioner:Factory installed w/tinted glass			**INC**	
Bumper: Front and rear step			**INC**	
Engine: 6 or 8 cycl; gasoline			**INC**	
Mirrors: LH/RH 6" x 9" low mount			**INC**	
Power Brakes			**INC**	
Power Steering			**INC**	
Radio, AM/FM			**INC**	
Transmission:Automatic			**INC**	
Tilt/Cruise Control			**INC**	
Towing Package			**INC**	
Axle:Rear:standard-2WD;locking type-4WD with min. limited slip axle			**INC**	
Front License Plate Bracket		MDA	**INC**	
Anti-Spin Differential Rear Axle		DSA	**INC**	

Any vehicles purchased that deviate from this list will be in violation of State Contract bid requirements. If you need any equipment other than what is listed on this form, you will need to follow normal purchasing procedures.

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OPTIONS

Cloth 40/20/40 Bench Seat/Black		V9/ -X9	$ 377	
Bed Utility Group		ANT	$ 777	
4.10 Axle Ratio		DMF	$ 133	
Trailer Brake Control		XHC	$ 364	
115V Auxiliary Front Power Outlet		JKV	$ 235	
Auxiliary Switches - I/P Mounted		LHL	$ 133	
Mopar Black Tubular Side Steps		MRU	$ 409	
2 Additional Key Fob		XCH	$ 249	
Tow Hooks		XEA	$ 92	

Jackson County School District

Office of Operations and Support

August 12, 2024

To: Jackson County School District Board Members

From: Chris LeBatard

Subject: Request to purchase a truck for VCAC Mechanics

I am requesting Board approval to allow us to purchase a service truck to be used by Vancleave's Attendance Center Mechanic I. This vehicle will be used as a service and recovery vehicle for our bus fleet. The two vehicles we currently have are a 1984 and a 1986 model ½ ton pickup truck. As these trucks are good for running around town, they are not set up for servicing buses.

My request is to purchase a 2024 Dodge 2500 Tradesmen from the State Vehicle Contract. The State Contract price on this vehicle is $43,328.00.

Thank you in advance for your consideration.

Sincerely,

Chris LeBatard

Assistant Superintendent of Support

STANDARD/OPTIONAL EQUIPMENT FORM **2023-2024 State Vehicle Contract**

DESCRIPTION: Truck, Pick-up, 3/4 Ton, Extended Cab, 4 Wheel Drive
VENDOR: LANDERS CDJR
ITEM NO.: **070-48-52390-2**
YR/MAKE/MODEL 2024 2500 TRADESMAN
ENGINE: V-8, Gas
PRICE INCLUDING TITLE FEE: $**43,328.00**

Miles Per Gallon	
City	
Hwy	
Combined	

Contract No:	8200071291
Contact Person	Dan Lehman
Phone:	901-870-2332
Toll Free:	
Fax:	dlehman@Landersmemphis.com

LIST FACTORY COLORS AVAILABLE AT **NO** CHARGE:
WHITE RED

LIST FACTORY COLORS AT **ADDITIONAL** CHARGE:
PRICE $ $272
BLACK SILVER GREY

WARRANTY INFORMATION:

ITEM		OPTION CODE	DEALER COST	REQ. OPTION CODE
List optional engines:				
V-6			N/A	
V-8			**INC**	
Air Conditioner:Factory installed w/tinted glass			**INC**	
Bumper: Front and rear step			**INC**	
Engine: 6 or 8 cycl; gasoline			**INC**	
Mirrors: LH/RH 6" x 9" low mount			**INC**	
Power Brakes			**INC**	
Power Steering			**INC**	
Radio, AM/FM			**INC**	
Transmission:Automatic			**INC**	
Tilt/Cruise Control			**INC**	
Towing Package			**INC**	
Axle:Rear:standard-2WD;locking type-4WD with min. limited slip axle			**INC**	
Front License Plate Bracket		MDA	**INC**	
Anti-Spin Differential Rear Axle		DSA	**INC**	

Any vehicles purchased that deviate from this list will be in violation of State Contract bid requirements. If you need any equipment other than what is listed on this form, you will need to follow normal purchasing procedures.

634

OPTIONS

Cloth 40/20/40 Bench Seat/Black		V9/ -X9	$ 377	
Bed Utility Group		ANT	$ 777	
4.10 Axle Ratio		DMF	$ 133	
Trailer Brake Control		XHC	$ 364	
115V Auxiliary Front Power Outlet		JKV	$ 235	
Auxiliary Switches - I/P Mounted		LHL	$ 133	
Mopar Black Tubular Side Steps		MRU	$ 409	
2 Additional Key Fob		XCH	$ 249	
Tow Hooks		XEA	$ 92	

Jackson County School District

Office of Operations and Support

August 12, 2024

To: Jackson County School District Board Members

From: Chris LeBatard

Subject: Request to purchase a truck for ECAC Mechanics

I am requesting Board approval to allow us to purchase a service truck to be used by East Central Attendance Center's Mechanic I. This vehicle will be used as a service and recovery vehicle for our bus fleet. The truck we are currently using has almost 400,000 miles on it and has some major electrical issues that will prevent it from starting when it rains.

My request is to purchase a 2024 Dodge 2500 Tradesmen from the State Vehicle Contract. The State Contract price on this vehicle is $43,328.00.

Thank you in advance for your consideration.

Sincerely,

Chris LeBatard

Assistant Superintendent of Support

STANDARD/OPTIONAL EQUIPMENT FORM **2023-2024 State Vehicle Contract**

DESCRIPTION: Truck, Pick-up, 3/4 Ton, Extended Cab, 4 Wheel Drive
VENDOR: LANDERS CDJR
ITEM NO.: **070-48-52390-2**
YR/MAKE/MODEL 2024 2500 TRADESMAN
ENGINE: V-8, Gas
PRICE INCLUDING TITLE FEE: $**43,328.00**

Miles Per Gallon	
City	
Hwy	
Combined	

Contract No:	8200071291
Contact Person	Dan Lehman
Phone:	901-870-2332
Toll Free:	
Fax:	dlehman@Landersmemphis.com

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LIST FACTORY COLORS AT **ADDITIONAL** CHARGE:
PRICE $ $272
BLACK SILVER GREY

WARRANTY INFORMATION:

ITEM	OPTION CODE	DEALER COST	REQ. OPTION CODE
List optional engines:			
V-6		N/A	
V-8		**INC**	
Air Conditioner:Factory installed w/tinted glass		**INC**	
Bumper: Front and rear step		**INC**	
Engine: 6 or 8 cycl; gasoline		**INC**	
Mirrors: LH/RH 6" x 9" low mount		**INC**	
Power Brakes		**INC**	
Power Steering		**INC**	
Radio, AM/FM		**INC**	
Transmission:Automatic		**INC**	
Tilt/Cruise Control		**INC**	
Towing Package		**INC**	
Axle:Rear:standard-2WD;locking type-4WD with min. limited slip axle		**INC**	
Front License Plate Bracket	MDA	**INC**	
Anti-Spin Differential Rear Axle	DSA	**INC**	

Any vehicles purchased that deviate from this list will be in violation of State Contract bid requirements. If you need any equipment other than what is listed on this form, you will need to follow normal purchasing procedures.

OPTIONS

Cloth 40/20/40 Bench Seat/Black	V9/ -X9	$ 377	
Bed Utility Group	ANT	$ 777	
4.10 Axle Ratio	DMF	$ 133	
Trailer Brake Control	XHC	$ 364	
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Auxiliary Switches - I/P Mounted	LHL	$ 133	
Mopar Black Tubular Side Steps	MRU	$ 409	
2 Additional Key Fob	XCH	$ 249	
Tow Hooks	XEA	$ 92	



MEMORANDUM OF UNDERSTANDING

Jackson County Interoperability Channel Plan

Jackson County Emergency Communications

And

Jackson County School District

Purpose

This Memorandum of Understanding (MOU) establishes permissions and guidelines for use of interoperability within Jackson County Emergency Communications' District's P25 700 MHz radio channels by

- Local government jurisdictions and their associated emergency response agencies
- State agencies in Mississippi and their associated emergency response organizations
- Federal agency local units in Mississippi and their associated emergency response organizations
- Private sector emergency response organizations licensed or otherwise entitled to operate in the Public Safety Pool as defined in Part 90 of the FCC Rules (47CFR subpart B paragraphs 90.15-90.20).

It imposes certain protocols, procedures, and obligations upon jurisdictions hereby authorized to use Jackson County radio channels held by the Jackson County Emergency Communications District. Authority Execution of this agreement by state and local entities is authorized by the Jackson County Emergency Communications District.

Authority

Execution of this agreement by state and local entities is authorized by the Jackson County Communications District. This MOU satisfies Federal Communications Commission Part 90 rules for extending license privileges to others by agreement.

Federal agencies are permitted access to interoperability channels as authorized by 47 CFR 2.102 (c) & 2.103. Federal agencies may execute this MOU and shall adhere to the attached guidelines.

Applicability

This MOU authorizes the use of certain radio frequencies and trunking talkgroups by emergency response organizations as defined by Department of Homeland Security (Office of Domestic Preparedness) and the Mississippi Emergency Management Agency. Generally, this includes organizations in the following governmental disciplines:

Emergency Management

Public Safety Communications

Law Enforcement

Fire Departments

Public Health

Health Care

Governmental Administration

Emergency Medical Services

Public Works / Transportation

Hazardous Materials

This MOU authorizes the use of county-licensed frequencies for the purpose of coordination between emergency response agencies and resources. Such coordination may occur during interagency operations, en-route travel, or on-incident communications in accordance with an Incident Communications Plan. implementation of the statewide communications system and for ensuring the proper operation and maintenance of all equipment common to the system.

Understandings

Jackson County Emergency Communications District will:

• Manage and maintain proper licenses for the use of the interoperability frequencies identified herein.

• Manage and maintain an accurate database of federal and state agencies and local government jurisdictions that have accepted and signed this MOU.

• Issue the talk groups for the county and issue user ID's that will be used on the County's Licensed 800MHz trunking system.

• Monitor usage of the interoperability talk groups

Radio Users will:

• Participate in regional communications planning that provides for regional radio communications interoperability if required

• Manage use of the interoperability frequencies and talk groups by its users, ensuring compliance with the Jackson County Communications Districts local laws, ordinances, and rules.

• Use the interoperability frequencies and talk groups authorized hereby for their intended purpose of coordination between emergency response agencies and resources. Such coordination may occur during interagency operations, en-route travel, or on-incident.

• Use the interoperability frequencies and talk groups for operational communications in accordance with local and regional policies and procedures.

• Prioritize use of the interoperability frequencies and talk groups:

o Emergency or urgent operation involving imminent danger to life or property

o Disaster or extreme emergency operation requiring extensive interoperability and inter-agency communications.

o Special event, generally of a pre-planned nature

o Joint training exercises

o Inter-agency and enroute communications

• Implement radio communications procedures consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) including:

o Use "plain language" without 10-codes or agency-specific codes/jargon.

o Use the calling protocol: "Agency-Unit #, this is Agency-Unit #", rather than "Unit # to Unit #"."

The parties mutually agree:

• Radio users and the Jackson County Communications District agree that their mutual interests will be furthered by continued coordination between the users and the Jackson County Communications District

• Radio users and the Jackson County Communications District agree that this Memorandum of Understanding may be cancelled at any time, by written notice to the other party, or by subsequent agreements

Agreement

This Memorandum of Understanding was agreed to by the duly authorized representatives of the Parties and is effective as of the latest date set forth below.

RADIO USER

Radio Username: Jackson County School District

Radio User Address: 4700 Colonel Vickrey Road

Vancleave, MS 39565

Number of mobile, portable, and/or temporary base radios to be operated under JCED licenses:

640

	Mobile	Portable	Base-Mobile Relay
800MHz	_____	_____	_____

JACKSON COUNTY COMMUNICATIONS DISTRICT

By: Kenneth Johnson

Printed Name: Kenneth Johnson

Title: Jackson County 911 Director

By: _____

Printed Name: Jackson County School Board

Title: _____

Date: _____

Jackson County School District

Office of Operations and Support

August 12, 2024

To: Jackson County School District Board Members

From: Chris LeBatard

Subject: Old trailers near the Child Nutrition office

I am requesting Board approval to remove one of the old trailers next to the Child Nutrition office. This building has been vacant for several years and is now not suitable for use. The roof has been leaking for a while and the floor is rotten in several places. I have attached pictures of the building's current state.

I have also been in contact with Singing River Services about the removal of their building as well. As you will see in the attached pictures this building is also damaged beyond repair and is no longer usable.

Thank you in advance for your consideration.

Sincerely,

Chris LeBatard

Assistant Superintendent of Support









David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

YOUR PROJECT · OUR PRIORITY · NO EXCUSES

BID RECOMMENDATION

DATE:	Tuesday, August 6, 2024
COMPANY:	Jackson County School District
ADDRESS:	4700 Colonel Vickrey Rd., Vancleave, MS 39565
ATTENTION:	Chris Lebatard, Assistant Superintendent
PROJECT NAME:	St. Martin CTE Expansion
PROJECT NO.:	0155.24.001
PROJECT ADDRESS:	11300 Yellow Jacket Rd., Ocean Springs, MS 39564

Mr. Chris Lebatard:

We have reviewed the bids received on August 6, 2024. We received eight (8) bids and after review the qualified low bidder is D.N.P., Inc. We recommend awarding the project to D.N.P., Inc. for the base bid total amount of $5,691,000.00.

Enclosed please find the Certified Bid Tabulation for the above referenced project for your use.

Should you have any questions, then please contact the MP Design Group signatory.

Brad Patano

Bradley Patano, P.E.
Principal, MP Design Group

Enclosures: Certified Bid Tabulation

ARCHITECTURE | ENGINEERING | SURVEYING | DESIGN-BUILD
918 Howard Avenue, Ste F | Biloxi, MS 39530 | o: 228.388.1950 | w: mpdesigngroup.us

BID TABULATION FORM

MP DESIGN GROUP, 918 Howard Avenue, Ste F., Biloxi, MS

PROJECT: St. Martin CTE Expansion
PROJECT #: 0155.24.001
LOCATION: 4700 Colonel Vickery Rd., Vancleave, MS 39565
BID DATE: August 6, 2024
TIME: 10:30 AM

CONTRACTOR	Birmingham Industrial	Codaray Construction, LLC	D.N.P., Inc.	Dan Hensarling, Inc.	Dixon Contracting Group, LLC.	Flagstar Construction	Mac's Construction Company	Orocon Construction, LLC.
Certificate of Responsibility #	22428-MC	22429-MC	07575-MC	11065-MC	18279-MC	10817-MC	03097-MC	15577-MC
Bid Surety Company	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Non-Collusive Affidavit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Insurance Letter	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Proof of License	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addendums (1) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addendums (2) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addendums (3) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addendums (4) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addendums (5) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Base Bid Amount:	$6,997,777.00	$5,983,000.00	$5,691,000.00	$5,758,000.00	$6,177,386.00	$7,565,000.00	$6,027,700.00	$5,975,000.00
Units - Removal of unsuitable soils	$54.00	$48.00	$55.00	$52.00	$35.00	$56.25	$43.00	$44.00
Notes:								

The information presented in the bid tabulation above is accurate and complete to the best of my knowledge and understanding and submitted bids.

Brad Patano

Bradley Patano, P.E.

D.N.P.,INC.
Post Office Box 6399
D'Iberville, Mississippi 39540-6399
Voice: (228) 396-1640 Fax: (228) 396-1688
Email: dnpinc@dnpincconstruction.com
D.N.P. INC. MS COR # 07575-MC

Jackson County School District
4700 Colonel Vickery Rd.
Vancleave, MS 39565

BID PROPOSAL FOR:

St. Martin CTE Expansion
M|P Project # 0155.24.001

Bid Due: August 6, 2024 @ 10:30AM

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: August 6, 2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name D.N.P.,INC.
   1. Address 15465 Hudson Krohn Rd.
   2. City Biloxi State MS, Zip 39540

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
five million, six hundred ninety-one thousand dollars
($ 5,691,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($ 55.00)	fifty - five dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 7/15/24
2. Addendum # 2 Dated 7/24/24
3. Addendum # 3 Dated 7/26/24
4. Addendum # 4 Dated 7/29/24
5. Addendum # 5 Dated 8/1/24

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

D.N.P.,INC.

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Darren P. Quave, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of August, 2024

D.N.P.,INC.
General Contractor (GC) Company Name

Darren P. Quave, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Harrison

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of August, 2024.

Signature

My Commission Expires: 5/6/28

SEAL
State of Mississippi
Ashleigh Bobbitt
Notary Public
Hancock
County
My Comm. Exp. 05 06, 2028
Commission Number 471690

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
D. N. P., Inc.
P. O. Box 6399
D'Iberville, MS 39540

SURETY:
(Name, legal status and principal place of business)
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183-6014

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: Five Percent (5%) of the Amount Bid----------

PROJECT:
(Name, location or address, and Project number, if any)
St. Martin CTE Expansion
MPDG #0155.24.001

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **6th** day of **August** , **2024**

	D. N. P., Inc.
	(Contractor as Principal) *(Seal)*
(Witness)	*(Title)* Darren P. Quave, President
	Travelers Casualty and Surety Company of America
	(Surety) *(Seal)*
(Witness)	*(Title)* **Kathleen B. Scarborough, Attorney-In-Fact**

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Init.

/

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KATHLEEN B SCARBOROUGH** of **GULFPORT**, **Mississippi**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **6th** day of **August**, **2024**.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

CADENCE Insurance
A Gallagher Company

UNDERTAKING OF INSURANCE

August 1, 2024

DNP, Inc.
P. O. Box 6399
D'Iberville, MS 39540

RE: Letter of Undertaking of Insurance
Bid: 8/1/2024 Jackson County School District
Project: St Martin CTE Expansion

To Whom It May Concern:

This letter is to confirm that the casualty limits of insurance required by the bid specs for the above project will be provided by the insurance carrier BITCO Insurance Companies and Builders risk will be provided for the contract value of the project.

All coverage provided will be subject to the terms and conditions of the respective policies.

Sincerely,

Mary Brumley
Account Manager II

760 Howard Avenue, 2nd Floor · Biloxi, MS 39530-3820 · 228-374-2000 · Fax 228-604-8053 · www.cadenceinsurance.com

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

D.N.P., INC.
P.O. BOX 6399
D'IBERVILLE, MS 39540

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) ELECTRICAL WORK
3) MECHANICAL WORK 4) MUNICIPAL AND PUBLIC WORKS CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 14 day of Jan., 2024

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 07575-MC
Expires Jan. 14, 2025

Joel A. Carroll
CHAIRMAN OF THE BOARD

FLAGSTAR
CONSTRUCTION

BID FOR:

ST. Martin CTE Expansion

PROJECT #:

0155.24.001

PROJECT OWNER:

Jackson County School District

BID DATE:

August 6, 2024

BID FROM:

FLAGSTAR CONSTRUCTION COMPANY, INC.

2006 Aspen Cove

Brandon, MS 39042

COR # 10817 – MC

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: August 6, 2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Flagstar Construction Company, Inc.
1. Address 2006 Aspen Cove
2. City Brandon State MS, Zip 39042

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Seven million five hundred sixty five thousand dollars
($ 7,565,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
1. Furnish the required bonds within seven days of receipt of Notice of Award.
2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
   1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
   1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($ 56.25)	Fifty six dollars and twenty five cents dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
   1. 10 percent overhead and profit on the net cost of our own Work;
   2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
   1. Addendum # One Dated July 15, 2024
   2. Addendum # Two Dated July 24, 2024
   3. Addendum # Three Dated July 26, 2024
   4. Addendum # Four Dated July 29, 2024
   5. Addendum # Five Dated August 01, 2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
   1. Non Collusive Affidavit
   2. Bid Bond: Form AIA Document A310
   3. Letter from Insurance Company
   4. Proof of Contractor's State License
   5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Flagstar Construction Company, Inc.
Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Steve Rowell, President
Printed Name of Authorized Signing Officer and Title

Flagstar Construction Co., Inc. CORPORATE SEAL 1995 MISSISSIPPI

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

McGriff | Insurance Services

1020 Highland Colony Pkwy
Suite 302
Ridgeland, MS 39157
Phone 601-790-8500
Fax 601-607-7341

August 5, 2024

Flagstar Construction Company, Inc.
2006 Aspen Cv
Brandon, MS 39042

RE: Jackson County School / St Martin CTE project

To Whom It May Concern:

If Flagstar Construction Company, Inc. is awarded the above referenced project, McGriff Insurance Services, LLC will be able to place the required coverage. Upon your instruction, all required contract coverage will be placed effective the date as required by the contract.

If you need anything else or have any questions, please let me know.

Sincerely,

Joshua T. Jones
Producer
(601) 790-8500

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6 day of August, 2024

Flagstar Construction Company, Inc.
General Contractor (GC) Company Name

Steve Rowell, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Rankin

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6 day of August, 2024.

Signature

My Commission Expires: April 5, 2028

SEAL

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID # 115884
KIMBERLY THORNHILL
Commission Expires
April 5, 2028
RANKIN COUNTY

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

FLAGSTAR CONSTRUCTION COMPANY, INC.
2006 ASPEN COVE
BRANDON, MS 39042

is duly registered and entitled to perform

BUILDING CONSTRUCTION

662

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 13 day of Apr., 2024

BOARD OF CONTRACTORS
STATE OF MISSISSIPPI

CERTIFICATE OF RESPONSIBILITY
No. 10817-MC
Expires Apr. 13, 2025

Joel A. Cavell

CHAIRMAN OF THE BOARD

McGriff Insurance Services, LLC

1020 Highland Colony Parkway, Ste. 302, Ridgeland, MS 39157
PH 601-790-8500 WATS 800-844-6700 FAX 601-790-8558

BID BOND

The American Institute of Architects,
AIA Document No. A310 (February, 1970 Edition)

KNOW ALL MEN BY THESE PRESENTS, that we Flagstar Construction Co., Inc.
2006 Aspen Cove, Brandon, MS 39042
as Principal, hereinafter called the Principal, and Arch Insurance Company
Harborside 3, 210 Hudson Street Suite 300, Jersey City, NJ 07311-1107
a corporation duly organized under the laws of the state of MO
as Surety, hereinafter called the Surety, are held and firmly bound unto Jackson County School District
4700 Colonel Vickery Rd., Vancleave, MS 39565
as Obligee, hereinafter called Obligee, in the sum of

Five Percent of Amount Bid Dollars ($ 5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Prinicipal has submitted a bid for St. Martin CTE Expansion, 11300 Yellow Jacket Rd., Ocean Springs, MS, Jackson County School District, MPDG Project #0155.24.001, as per proposal

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as many be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 6th day of August 2024

(Witness)

Flagstar Construction Co., Inc.
(Principal) (Seal)
By President (Title)

Flagstar Construction Co. CORPORATE SEAL 1995 MISSISSIPPI

Gail Thomas (Witness)

Arch Insurance Company
(Surety)
By
(Attorney-in-fact & Res. Miss. Agent)
Candice R. McCarty

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:
That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Candice R McCarty, Charles F. Porter, Denise Wilcox, Joshua T. Jones and Wesley McCubbins of Ridgeland, MS (EACII)

its true and lawful Attorney(s)in-Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed: Any and all bonds, undertakings, recognizances and other surety obligations, in the penal sum not exceeding One Hundred Fifty Million Dollars ($150,000,000.00). This authority does not permit the same obligation to be split into two or more bonds in order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on August 31, 2022, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:
"VOTED, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on August 31, 2022:

VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on August 31, 2022, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company. **In Testimony Whereof,** the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this 22nd day of June, 2023.

Attested and Certified

Regan A. Shulman, Secretary

Arch Insurance Company — Corporate Seal 1971 — Missouri

Arch Insurance Company

Stephen C. Ruschak, Executive Vice President

STATE OF PENNSYLVANIA SS
COUNTY OF PHILADELPHIA SS

I, **Michele Tripodi,** a Notary Public, do hereby certify that Regan A. Shulman and Stephen C. Ruschak personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.

Commonwealth of Pennsylvania - Notary Seal
MICHELE TRIPODI, Notary Public
Philadelphia County
My Commission Expires July 31, 2025
Commission Number 1168522

Michele Tripodi, Notary Public
My commission expires 07/31/2025

CERTIFICATION

I, **Regan A. Shulman,** Secretary of the Arch Insurance Company, do hereby certify that the attached **Power of Attorney dated** June 22, 2023 on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said Stephen C. Ruschak, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.
IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 6th day of August, 2024.

Regan A. Shulman, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:
Arch Insurance – Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102

Arch Insurance Company — Corporate Seal 1971 — Missouri

To verify the authenticity of this Power of Attorney, please contact Arch Insurance Company at SuretyAuthentic@archinsurance.com Please refer to the above named Attorney-In-Fact and the details of the bond to which the power is attached.

Arch | Insurance

Permitted Use Letter
Arch Insurance Company Corporate Seal for Surety Bonds

Due to the COVID-19 pandemic and the resulting governmental and health agency rules and guidelines, Arch Insurance Company hereby permits and authorizes the Attorney-In-Fact named on the attached Power Of Attorney to use and affix the Corporate Seal of Arch Insurance Company to Surety Bonds issued and executed of behalf of Arch Insurance Company by attaching a copy of this Permitted Use Letter to such Surety Bond.

When this Permitted Use Letter and accompanying Power of Attorney are attached to a Surety Bond by the named Attorney-In-Fact, Arch Insurance Company agrees and certifies that the Corporate Seal for Arch Insurance Company shall be deemed stamped and affixed to that Surety Bond to the same extent and effect as if the raised and embossed Corporate Seal of Arch Insurance Company was physically attached to the Surety Bond.

This Permitted Use Letter shall only be effective and binding when used and attached to Surety Bonds during the specified period:

Use Effective Date: **April 22, 2020**

Use Termination Date: **December 31, 2024**

Attested and Certified on April 22, 2020 by Arch Insurance Company:

Regan A. Shulman, Secretary

Arch Insurance Company CORPORATE SEAL 1971 Missouri

Stephen C. Ruschak, Executive Vice President

STATE OF PENNSYLVANIA SS
COUNTY OF PHILADELPHIA SS

I, **Michele Tripodi**, a Notary Public, do hereby certify that Regan A. Shulman and Stephen C. Ruschak personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.

Arch Insurance Company CORPORATE SEAL 1971 Missouri

Commonwealth of Pennsylvania - Notary Seal
MICHELE TRIPODI, Notary Public
Philadelphia County
My Commission Expires July 31, 2025
Commission Number 1168622

Michele Tripodi, Notary Public
My commission expires 07/31/2025

To verify the authenticity of this Permitted Use Letter, please contact Arch Insurance Company at SuretyAuthentic@archinsurance.com

Please refer to the above named Attorney-in-Fact and the details of the bond and documents to which the Permitted Use Letter is attached.

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: 8/6/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Mac's Construction Company, Incorporated
   1. Address 6555 U S Hwy 98 Suite #13
   2. City Hattiesburg State MS, Zip 39402

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Six million twenty-seven thousand seven hundred dollars ($6,027,700), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:

1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($ 43.00 Forty-three dollars)	dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 01 Dated July 15, 2024
2. Addendum # 02 Dated July 24, 2024
3. Addendum # 03 Dated July 26, 2024
4. Addendum # 04 Dated July 29, 2024
5. Addendum # 05 Dated August 01, 2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Mac's Construction Company, Incorporated

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

James H. McMahon, Jr., President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of August, 2024

Mac's Construction Company, Incorporated
General Contractor (GC) Company Name

James H. McMahon, Jr., President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Lamar

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of August, 2024.

Signature

My Commission Expires: September 27, 2024

SEAL

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID#19736
AMARYLIS ATTIX
Commission Expires
Sept 27, 2024
LAMAR COUNTY

Fisher Brown Bottrell
INSURANCE, INC.

P. O. Box 1490
Jackson, MS 39215
(601) 960-8200 Phone
(601) 208-7484 Fax
www.fbbins.com

August 5, 2024

Jackson County School District
4700 Colonel Vickery Road
Vancleave, MS 39565

Project: St. Martin CTE Expansion

To Whom It May Concern:

Please acknowledge this letter of our intent as agent to provide insurance to the bidder, Mac's Construction Company, Inc., in accordance with the insurance requirements of the contract documents.

Sincerely,

Karen Bishop

Karen Bishop
Fisher Brown Bottrell Insurance
kbishop@fbbins.com
601-960-7440

Fisher Brown Bottrell Insurance, Inc. is a subsidiary of Trustmark National Bank. Insurance products are not deposits or other obligations of, guaranteed by, or insured by Trustmark National Bank of any of its affiliates; not insured by the FDIC or any other agency of the United States, except in the case of Federal Flood Insurance or Federal Crop Insurance, and may be subject to investment risk, including the possible loss of value.

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Mac's Construction Company, Incorporated
6555 US Hwy 98 Suite #13
Hattiesburg, MS 39402

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: $ 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

St. Martin CTE Expansion, Jackson County School District, MPDG Project No. 0155.24.001

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of August, 2024

(Witness) Amarylis Attix

(Witness) Trina Cobb

Mac's Construction Company, Incorporated
(Principal) *(Seal)*

By: _____
(Title) James H. McMahon, Jr. President

Travelers Casualty and Surety Company of America
(Surety) *(Seal)*

By: _____
(Title) Taylor Leggett Attorney-in-Fact
MS Non-Resident Agent / Fisher Brown Bottrell
a Marsh & McLennan Agency LLC Company

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA HARTFORD, CONN.

TRAVELERS	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company Farmington Casualty Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Taylor Leggett of Jackson , MS , their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge the following bond:

Surety Bond No.: Bid Bond
OR
Project Description: St. Martin CTE Expansion, Jackson County School District, MPDG Project No. 0155.24.001

Principal: Mac's Construction Company, Incorporated
Obligee: Jackson County School District

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 6th day of August , 2024 .

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

MAC'S CONSTRUCTION COMPANY, INCORPORATED
6555 US HWY 98 SUITE 13
HATTIESBURG, MS 39404-7017

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) CONSTRUCTION MANAGEMENT

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 8 day of Apr., 2024

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 03097-MC
Expires Apr. 8, 2025

Joel A. Caudell

CHAIRMAN OF THE BOARD

OROCON
CONSTRUCTION, LLC
P.O. Box 1922
Biloxi, MS 39533-1922
MS COR #15577-MC

JACKSON COUNTY SCHOOL DISTRICT
4700 Colonial Vickery Rd.
Vancleave, MS 39565

SEALED BID TO BE OPENED AT 10:30 A.M., AUGUST 6, 2024
ST. MARTIN CTE EXPANSION, PROJECT NUMBER 0155.24.001

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: 08/06/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Orocon Construction, LLC
   1. Address 325 Reynoir Street
   2. City Biloxi State MS, Zip 39530

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Five million nine hundred and seventy-five thousand dollars
($ 5,975,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($ 44.00) Forty-four dollars	

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 07/15/24
2. Addendum # 2 Dated 07/24/24
3. Addendum # 3 Dated 07/26/24
4. Addendum # 4 Dated 07/29/24
5. Addendum # 5 Dated 08/01/24

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Orocon Construction, LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)



Signature of Signee

John Oropesa, Managing Member

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of August, 2024

Orocon Construction, LLC
General Contractor (GC) Company Name

John Oropesa, Managing Member
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Harrison

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of August, 2024.

Signature

My Commission Expires: August 7, 2026

SEAL

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID # 335330
CAROLYN MILLICENT HILL
Commission Expires
Aug. 7, 2026
JACKSON COUNTY

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Orocon Construction, LLC
325 Reynoir Street
Biloxi, MS 39530

SURETY:
(Name, legal status and principal place of business)
Hartford Accident and Indemnity Company
One Hartford Plaza
Hartford, CT 06155-0001

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: Five Percent (5%) of the Amount Bid----------

PROJECT:
(Name, location or address, and Project number, if any)
St. Martin CTE Expansion - New Career and Technical Education Building, Green House and Assoc. Site Improvements
Ocean Springs, MS

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of August , 2024

Carolyn M. Hill
(Witness)

Orocon Construction, LLC
(Contractor as Principal) (Seal)
, Managing Member
(Title)

Amanda Rathum
(Witness)

Hartford Accident and Indemnity Company
(Surety) (Seal)
Kim Barhum
(Title) Kim Barhum, Attorney-In-Fact

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POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-11
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
***call:* 888-266-3488 *or fax:* 860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: BXS INSURANCE INC
Agency Code: 43-484066

- [X] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [X] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [X] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :

Andrew P. Underwood of Mobile, AL
Chris Boone, Sharon Tuten of Jackson, MS
Lisa R. Butler, Joseph Beattie, Dewey B. Mason of Gulfport, MS
Troy P. Wagener, Jim E. Brashier, Patrick T. Mason, Kathleen B. Scarborough, Susan Skrmetta of Biloxi, MS
David Fortenberry, Mary Norval, Kim Barhum, Richard Teb Jones
of HATTIESBURG, Mississippi

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Jessica Ciccone
My Commission HH 122280
Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of August 6, 2024.

Signed and sealed in Lake Mary, Florida.

Keith D. Dozois, Assistant Vice President

CADENCE Insurance
A Gallagher Company

August 6, 2024

To: MP Design Group, PLLC

RE: Orocon Construction, LLC -- Undertaking of Insurance: St. Martin CTE Expansion

To Whom It May Concern:

I the undersigned, as authorized representative on behalf of Travelers Insurance Companies and US Assure do hereby and agree to provide insurance requirements as specified in the specifications in the **ST Martin CTE Job** subject to underwriting, policy terms and conditions.

Sincerely,

David Fortenberry

David Fortenberry
Commercial Lines Producer
David.fortenberry@cadenceinsurance.com

16 Thompson Park · Hattiesburg, MS 39401 · 601-544-8703 · Fax 877-288-0152 · www.cadenceinsurance.com

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

OROCON CONSTRUCTION, LLC
325 REYNOIR STREET
BILOXI, MS 39533

683

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) CONSTRUCTION MANAGEMENT
3) HEAVY CONSTRUCTION 4) ROOFING,SHEETMETAL AND SIDING
5) WATERPROOFING

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 8 day of Jul., 2024

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 15577-MC
Expires Jul. 8, 2025

Joel A. Caudell

CHAIRMAN OF THE BOARD

Gulf Coast Operations
408 32nd Street
Gulfport, MS 39507
Phone: 334-558-7122
Al. Cert. #98224
MS Certificate of Responsibility #18048-MC
DUNNS #791011542 Cage Code: 4NRN3
EIN #20-8154200

To: Jackson County School District
4700 Colonel Vickery Road
Vancleave, MS 39565

Sealed Bid / Proposal for:
St. Martin CTE Expansion
11300 Yellow Jacket Road
Ocean Springs, MS 39564

BID DATE: 08/06/2024
BID TIME: 10:30AM CST
MS. CERTIFICATE OF RESPONSIBILITY #22428-MC

408 32ND Street Gulfport, MS 39507
Elroy@bhamconstruction.com
334-558-7122

State of Mississippi

Board of Contractors

ACTIVE

BIRMINGHAM INDUSTRIAL CONSTRUCTION LLC
105 CORPORATE WOODS CIRCLE
ALABASTER, AL 35007

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) HEAT, A/C, VENTILATION, DUCT WORK(HVAC)

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 18 day of Oct., 2023

CERTIFICATE OF RESPONSIBILITY
No. 22428-MC
Expires Oct. 18, 2024

Joel A. Cavell,
CHAIRMAN OF THE BOARD

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 5 day of August, 2024

Birmingham Industrial Construction, LLC
General Contractor (GC) Company Name

Rafael Cabello, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Alabama COUNTY OF Shelby

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 5th day of August, 2024.

Signature

My Commission Expires: 03-30-2025

DEBORAH WILLIAMS NOTARY PUBLIC STATE OF ALABAMA My Commission Expires March 30, 2025

SEAL

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Birmingham Industrial Construction, LLC
105 Corporate Woods Circle
Alabaster, AL 35007

SURETY:
(Name, legal status and principal place of business)

United States Fire Insurance Company
305 Madison Avenue
Morristown, NJ 07960
A DE Corporation

OWNER:
(Name, legal status and address)

Jackson County School District
4700 Colonel Vickery Rd.
Vancleave, MS 39565

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: $ Five Percent of Amount Bid (5%)

PROJECT:
(Name, location or address, and Project number, if any)

St. Martin CTE Expansion
11300 Yellow Jacket Rd., Ocean Springs, MS 39564
Architect's Project No. 0155.24.001

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such

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User Notes:
(3B9ADA2F)

statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 5th day of August , 2024.

	Birmingham Industrial Construction, LLC
	(Contractor as Principal) *(Seal)*
(Witness) Antonio Clello	*(Title)* Rafael Clello, President
	United States Fire Insurance Company
	(Surety) *(Seal)*
(Witness) Lane Ward	*(Title)* Jeffrey M. Wilson, Attorney-in-Fact

Countersigned By:

Joshua T. Jones, MS Resident Agent
MS License #: 10120211

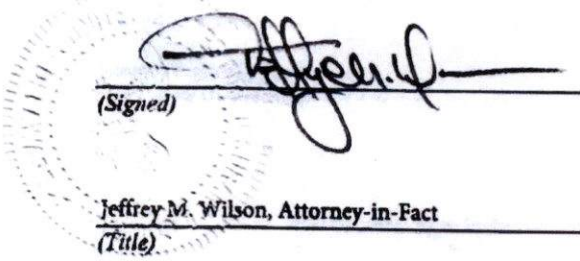
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Certification of Document's Authenticity
AIA® Document D401™ – 2003

I, Jeffrey M. Wilson, Attorney-in-Fact, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification 08:47:32 CT on 08/05/2024 under Order No. 4104251021 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A310™ - 2010, Bid Bond, other than changes shown in the attached final document by underscoring added text and striking over deleted text.



(Signed)

Jeffrey M. Wilson, Attorney-in-Fact
(Title)

August 5, 2024
(Dated)

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User Notes:
(3B9ADA2F)

POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

50915

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Jeffrey M. Wilson, Richard H. Mitchell, William M. Smith, Robert R. Freel, Anna K. Childress, Mark W. Edwards, II, Alisa B. Ferris, Robert Read Davis, R.E. Daniels, Shelby E. Daniels. Joshua T. Jones

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties: **Unlimited**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;
(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 17th day of May, 2024.

UNITED STATES FIRE INSURANCE COMPANY

Matthew E. Lubin, President

State of New Jersey}
County of Morris }

On this 17th day of May, 2024, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

MELISSA H. D'ALESSIO
NOTARY PUBLIC OF NEW JERSEY
Commission # 50128833
My Commission Expires 4/7/2026

Melissa H. D'Alessio (Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 8 day of August 20 24

UNITED STATES FIRE INSURANCE COMPANY

Michael C. Fay, Senior Vice President

BIRMIND-02 ARUSHING

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Petra RMS 2140 11th Ave South, Suite 400 Birmingham, AL 35205	PHONE (A/C, No, Ext): (205) 354-2700	FAX (A/C, No): (205) 449-5585
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : National Trust Ins Co	20141
INSURED	INSURER B : FCCI INSURANCE COMPANY	10178
Birmingham Industrial Construction, LLC 105 Corporate Circle Alabaster, AL 35007	INSURER C : BRIDGEFIELD CASUALTY	10335
	INSURER D : Colony Specialty Ins Co.	36927
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	[ ] CLAIMS-MADE [X] OCCUR			CPP10007412002	11/1/2023	11/1/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			CA100073737-02	11/1/2023	11/1/2024	BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE			UMB 100073738 02	11/1/2023	11/1/2024	AGGREGATE	$
	[ ] DED X RETENTION $ 10,000						Aggregate	$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A			196-53908	11/1/2023	11/1/2024	E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	Floater Inland Marin			IM258888-0	11/1/2023	11/1/2024	Leased/Rented EQ	100,000
D	Installation Floater			IM258888-0	11/1/2023	11/1/2024	Installation	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Jackson County School District
4700 Colonel Vickery Road
Vancleave, MS 39565

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: 08/06/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Birmingham Industrial Construction, LLC
   1. Address 408 32nd Street
   2. City Gulfport State MS, Zip 39507

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Six Million Nine hundred Ninty Seven thousand Seven hundred Seventy Seven & NO/100********** dollars
($ 6,997,777.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ 26.00 / 28.00	($ 54.00) Fifty four & No/100 dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 07/15/2024
2. Addendum # 2 Dated 07/24/2024
3. Addendum # 3 Dated 07/26/2024
4. Addendum # 4 Dated 07/29/2024
5. Addendum # 5 Dated 08/01/2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Birmingham Industrial Construction, LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)



Signature of Signee

Rafael Cabello, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: 8/6/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Codaray Construction, LLC
1. Address PO Box 16628
2. City Hattiesburg State MS, Zip 39404

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Five Million Nine Hundred Eighty Three Thousand dollars
($ 5,983,000), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
1. Furnish the required bonds within seven days of receipt of Notice of Award.
2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:

1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ (48.00)	Forty Eight dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 7/15/2024
2. Addendum # 2 Dated 7/24/2024
3. Addendum # 3 Dated 7/26/2024
4. Addendum # 4 Dated 7/29/2024
5. Addendum # 5 Dated 8/1/2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Codaray Construction, LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Matt Pace, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of August, 2024

Codaray Construction, LLC
General Contractor (GC) Company Name

Matt Pace, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Forrest

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of August, 2024.

Signature

My Commission Expires: 8/1/2027

SEAL

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID # 368801
AMANDA K. ADAMS
Commission Expires
Aug. 1, 2027
FORREST COUNTY

CADENCE Insurance

A Gallagher Company

July 31, 2024

To: MP Design Group, PLLC

RE: Codaray Construction, LLC -- Undertaking of Insurance: St. Martin CTE Expansion

To Whom It May Concern:

I the undersigned, as authorized representative on behalf of Markel American Insurance Company, Old Republic Insurance Company, and Travelers Property and Casualty Company do hereby and agree to provide insurance requirements as specified in the specifications in the **ST Martin CTE Job** subject to underwriting, policy terms and conditions.

Sincerely,

David Fortenberry

David Fortenberry
Commercial Lines Producer
David.fortenberry@cadenceinsurance.com

16 Thompson Park · Hattiesburg, MS 39401 · 601-544-8703 · Fax 877-288-0152 · www.cadenceinsurance.com

State of Mississippi

Board of Contractors

ACTIVE

CODARAY CONSTRUCTION, LLC
P.O. BOX 16628
HATTIESBURG, MS 39404

is duly registered and entitled to perform

BUILDING CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 27 day of Sep., 2023

CERTIFICATE OF RESPONSIBILITY
No. 22429-MC
Expires Sep. 27, 2024

Joel A. Carroll

CHAIRMAN OF THE BOARD

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Codaray Construction, LLC
P.O. Box 16628
Hattiesburg, MS 39404

SURETY:
(Name, legal status and principal place of business)
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183-6014

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent (5%) of the Amount Bid----------

PROJECT:
(Name, location or address, and Project number, if any)
St. Martin CTE Expansion MPDG #0155.24.001

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of August , 2024

(Witness)

Codaray Construction, LLC
(Contractor as Principal) (Seal)

(Title) Matt C. Pace, President

(Witness)

Travelers Casualty and Surety Company of America
(Surety) (Seal)

(Title) Kimberly B. Barhum, Attorney-In-Fact

Init.

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TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KIMBERLY B BARHUM** of **GULFPORT**, **Mississippi**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 1st day of August, 2024.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: 08/06/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Dan Hensarling, Inc
1. Address 12498 County Farm Road
2. City Gulfport State MS, Zip 39503

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Five million Seven Hundred Fifty Eight Thousand dollars
($ 5,758,000), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
1. Furnish the required bonds within seven days of receipt of Notice of Award.
2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ 50	($ 50.00) Fifty Two dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 07/16/2024
2. Addendum # 2 Dated 07/24/2024
3. Addendum # 3 Dated 07/26/2024
4. Addendum # 4 Dated 07/29/2024
5. Addendum # 5 Dated 08/01/2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Dan Hensarling, Inc

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Dan Hensarling, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

David J. Machado, PE
Brad P. Patano, PE
Garrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of August, 2024

Dan Hensarling, Inc
General Contractor (GC) Company Name

Dan Hensarling, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Harrison

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of August, 2024.

Signature

My Commission Expires: July 7, 2028

SEAL

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID# 482356
DONIE J. LEWIS
Commission Expires
July 7, 2028
HARRISON COUNTY

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Dan Hensarling, Inc.
P. O. Box 3927
Gulfport, MS 39505

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Jackson County School District
4700 Colonel Vickery Rd.
Vancleave, MS 39565

BOND AMOUNT: $ 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

St. Martin CTE Expansion, 11300 Yellow Jacket Rd., Ocean Springs, MS 39564, Engineer/Architect Project Number: 0155.24.001

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of August, 2024

(Witness) DJ Lewis, Admin Assistant

Dan Hensarling, Inc.
(Principal) *(Seal)*

By:
(Title) Dan Hensarling, President

(Witness) Trina Cobb

Travelers Casualty and Surety Company of America
(Surety) *(Seal)*

By:
(Title) Peggy L. Jackson / Attorney-in-Fact
Resident MS Agent/Fisher Brown Bottrell, a Marsh & McLennan Agency LLC Company

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN.

TRAVELERS	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company Farmington Casualty Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Peggy L. Jackson of Jackson , MS , their true and lawful Attorney(s)-In-Fact to sign, execute, seal and acknowledge the following bond:

Surety Bond No.: Bid Bond
OR
Project Description: St. Martin CTE Expansion, 11300 Yellow Jacket Rd., Ocean Springs, MS 39564, Engineer/Architect Project Number: 0155.24.001

Principal: Dan Hensarling, Inc.
Obligee: Jackson County School District

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

By: _____
Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-In-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-In-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-In-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes,** the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this day of ,

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-In-Fact and the details of the bond to which this Power of Attorney is attached.

Fisher Brown Bottrell
INSURANCE, INC.

P. O. Box 1490
Jackson, MS 39215
(601) 960-8200 Phone
(601) 208-7484 Fax
www.fbbins.com

July 25, 2024

Jackson County School District
4700 Colonel Vickery Road
Vancleave, MS 39565

Project: St. Martin CTE Expansion

To Whom It May Concern:

Please acknowledge this letter of our intent as agent to provide insurance to the bidder, Dan Hensarling, Inc., in accordance with the insurance requirements of the contract documents.

Sincerely,

Karen Bishop
Fisher Brown Bottrell Insurance
kbishop@fbbins.com
601-960-7440

Fisher Brown Bottrell Insurance, Inc. is a subsidiary of Trustmark National Bank. Insurance products are not deposits or other obligations of, guaranteed by, or insured by Trustmark National Bank of any of its affiliates; not insured by the FDIC or any other agency of the United States, except in the case of Federal Flood Insurance or Federal Crop Insurance, and may be subject to investment risk, including the possible loss of value.

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

DAN HENSARLING, INC.
POST OFFICE BOX 3927
GULFPORT, MS 39505

is duly registered and entitled to perform

BUILDING CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 10 day of Oct., 2023

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 11065-MC
Expires Oct. 10, 2024

Joel A. Caudill

CHAIRMAN OF THE BOARD

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: St. Martin CTE Expansion

Address:
11300 Yellow Jacket Rd.
Ocean Springs, MS39564

Engineer/Architect Project Number: 0155.24.001

1.03 DATE: 8-6-24 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Dixon Contracting Group LLC
1. Address Po Box 383
2. City Pass Christian State MS, Zip 39571

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Six million One Hundred Seventy Seven Thousand Three Hundred Eighty Six dollars ($ 6,177,386), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
1. Furnish the required bonds within seven days of receipt of Notice of Award.
2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:

1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ 35	($ 35/cy) Thirty Five dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 7-15-24
2. Addendum # 2 Dated 7-24-24
3. Addendum # 3 Dated 7-26-24
4. Addendum # 4 Dated 7-29-24
5. Addendum # 5 Dated 8-1-24

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Dixon Contracting Group LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Jeff Dixon President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Dixon Contracting Group LLC
P O Box 383
Pass Christian, MS 39571

SURETY:
(Name, legal status and principal place of business)

The Hanover Insurance Company
440 Lincoln Street
Worcester, MA 01653

OWNER:
(Name, legal status and address)

Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent (5%) of the Amount Bid----------

PROJECT:
(Name, location or address, and Project number, if any)

St. Martin CTE Expansion

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 6th day of August , 2024

(Witness)

Dixon Contracting Group LLC
(Contractor as Principal) (Seal)

President
(Title)

(Witness)

The Hanover Insurance Company
(Surety) (Seal)

(Title) Debbie Dunaway, Attorney-In-Fact
MS Resident Agent

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THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWER OF ATTORNEY

THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

KNOW ALL PERSONS BY THESE PRESENTS:

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

Kathleen B. Scarborough, Dewey B. Mason, Jim E. Brashier, Susan Skrmetta, Lisa Butler, Patrick Mason, James E. Brashier, Debbie Dunaway, Lessie R. Anderson, Troy P. Wagener and/or Julie C Livingston

Of BXS Insurance of Biloxi, MS individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

Any such obligations in the United States, not to exceed One Hundred Million and No/100 ($100,000,000) in any single instance

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company; and said Resolutions remain in full force and effect:

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 – The Hanover Insurance Company; Adopted April 14, 1982 – Massachusetts Bay Insurance Company; Adopted September 7, 2001 – Citizens Insurance Company of America and affirmed by each Company on March 24, 2014)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this **2nd** day of **June, 2023**

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

James H. Kawiecki, Vice President

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

Joellen M. Mendoza, Vice President

STATE OF CONNECTICUT)
COUNTY OF HARTFORD) ss.

On this **2nd** day of **June 2023** before me came the above named Executive Vice President and Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.

Wendy Latournes
Notary Public, State of Connecticut
My Commission Expires July 31, 2025

Wendy Latournes, Notary Public
My commission expires July 31, 2025

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 6th day of August, 2024

CERTIFIED COPY

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

John Rowedder, Vice President

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 6th day of August, 2024

Dixon Contracting Group LLC
General Contractor (GC) Company Name

Jeff Dixon President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Marion

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 6th day of August, 2024

Grace Blair
Signature

My Commission Expires: 1-29-28

SEAL

GRACE BLAIR
Commission Expires
01-29-2028
NOTARY PUBLIC
ID 430591
Marion County
STATE OF MISSISSIPPI

State of Mississippi

Board of Contractors

ACTIVE

DIXON CONTRACTING GROUP LLC
PO BOX 383
PASS CHRISTIAN, MS 39571

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) SWIMMING POOLS

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 8 day of Apr., 2024

CERTIFICATE OF RESPONSIBILITY
No. 18279-MC
Expires Apr. 8, 2025

Joel Q. Carroll

CHAIRMAN OF THE BOARD

CADENCE Insurance
A Gallagher Company

UNDERTAKING OF INSURANCE

August 6, 2024

Dixon Contracting Group, LLC
P.O. Box 383
Pass Christian, MS 39571

RE: Letter of Undertaking of Insurance
Bid: 8/6/2024 Jackson County School District
Project: St Martin CTE Expansion

To Whom It May Concern:

This letter is to confirm that the casualty limits of insurance required by the bid specs for the above project will be provided by the insurance carrier Berkley and Builders risk will be provided by American Zurich Insurance Company for the contract value of the project.

All coverage provided will be subject to the terms and conditions of the respective policies.

Sincerely,

Mary Brumley
Account Manager II

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

YOUR PROJECT · OUR PRIORITY · NO EXCUSES

BID RECOMMENDATION

DATE: August 7, 2024

COMPANY: Jackson County School District

ADDRESS: 4700 Colonel Vickrey Rd., Vancleave, MS 39565

ATTENTION: Chris Lebatard – Assistant

PROJECT NAME: East Central CTE Expansion

PROJECT NO.: 0155.22.009

PROJECT ADDRESS: 550 Hurley Wade Rd., Moss Point, MS 39562

Mr. Chris Labatard,

We have reviewed the bids received on August 1, 2024. We received six (6) bids and after reviewing the bids the low bidder was Mac Construction Company. However, Mac Construction Company did confirm after the bid opening, they are not able to meet the Construction Schedule. Therefore, we recommend awarding the project to the next qualified low bidder, Codaray Construction, LLC. for the base bid total amount of $ 6,296,800.00.

Enclosed please find the Certified Bid Tabulation for the above referenced project for your use.

Should you have any questions, then please contact the MP Design Group signatory.

Brad Patano

Bradley Patano, P.E.
Principal, MP Design Group

Enclosures: Certified Bid Tabulation

ARCHITECTURE | ENGINEERING | SURVEYING | DESIGN-BUILD
918 Howard Avenue, Ste F | Biloxi, MS 39530 | o: 228.388.1950 | w: mpdesigngroup.us

BID TABULATION FORM

MP DESIGN GROUP, 918 Howard Avenue, Ste F., Biloxi, MS

PROJECT: East Central CTE Expansion
PROJECT #: 0155.22.009
LOCATION: 4700 Colonel Vickery Rd., Vancleave, MS 39565
BID DATE: August 1, 2024
TIME: 2:00 PM

CONTRACTOR	Anderson Construction of MS	Codaray Construction, LLC	D.N.P., Inc.	Dan Hensarling, Inc.	Mac's Construction Company	Samuel B. Day Construction, Inc.			
Certificate of Responsibility #	25193-MC	22429-MC	07575-MC	11065-MC	03097-MC	09315-MC			
Bid Surety Company	Yes	Yes	Yes	Yes	Yes	Yes			
Non-Collusive Affidavit	Yes	Yes	Yes	Yes	Yes	Yes			
Insurance Letter	Yes	Yes	Yes	Yes	Yes	Yes			
Proof of License	Yes	Yes	Yes	Yes	Yes	Yes			
Addendums (1) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes			
Addendums (2) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes			
Addendums (3) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes			
Addendums (4) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes			
Addendums (5) Acknowledged	Yes	Yes	Yes	Yes	Yes	Yes			
Base Bid Amount:	$7,230,000.00	$6,296,800.00	$6,470,000.00	$6,384,000.00	$5,823,700.00	$7,925,000.00			
Units - Removal of unsuitable soils	$24.00	$48.00	$28.00	$48.00	$42.90	$38.00			
Notes:									

The information presented in the bid tabulation above is accurate and complete to the best of my knowledge and understanding and submitted bids.

Brad Patano

Bradley Patano, P.E.

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: 08/01/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Dan Hensarling, Inc
   1. Address 12498 County Farm Rd
   2. City Gulfport State MS, Zip 39503

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP.SUM PRICE:**
Six Million Three hundred eighty Four thousand dollars
($ 6,384,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:

1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ 48.00	($ 48.00) Forty Eight Dollars 00/100 dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 07/16/2024
2. Addendum # 2 Dated 07/24/2024
3. Addendum # 3 Dated 07/25/2024
4. Addendum # 4 Dated 07/26/2024
5. Addendum # 5 Dated 07/29/2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Dan Hensarling, Inc.

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Dan Hensarling, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1st day of August, 2024

Dan Hensarling, Inc
General Contractor (GC) Company Name

Dan Hensarling, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Harrison

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1st day of August, 2024

Signature

My Commission Expires: July 7, 2028

SEAL

STATE OF MISSISSIPPI NOTARY PUBLIC ID# 482356 DONIE J. LEWIS Commission Expires July 7, 2028 HARRISON COUNTY

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document-310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Dan Hensarling, Inc.
P. O. Box 3927
Gulfport, MS 39505

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Jackson County School District
4700 Colonel Vickery Rd.
Vancleave, MS 39565

BOND AMOUNT: $ 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

East Central CTE Expansion, 550 Hurley Wade Rd., Moss Point, MS 39562, Engineer/Architect Project Number: 0155.22.009

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of August, 2024

(Witness) DJ Lewis, Admin Assistant

Dan Hensarling, Inc.
(Principal) (Seal)

By: Dan Hensarling
(Title) Dan Hensarling, President

(Witness) Trina Cobb

Travelers Casualty and Surety Company of America
(Surety) (Seal)

By: Peggy L. Jackson
(Title) Peggy L. Jackson Attorney-in-Fact
Resident MS Agent/Fisher Brown Bottrell, a Marsh & McLennan Agency LLC Company

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN.

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Peggy L. Jackson of Jackson , MS , their true and lawful Attorney(s)-In-Fact to sign, execute, seal and acknowledge the following bond:

Surety Bond No.: Bid Bond
OR
Project Description: East Central CTE Expansion, 550 Hurley Wade Rd., Moss Point, MS 39562, Engineer/Architect Project Number: 0155.22.009

Principal: Dan Hensarling, Inc.
Obligee: Jackson County School District

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-In-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-In-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-In-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes,** the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this day of

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-In-Fact and the details of the bond to which this Power of Attorney is attached.

Fisher Brown Bottrell
INSURANCE, INC.

P. O. Box 1490
Jackson, MS 39215
(601) 960-8200 Phone
(601) 208-7484 Fax
www.fbbins.com

July 25, 2024

Jackson County School District
4700 Colonel Vickery Road
Vancleave, MS 39565

Project: East Central CTE Expansion

To Whom It May Concern:

Please acknowledge this letter of our intent as agent to provide insurance to the bidder, Dan Hensarling, Inc., in accordance with the insurance requirements of the contract documents.

Sincerely,

Karen Bishop
Fisher Brown Bottrell Insurance
kbishop@fbbins.com
601-960-7440

Fisher Brown Bottrell Insurance, Inc. is a subsidiary of Trustmark National Bank. Insurance products are not deposits or other obligations of, guaranteed by, or insured by Trustmark National Bank of any of its affiliates; not insured by the FDIC or any other agency of the United States, except in the case of Federal Flood Insurance or Federal Crop Insurance, and may be subject to investment risk, including the possible loss of value.

State of Mississippi

Board of Contractors

ACTIVE

DAN HENSARLING, INC.
POST OFFICE BOX 3927
GULFPORT, MS 39505

is duly registered and entitled to perform

BUILDING CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 10 day of Oct., 2023

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 11065-MC
Expires Oct. 10, 2024

Joel Q. Caudle

CHAIRMAN OF THE BOARD

D.N.P.,INC.
Post Office Box 6399
D'Iberville, Mississippi 39540-6399
Voice: (228) 396-1640 Fax: (228) 396-1688
Email: dnpinc@dnpincconstruction.com
D.N.P. INC. MS COR # 07575-MC

Jackson County School District
4700 Colonel Vickery Rd.
Vancleave, MS 39565

BID PROPOSAL FOR:

East Central CTE Expansion
M|P Project # 0155.22.009

Bid Due: August 1, 2024 @ 2PM

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.,
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: 08/01/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name D.N.P.,INC.
   1. Address 15465 Hudson Krohn Rd.
   2. City Biloxi State MS, Zip 39532

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Six Million, four hundred seventy thousand dollars
($ 6,470,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
   1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
   1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($28.00 twenty-eight)	dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
   1. 10 percent overhead and profit on the net cost of our own Work;
   2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
   1. Addendum # 1 Dated 7/15/24
   2. Addendum # 2 Dated 7/24/24
   3. Addendum # 3 Dated 7/25/24
   4. Addendum # 4 Dated 7/26/24
   5. Addendum # 5 Dated 7/29/24

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
   1. Non Collusive Affidavit
   2. Bid Bond: Form AIA Document A310
   3. Letter from Insurance Company
   4. Proof of Contractor's State License
   5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

D.N.P., INC.

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Darren P. Quave, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
D. N. P., Inc.
P. O. Box 6399
D'Iberville, MS 39540

SURETY:
(Name, legal status and principal place of business)
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183-6014

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: Five Percent (5%) of the Amount Bid----------

PROJECT:
(Name, location or address, and Project number, if any)
MPDG Project #0155.22.009
East Central CTE Expansion
550 Hurley Wade Rd., Moss Point, MS 39562

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

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Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of August , 2024

	D. N. P., Inc.
	(Contractor as Principal) *(Seal)*
(Witness)	*(Title)* Darren P. Quave, President
	Travelers Casualty and Surety Company of America
	(Surety) *(Seal)*
(Witness)	*(Title)* Kathleen B. Scarborough, Attorney-In-Fact

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TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KATHLEEN B SCARBOROUGH** of **GULFPORT**, **Mississippi**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **1st** day of **August**, **2024**.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

CADENCE Insurance
A Gallagher Company

UNDERTAKING OF INSURANCE

August 1, 2024

DNP, Inc.
P. O. Box 6399
D'Iberville, MS 39540

RE: Letter of Undertaking of Insurance
Bid: 8/1/2024 Jackson County School District
Project: East Central CTE Expansion

To Whom It May Concern:

This letter is to confirm that the casualty limits of insurance required by the bid specs for the above project will be provided by the insurance carrier BITCO Insurance Companies and Builders risk will be provided for the contract value of the project.

All coverage provided will be subject to the terms and conditions of the respective policies.

Sincerely,

Mary Brumley
Account Manager II

760 Howard Avenue, 2nd Floor · Biloxi, MS 39530-3820 · 228-374-2000 · Fax 228-604-8053 · www.cadenceinsurance.com

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1st day of August, 2024

D.N.P.,INC.
General Contractor (GC) Company Name

Darren P. Quave, President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Harrison

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1st day of August, 2024.

Signature

My Commission Expires: 5/16/28

SEAL
State of Mississippi
Ashleigh Bobbitt
Notary Public
Hancock
County
My Comm. Exp. 05.06.2028
Commission Number 471690

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

D.N.P., INC.
P.O. BOX 6399
D'IBERVILLE, MS 39540

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) ELECTRICAL WORK
3) MECHANICAL WORK 4) MUNICIPAL AND PUBLIC WORKS CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 14 day of Jan., 2024

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 07575-MC
Expires Jan. 14, 2025

Joel A. Carroll

CHAIRMAN OF THE BOARD

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: 08/01/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Mac's Construction Company, Incorporated
   1. Address 6555 U S Hwy 98 Suite #13
   2. City Hattiesburg State MS, Zip 39402

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Five Million Eight hundred twenty-three thousand seven hundred dollars
($5,823,700.00/xx), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($42.90)	Forty-two dollars Ninety cents dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 01 Dated July 15, 2024
2. Addendum # 02 Dated July 24, 2024
3. Addendum # 03 Dated July 25, 2024
4. Addendum # 04 Dated July 26, 2024
5. Addendum # 05 Dated July 29, 2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted:

Mac's Construction Company, Incorporated
Name of Business (Complete legal spelling as represented at the state Contractor's Board)

James H. McMahon
Signature of Signee

James H. McMahon, Jr., President
Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1st day of August, 2024

Mac's Construction Company, Incorporated
General Contractor (GC) Company Name

James H. McMahon, Jr., President
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Lamar

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1st day of August, 2024.

Signature

My Commission Expires: September 27, 2024

SEAL

STATE OF MISSISSIPPI
NOTARY PUBLIC
ID#19736
AMARYLIS ATTIX
Commission Expires
Sept 27, 2024
LAMAR COUNTY

ARCHITECTURE | ENGINEERING | SURVEYING | CONSTRUCTION MGMT
918 Howard Avenue | Suite F | Biloxi | MS 39530 | P: 228.388.1950 | mpdesigngroup.us

Fisher Brown Bottrell
INSURANCE, INC.

P. O. Box 1490
Jackson, MS 39215
(601) 960-8200 Phone
(601) 208-7484 Fax
www.fbbins.com

July 30, 2024

Jackson County School District
4700 Colonel Vickery Road
Vancleave, MS 39565

Project: East Central CTE Expansion

To Whom It May Concern:

Please acknowledge this letter of our intent as agent to provide insurance to the bidder, Mac's Construction Company, Inc., in accordance with the insurance requirements of the contract documents.

Sincerely,

Karen Bishop
Fisher Brown Bottrell Insurance
kbishop@fbbins.com
601-960-7440

Fisher Brown Bottrell Insurance, Inc. is a subsidiary of Trustmark National Bank. Insurance products are not deposits or other obligations of, guaranteed by, or insured by Trustmark National Bank of any of its affiliates; not insured by the FDIC or any other agency of the United States, except in the case of Federal Flood Insurance or Federal Crop Insurance, and may be subject to investment risk, including the possible loss of value.

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

MAC'S CONSTRUCTION COMPANY, INCORPORATED
6555 US HWY 98 SUITE 13
HATTIESBURG, MS 39404-7017

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) CONSTRUCTION MANAGEMENT

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 8 day of Apr., 2024

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 03097-MC
Expires Apr. 8, 2025

Joel Q. Cundiff

CHAIRMAN OF THE BOARD

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Mac's Construction Company, Incorporated
6555 US Hwy 98 Suite #13
Hattiesburg, MS 39402

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: $ 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

East Central CTE Expansion, Jackson County School District, MPDG Project No. 0155.22.009

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of August, 2024

(Witness) Amarylis Attix

Mac's Construction Company, Incorporated
(Principal) (Seal)

By: James H. McMahon, Jr.
(Title) James H. McMahon, Jr. President

(Witness) Trina Cobb

Travelers Casualty and Surety Company of America
(Surety) (Seal)

By: Taylor Leggett
(Title) Taylor Leggett Attorney-in-Fact
MS Non-Resident Agent / Fisher Brown Bottrell
a Marsh & McLennan Agency LLC Company

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN.

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
Farmington Casualty Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Taylor Leggett of Jackson , MS , their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge the following bond:

Surety Bond No.: Bid Bond
OR
Project Description: East Central CTE Expansion, Jackson County School District, MPDG Project No. 0155.22.009

Principal: Mac's Construction Company, Incorporated
Obligee: Jackson County School District

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021,** before me personally appeared **Robert L. Raney,** who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-In-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-In-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-In-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes,** the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 1st day of August , 2024 .

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-In-Fact and the details of the bond to which this Power of Attorney is attached.

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: August 1, 2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Samuel B. Day Construction, Inc.
   1. Address 15296 South Swan Road
   2. City Gulfport State MS, Zip 39503

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. BASE BID LUMP SUM PRICE:
Seven Million Nine Hundred Twenty Five Thousand & NO/100 dollars
($ 7,925,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:

1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ ($ 38.00)	Thirty Eight & no/100 dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 7/15/2024
2. Addendum # 2 Dated 7/24/2024
3. Addendum # 3 Dated 7/25/2024
4. Addendum # 4 Dated 7/26/2024
5. Addendum # 5 Dated 7/29/2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Samuel B. Day Construction, Inc.

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

, President

Signature of Signee

Samuel B. Day , President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

CORPORATE RESOLUTION

Authority to Execute Contract

EXCERPT FROM THE MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF **SAMUEL B. DAY CONSTRUCTION, INC.**

At the meeting of Directors of **SAMUEL B. DAY CONSTRUCTION, INC.**, Duly noticed and held on August 1, 2024, A quorum being there present, on motion duly made and seconded, it was resolved that **SAMUEL DAY, PRESIDENT,** be and is hereby appointed, constituted and designated as Agent and Attorney-in-Fact of the Corporation with full power and authority to act on behalf of this Corporation in all negotiations, bidding concerns and transactions with Jackson County School District or any of its agencies, departments, employees or agents, including but not limited to, the execution of all bids, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive and receipt therefore all orders and notices issued pursuant to the provisions of any such bid or contract, this corporation hereby ratifying, approving, confirming and accepting each and every such act performed by said Agent and Attorney-in-Fact.

I hereby certify the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of said corporation, and that the same has not been revoked or rescinded

Samuel Day, JR, Vice President

August 1, 2024
Date

Samuel B. Day Construction, Inc
15296 South Swan Road
Gulfport, MS 39503
(228) 832-2077
Samuel B. Day, President

MP DESIGN GROUP
ARCHITECTURE + ENGINEERING

David J. Machado, PE
Brad P. Patono, PE
Geirod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1st day of August, 2024

Samuel B. Day Construction, Inc.
General Contractor (GC) Company Name

Samuel B. Day, President
Printed Name and Title of GC's Representative

, President
Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF Harrison

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1st day of August, 2024.

Deloris Lukes
Signature Deloris Lukes

My Commission Expires: January 26, 2027

SEAL

DELORIS LUKES COMM. # 84060 NOTARY PUBLIC COMMISSION EXPIRES 1-26-2027 HARRISON COUNTY, STATE OF MISSISSIPPI

ARCHITECTURE | ENGINEERING | SURVEYING | CONSTRUCTION MGMT
918 Howard Avenue | Suite F | Biloxi | MS 39530 | P: 228.388.1950 | mpdesigngroup.us

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Samuel B. Day Construction, Inc.
15296 S. Swan Road
Gulfport, MS 39503

SURETY:
(Name, legal status and principal place of business)
SureTec Insurance Company
2103 CityWest Blvd, Suite 1300
Houston, TX 77042

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: Five Percent (5%) of the Amount Bid----------

PROJECT:
(Name, location or address, and Project number, if any)
MPDG Project #0155.22.009
East Central CTE Expansion
550 Hurley Wade Rd., Moss Point, MS 39562

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of August , 2024

Deloris Sykes
(Witness)

Samuel B. Day Construction, Inc.
(Contractor as Principal) *(Seal)*

Samuel B. Day, President
(Title) Samuel B. Day, President

Darlene Landry
(Witness)

SureTec Insurance Company
(Surety) *(Seal)*

Kathleen B. Scarborough
(Title) Kathleen B. Scarborough, Attorney-In-Fact

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POA# 2410005

JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Dewey B. Mason, Kathleen B. Scarborough, Troy P. Wagener, Susan Skrmetta, Joseph R. Beattie, Lisa R. Butler, Patrick Mason, Debbie Dunaway, James E. Brashier, Lessie R. Anderson

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars ($50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions, adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, any Senior Vice President, Vice President, Assistant Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 24th day of January , 2024 .

SureTec Insurance Company

By: _____
Michael C. Kelmig, President

SURETEC INSURANCE COMPANY

MARKEL INSURANCE CORPORATE SEAL COMPANY ILLINOIS

Markel Insurance Company

By: _____
Lindey Jennings, Vice President

State of Texas
County of Harris:

On this 24th day of January , 2024 A. D., before me, a Notary Public of the State of Texas, in and for the County of Harris, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the proceeding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Harris, the day and year first above written.

NOTARY PUBLIC STATE OF TEXAS

XENIA RIVAS
Notary Public State of Texas
Commission # 129117659
Commission Expires 9/10/24

By: _____
Xenia Rivas, Notary Public
My commission expires 9/10/2024

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 1st day of August , 2024 .

SureTec Insurance Company

By: _____
M. Brent Beaty, Assistant Secretary

Markel Insurance Company

By: _____
Andrew Marquis, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity. 2410005
For verification of the authority of this Power you may call (713)812-0800 on any business day between 8:30 AM and 5:00 PM CST.

CADENCE Insurance
A Gallagher Company

UNDERTAKING OF INSURANCE

August 1, 2024

Samuel B. Day Construction, Inc.
15296 S Swan Road
Gulfport, MS 39503

RE:	Letter of Undertaking of Insurance
Bid:	8/1/2024 Jackson County School District
Project:	East Central CTE Expansion

To Whom It May Concern:

This letter is to confirm that the casualty limits of insurance required by the bid specs for the above project will be provided by the insurance carrier FCCI Insurance Group and Builders risk will be provided for the contract value of the project.

All coverage provided will be subject to the terms and conditions of the respective policies.

Sincerely,

Mary Brumley
Account Manager II

760 Howard Avenue, 2nd Floor · Biloxi, MS 39530-3820 · 228-374-2000 · Fax 228-604-8053 · www.cadenceinsurance.com

State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

SAMUEL B. DAY CONSTRUCTION, INC
15296 SWAN ROAD SOUTH
GULFPORT, MS 39503

is duly registered and entitled to perform

BUILDING CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 14 day of Jan., 2024

CERTIFICATE OF RESPONSIBILITY
No. 09315-MC
Expires Jan. 14, 2025

Joel A. Caudle
CHAIRMAN OF THE BOARD

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: 8/1/24 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name ANDERSON CONSTRUCTION OF MS
1. Address 6188 HWY 198 EAST
2. City LUCEDALE State MS, Zip 39452

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
SEVEN MILLION, TWO HUNDRED THIRTY THOUSAND & 00/100 dollars
($ 7,230,000.00), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
1. Furnish the required bonds within seven days of receipt of Notice of Award.
2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s); the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:
1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ 24.00	($ 24.00) Twenty Four & 00/100 dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 7/15/24
2. Addendum # 2 Dated 7/24/24
3. Addendum # 3 Dated 7/25/24
4. Addendum # 4 Dated 7/26/24
5. Addendum # 5 Dated 7/29/24

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Anderson Construction of MS LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Billy Anderson Owner

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Anderson Construction of MS, LLC
6188 Highway 198
Lucedale, Mississippi 39452

SURETY:
(Name, legal status and principal place of business)
Atlantic Specialty Insurance Company
605 Highway 169 N, Suite 800
Plymouth, Minnesota 55441

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickery Road
Vancleave, Mississippi 39565

BOND AMOUNT: $ Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)
East Central CTE Expansion
550 Hurley Wade Road
Moss Point, Mississippi 39562

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void; otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

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User Notes:
(1177639241)

Signed and sealed this 1 day of August, 2024

(Witness)	Anderson Construction of MS, LLC (Contractor as Principal) (Seal) (Title) Billy Anderson, Managing Member
(Witness)	Atlantic Specialty Insurance Company (Surety) (Seal) (Title) William S. Neill, Attorney In Fact

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User Notes:
(1177639241)

Init.

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intact INSURANCE

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **L. Dale Waldorff, K. Wayne Walker, Benjamin H. French, Paul A. Locascio, Rebekah F. Sharp, Ronald J. Hays, Joshua T. Morgan, Trava Ridlon, William S. Neill, Brenda W. Neill,** each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

By _____
Sarah A. Kolar, General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.

ALISON DWAN NASH-TROUT
NOTARY PUBLIC - MINNESOTA
My Commission Expires
January 31, 2026

_____
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 1 day of August 2024

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

This Power of Attorney expires
January 31, 2025

_____
Kara Barrow, Secretary

David J. Machado, PE
Brad P. Patano, PE
Gerrad W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath; says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1 day of AUGUST, 2024

ANDERSON CONSTRUCTION OF MS
General Contractor (GC) Company Name

BILLY ANDERSON
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF Mississippi COUNTY OF George

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1st day of August, 2024.

Signature

My Commission Expires: 6-14-2025

SEAL

STATE OF MISSISSIPPI NOTARY PUBLIC ID # 291497 PENNIE TAYLOR Commission Expires June 14, 2025 GEORGE COUNTY

Fisher Brown Bottrell
A Marsh & McLennan Agency LLC Company

August 1, 2024

Anderson Construction of MS, LLC
Attn: Rob Hunt
6188 MS-198
Lucedale, MS 39452

Dear Mr. Hunt:

This letter is to confirm we will be undertaking the placement of the builder's risk policy for East Central CTE Expansion Project. Once the final contract price and the cost of the building is known we will procure a builder's risk policy for the length of the project protecting the property risks during construction. Please do not hesitate to contact me if you have any questions.

Thanks,

Sam Sackler
Executive Vice President, Business Insurance
Marsh McLennan Agency

ANDECON-03 AWALTERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Helen Breazeale,. CISR	
Fisher Brown Bottrell Insurance, Inc. P. O. Box 1071 Hattiesburg, MS 39403	PHONE (A/C, No, Ext): (601) 583-5332	FAX (A/C, No): (601) 208-3057
	E-MAIL ADDRESS: HBreazeale@fbbIns.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Brierfield Insurance Company	10993
INSURED	INSURER B:	
Anderson Construction of MS, LLC PO Box 1546 Lucedale, MS 39452	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR			10009127000	3/26/2024	3/26/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS			10009126800	3/26/2024	3/26/2025	BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR						EACH OCCURRENCE	$ 4,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE			UMB10009127100	3/26/2024	3/26/2025	AGGREGATE	$ 4,000,000
	[ ] DED [ ] RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[X] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N/A		10009126900	3/26/2024	3/26/2025	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder included as additional insured for General Liability if required by written contract. Waiver of subrogation provided in favor of certificate holder for General Liability and Workers Compensation if required by written contract. Umbrella Liability is follow form of underlying General, Auto and Employer's Liability policies.

CERTIFICATE HOLDER

For Information Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

76 Sam J. Sackler

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State of Mississippi

BOARD OF CONTRACTORS

ACTIVE

ANDERSON CONSTRUCTION OF MS LLC
P.O. BOX 1546
LUCEDALE, MS 39452

is duly registered and entitled to perform

1) BUILDING CONSTRUCTION 2) MUNICIPAL AND PUBLIC WORKS CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 1 day of Mar., 2024

CERTIFICATE OF RESPONSIBILITY
No. 25193-MC
Expires Mar. 1, 2025

Joel A. Caudle

CHAIRMAN OF THE BOARD

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: 8/1/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Codaray Construction, LLC
   1. Address PO Box 16628
   2. City Hattiesburg State MS, Zip 39404

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

B. **BASE BID LUMP SUM PRICE:**
Six Million Two Hundred Ninety Six Thousand Eight Hundr
dollars
($ 6,296,800), in lawful money of the United States of America.

C. We have included the required security deposit as required by the Instruction to Bidders.

D. We have included the required Non Collusive Affidavit Form as required by the Instructions to Bidders.

E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

H. All Cash and Contingency Allowances described in Section 012100 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Furnish the required bonds within seven days of receipt of Notice of Award.
   2. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure; limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.07 CONTRACT TIME

A. If this Bid is accepted, we will:
1. Complete the work by the 30th day of June, 2025.

B. If the Substantial Completion date falls beyond the above date based on days, we will pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project:

***** UP TO $500.00 PER CALENDAR DAY *****

1.08 UNIT PRICES

A. The following are Unit Prices for specific portions of the Work as listed. The following is the list of Unit Prices:

1. Removal (muck out / haul off) and replacement (put back) of unsuitable soil material:

QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
1	CY/FM	$ 48.00	($ 48.00) Forty Eight dollars

1.09 CHANGES TO THE WORK

A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
1. 10 percent overhead and profit on the net cost of our own Work;
2. 10 percent on the cost of work done by any Subcontractor.

1.10 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum. Add additional lines if needed.
1. Addendum # 1 Dated 7/15/2024
2. Addendum # 2 Dated 7/24/2024
3. Addendum # 3 Dated 7/25/2024
4. Addendum # 4 Dated 7/26/2024
5. Addendum # 5 Dated 7/29/2024

1.11 BID FORM SUPPLEMENTS

A. The following information is included with Bid submission:
1. Non Collusive Affidavit
2. Bid Bond: Form AIA Document A310
3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

B. If requested by the Engineer/Architect, we agree to submit the following Supplements to Bid Forms within 7 days after submission of this bid for additional bid information:
   1. Proposed Schedule of Values Form

1.12 BID FORM SIGNATURE(S)

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Codaray Construction, LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Matt Pace, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

SECTION 004100
BID FORM

THE PROJECT AND THE PARTIES

1.01 TO:

Owner: Jackson County School District (Owner)

Address:
4700 Colonel Vickery Rd.
Vancleave, MS39565

1.02 FOR:

Project: East Central CTE Expansion

Address:
550 Hurley Wade Rd.
Moss Point, MS39562

Engineer/Architect Project Number: 0155.22.009

1.03 DATE: 8/1/2024 **(BIDDER TO ENTER DATE)**

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

A. Bidder's Full Name Codaray Construction, LLC
1. Address PO Box 16628
2. City Hattiesburg State MS, Zip 39404

1.05 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by MP Design Group for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work, within the time set forth herein for the Sum of:

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E. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.

F. We have included the cost of all local jurisdiction building permits required to complete the construction of this project in our Base Bid amount unless specifically called for otherwise in Section 012100 Allowances.

G. All applicable federal taxes are included and state of MS taxes are included in the Bid Sum.

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QUANTITY	UNIT	UNIT PRICE	TOTAL EXTENSION
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Forty Eight dollars

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3. Addendum # 3 Dated 7/25/2024
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3. Letter from Insurance Company
4. Proof of Contractor's State License
5. Non-Resident Contractors: Attach a copy of your state's current law (refer to Instructions to Bidders for additional information)

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   1. Proposed Schedule of Values Form

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I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Codaray Construction, LLC

Name of Business (Complete legal spelling as represented at the state Contractor's Board)

Signature of Signee

Matt Pace, President

Printed Name of Authorized Signing Officer and Title

1.13 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

State of Mississippi

Board of Contractors

ACTIVE

CODARAY CONSTRUCTION, LLC
P.O. BOX 16628
HATTIESBURG, MS 39404

is duly registered and entitled to perform

BUILDING CONSTRUCTION

We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 27 day of Sep., 2023

BOARD OF CONTRACTORS ★ STATE OF MISSISSIPPI ★

CERTIFICATE OF RESPONSIBILITY
No. 22429-MC
Expires Sep. 27, 2024

Joel A. Caudill

CHAIRMAN OF THE BOARD

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
Codaray Construction, LLC
P.O. Box 16628
Hattiesburg, MS 39404

SURETY:
(Name, legal status and principal place of business)
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183-6014

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
Jackson County School District
4700 Colonel Vickrey Road
Vancleave, MS 39565

BOND AMOUNT: **Five Percent (5%) of the Amount Bid----------**

PROJECT:
(Name, location or address, and Project number, if any)
East Central CTE Expansion
#0155.22.009

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

Init.

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If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **1st** day of **August** , **2024**

(Witness)

Codaray Construction, LLC
(Contractor as Principal) *(Seal)*

(Title) Mark C Rau, President

(Witness)

Travelers Casualty and Surety Company of America
(Surety) *(Seal)*

(Title) **Kimberly B. Barhum, Attorney-In-Fact**

Init.

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TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KIMBERLY B BARHUM** of **GULFPORT**, **Mississippi**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes,** the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 1st day of August, 2024.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

CADENCE Insurance

A Gallagher Company

July 30, 2024

To: MP Design Group, PLLC

RE: Codaray Construction, LLC -- Undertaking of Insurance: East Central CTE Expansion

To Whom It May Concern:

I the undersigned, as authorized representative on behalf of Markel American Insurance Company, Old Republic Insurance Company, and Travelers Property and Casualty Company do hereby and agree to provide insurance requirements as specified in the specifications in the **East Central Expansion** subject to underwriting, policy terms and conditions.

Sincerely,

David Fortenberry

David Fortenberry
Commercial Lines Producer
David.fortenberry@cadenceinsurance.com

16 Thompson Park · Hattiesburg, MS 39401 · 601-544-8703 · Fax 877-288-0152 · www.cadenceinsurance.com

David J. Machado, PE
Brad P. Patano, PE
Gerrod W. Kilpatrick, PE
Bradford A. Jones, AIA

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 1st day of August, 2024

Codaray Construction, LLC
General Contractor (GC) Company Name

Matt Pace, Presiedent
Printed Name and Title of GC's Representative

Signature of GC's Representative

NOTARY PUBLIC ACKNOWLEDGEMENT

STATE OF MS COUNTY OF Forrest

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 1st day of August, 2024.

Signature

My Commission Expires: 8/1/2027

SEAL

STATE OF MISSISSIPPI NOTARY PUBLIC ID # 368801 AMANDA K. ADAMS Commission Expires Aug. 1, 2027 FORREST COUNTY

Subject: RE: East Central CTE

Hal McMahon <hal@macsconstruction.com> Tue, Aug 6, 1:32 PM (2 days ago)
to Brad Patano, Michael Sterling

[EXTERNAL Email: Please verify the sender before clinking any links.]

Brad,

Per our previous conversation, we still feel very confident in our price, however, the delivery of the metal building will not allow us to finish the project within the specified timeframe. After further discussion with other metal building suppliers, we found out the reason we only received one proposal on bid day was because the other manufacturers could not meet the deadline either.

Please accept this as our notification to withdraw our bid, if the owner intends to hold that completion date. We appreciate everyone's understanding and look forward to working with you and JCSD on future projects.

Thanks,

MAC'S CONSTRUCTION COMPANY INC.

HAL MCMAHON
President

601.264.8648 www.macsconstruction.com
601.268.3805 Hattiesburg, MS
hal@macsconstruction.com

From: Brad Patano <bpatano@mpdesigngroup.us>
Sent: Tuesday, August 6, 2024 11:01 AM
To: Hal McMahon <hal@macsconstruction.com>
Cc: Michael Sterling <michael@macsconstruction.com>
Subject: Re: East Central CTE

Good morning Hal, I've got to make a recommendation to the district and I need to get a contract drafted before Mondays board meeting.

The district is committed to getting this project turned over by June 30, 2025. I understand you have concerns, but JCSD intends to hold to the contract requirements. If you feel you can not meet this schedule the district understands and does not hold that against MACS on future projects nor will the district attempt to hold you to the bid submitted last week.

Very simply I need a go or no go from you in reply to this email by end of day today in regards to the ability to complete the contract on schedule.
Thank you.

Brad Patano, P.E.
Principal



Increase your network security with an Attack Surface Management platform!

Imagine having an invisible security guard constantly checking your public facing assets, looking for weaknesses and potential threats. That's what an Attack Surface Management Platform (ASM) does for your organization!

Increase your protection from cyberattacks with peace of mind:

- **Find hidden vulnerabilities:** ASM scans all your external connections, even those you might have forgotten, uncovering unpatched and internet facing operating systems, open ports, and database weaknesses before attackers can exploit them.
- **Reduce the risk of breaches:** By continuously monitoring your external network, ASM helps you stay ahead of potential threats, so you can address them before they can cause damage.
- **Simplify security management:** Gives you a clear picture of your overall external security posture and provides actionable recommendations for improvement.

The Mississippi Cyber Unit (MCU) has your back:

- **We provide the ASM platform:** You don't have to worry about setup or maintenance. We'll handle it, from collection setup to ASM operator training.
- **We assist with monitoring:** Our team keeps a watchful eye on your ASM and will notify you promptly of any critical or high-risk issues.
- **We work as your partner:** We're here to answer your questions and help you understand your security posture.

To ensure the best protection, please remember:

- **Keep your antivirus software up to date:** This essential tool helps block common threats.
- **Maintain supported and updated system versions:** Outdated systems are more vulnerable.
- **Install updates promptly:** Do not wait to patch critical security vulnerabilities.
- **Practice good password hygiene:** Avoid sharing credentials and use strong, unique passwords.

By working together with the MCU, you can create a robust cybersecurity defense and protect your organization from harm. Fill out the attached Memorandum of Understanding to get started. Let's keep your network safe!

This Memorandum of Understanding, (hereafter ("Agreement"), between the _____, (hereafter "Partner Agency"), with offices located at _____ and the Mississippi Cyber Unit, (hereafter "MCU"), a division of the Mississippi Office of Homeland Security, with offices located at 1 Mema Drive, Pearl, MS 39208, an office of the Mississippi Department of Public Safety (hereafter "MDPS"), outlines a cooperative agreement by which MCU will provide an external attack surface management system, (hereafter "ASM"), consisting of all components which will or may be provided by MCU to Partner Agency. The ASM is web-based and only monitors infrastructure accessible to the Internet. The ASM does not require any hardware or software installation by the Partner Agency.

WHEREAS, MCU, in conjunction with its contractors, has undertaken the deployment of an ASM, which provides external vulnerability and risk management incites; and

WHEREAS, MCU has made provisions to provide implementation of, and training for, ASM; and

WHEREAS, Partner Agency desires to utilize the ASM being offered;

NOW, THEREFORE, in consideration of the mutual understandings, promises, consideration, and agreements set forth below, the parties hereto agree as follows:

Period of Performance

This Agreement shall provide for an initial term of one year from the date of the last signature affixed hereto, (hereafter ("Initial Term").

The Parties agree that this Agreement may be extended for four additional one-year periods, upon execution of a written amendment to the Agreement prior to the expiration of the Agreement.

Termination

Either party may terminate this Agreement for convenience by written ninety-day notice.

Either party may terminate this Agreement for cause immediately by written notice.

Commercial Terms

During the Initial Term or Subsequent Terms, the charge to Partner Agency for use of the ASM system will be zero dollars ($0.00). Should funding sources or system cost change, MCU reserves the right to negotiate a fee with Partner Agency that will cover the cost, or a portion of the cost, of operating, supporting, and upgrading the ASM.

MCU Responsibilities

MCU agrees to:

1. Monitor ASM and notify Partner Agency within five (5) business days of any issues classified as Critical and within fourteen (14) business days for any issues classified as High. The MCU will notify the Partner Agency of other issues as they are able;
2. Provide system terms and conditions for Partner Agency reference and use;
3. Maintain proper licensing of all applications, software and utilities used to deliver the ASM application suite;

4. Provide programming, implementation, training, support and ASM helpdesk services for the standard products included within the ASM application suite;
5. Account management for ASM (8am-5pm Monday-Friday);
6. Software support (8am-5pm Monday-Friday) for the ASM application suite – no hardware support will be provided (e.g., workstation, printer, card reader, GPS, network equipment, etc.; these issues/questions will need to be addressed to hardware provider or Partner Agency technology services);
7. Training on ASM Application Suite for Partner Agency personnel (online training or face-to-face on dates and at sites determined by MCU. Local agencies will be responsible for any travel costs incurred for training; and
8. Work with ASM vendor to address any problems with the ASM system.

Partner Agency Responsibilities

Partner Agency agrees to:

1. Notify MCU immediately if a breach of IT security has or may have occurred. Examples would include stolen-laptop, system misuse, hacked or compromised system(s), networks, compromised user/admin accounts, etc.;
2. Properly document remediation efforts on issues discovered by the ASM within the ASM system including accurate notes;
3. Abide by the Mississippi Department of Information Technology Services Enterprise Security Policy, including the prohibition on implementing any form of split-tunneling network protocol while accessing the state network, data or systems, if applicable. If not bound to the Enterprise Security Policy, abide by applicable industry and government standards;
4. Conduct regular cybersecurity assessments;
5. Maintain proper licensing of all Partner Agency software, utilities or applications utilized in association with this agreement;
6. Utilize a current version of Microsoft Windows™ operating system with latest updates installed in a suitable time period (no more than 5 days for emergency updates and within 30 days for routine updates);
7. Utilize anti-virus software at all times with a current license, which includes periodic updates that are automatically installed;
8. Allow MCU or their contractors to use personally identifiable information (PII) and non-personally identifiable information (non-PII) from all generated tickets or forms within the ASM application suite for research and statistical purposes;
9. Allow MCU or their contractors to share personally identifiable information (PII) and non-personally identifiable information (non-PII) from all generated tickets or forms within the ASM application suite on an individual basis (not bulk data), with other law enforcement agencies, including out-of-state law enforcement agencies, as approved by MCU;
10. Provide Partner Agency usernames to the MCU and notify the MCU immediately when personnel changes or dismissals occur (e.g., name, organization, or phone number appearing on tickets);
11. Disallow all users sharing access, logins, or passwords in any form;
12. Partner Agency agrees that, except as noted herein, they will not otherwise copy, translate, modify, adapt, decompile, disassemble, or reverse engineer any of the software provided without the prior written consent of MCU. All title and proprietary rights, whether tangible or intangible, including but not limited to copyright, trademark, and trade secret rights, in and to the software are retained by MCU, licensor or the third-party software manufacturer, as applicable. Partner Agency agrees to reproduce and include all applicable copyright,

trademark, and other proprietary rights notices on any copies made of software and documentation provided pursuant to this Agreement;

13. Partner Agency agree to utilize the ASM application suite for their own internal purposes and not disseminate the software or documentation provided pursuant to this Agreement to any third party;
14. Partner Agency agree to abide by all applicable state and federal privacy and security laws, regulations or policies.

LIABILITY

The parties acknowledge and agree that MCU, as a sub-division of MDPS, a public agency of the State of Mississippi, is protected from liability pursuant to the Mississippi Tort Claims Act. Personnel from each party will be presumed to be acting within the course and scope of their employment in performing duties hereunder. Each party shall be considered to be independent of the other, and neither shall be responsible for the acts or omissions of the other party.

Agreement Modification or Renegotiation

This Agreement may be modified only by written agreement signed by the parties hereto. Any attempt at oral modification shall be void and of no effect. The parties agree to renegotiate this Agreement if federal and/or state revisions of any applicable laws or regulations make changes in this Agreement necessary.

Notices

Any notice required or permitted to be given under this Agreement shall be in writing and personally delivered or sent by electronic means, provided that the original of such notice is sent by certified United States mail, postage prepaid, return receipt requested, or overnight courier, with signed receipt, to the party to whom the notice should be given at their business address listed herein.

The MCU address for notice is:
Director, Mississippi Cyber Unit
Mississippi Office of Homeland Security
1 Mema Drive
Pearl, MS 39208
or successor.

The Partner Agency address for notice is:

_____

_____

_____

_____

or successor.

Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

Warranties
MCU provides no warranties to Partner Agency on the acceptability or usefulness of the products or services offered through this Agreement.

Waiver
Failure of either party hereto to insist upon strict compliance with any of the terms, covenants, and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this Agreement.

Governing Law
This Agreement shall be construed and governed in accordance with the laws of the State of Mississippi.

Severability
If any term or provision of this Agreement is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Sovereign Immunity
By entering into this Agreement with Partner Agency, MCU does not in any way waive its sovereign immunities or other defenses as provided by law.

Captions
The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision or section of this Agreement.

Other Provisions
The Parties agree no other or special provisions are included or contemplated under this Agreement.

Entire Agreement

This Memorandum of Understanding constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.

For the faithful performance of the terms of this Agreement, the parties hereto have caused this Agreement to be executed by their undersigned authorized representatives.

Mississippi Office of Homeland Security	_____
By: _____ Authorized Signature	By: _____ Authorized Signature
Printed Name: _____	Printed Name: _____
Title: Executive Director	Title: _____
Date: _____	Date: _____

Mississippi Office of Homeland Security
Grants Division
1900 E. Woodrow Wilson
Jackson, MS 39216
601.987.1278
www.homelandsecurity.ms.gov

FY24 HOMELAND SECURITY GRANT PROGRAM

GRANT AGREEMENT AND AWARD PACKET

FOR

Jackson County School District

Chris Collins
4700 Colonel Vickery Rd
Vancleave, MS 39565
(228) 239-0011
chris@jcsd.ms

STATE OF MISSISSIPPI
TATE REEVES, GOVERNOR
DEPARTMENT OF PUBLIC SAFETY
SEAN J. TINDELL, COMMISSIONER

MISSISSIPPI OFFICE OF HOMELAND SECURITY
HOMELAND SECURITY GRANT PROGRAM
SUB-RECIPIENT GRANT AWARD

Sub-Recipient Name: Jackson County School District

Project Title: HOMELAND SECRUITY GRANT PROGRAM

Grant Period: 9/1/2024-8/31/2027 **Date of Award: 9/1/2024**

Total Amount of Award: $46,000.00 **Grant Number:** 24LE030

In accordance with the provisions of Federal Fiscal Year 2024 Homeland Security Grant Program, the Mississippi Office of HomelandSecurity (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Sub-Recipient a grant in the federal amount shown above. The CFDA number is 97.067 and MOHS federal grant number is EMW-2024-SS-00. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return to the MOHS by **October 15, 2024**. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

Grant funds will be disbursed to Sub-Recipients (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

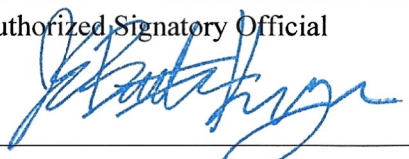
I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, Homeland Security Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal lawsand regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly

authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

Supplantation: The Sub-Recipient provides assurance that funds will not be used to supplant or replace local, state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT

Signature of Authorized Signatory Official



9/11/24

Signature of MOHS Executive Director/SAA

MISSISSIPPI OFFICE OF HOMELAND SECURITY

FY24 HOMELAND SECURITY GRANT PROGRAM
GRANT AGREEMENT AND AWARD PACKET

FY24 MISSISSIPPI OFFICE OF HOMELAND SECURITY GRANT AGREEMENT

1. Sub-Recipient's Name: **Jackson County School District** Mailing Address: **4700 Colonel Vickery Rd** **Vancleave, MS 39565** Telephone Number: **(228) 239-0011** E-Mail: **chris@jcsd.ms**	2. Effective Date of Grant: September 1, 2024 3. Sub-Recipient Grant Number: **24LE030** 4. Grant Identifier (Funding Source & Year): EMW-2024-SS 5. Period of Performance: Start and End Dates: September 1, 2024-August 31, 2027 6. Subgrant Payment Method: ___ Cost Reimbursement Method

7. CFDA # - 97.607- Homeland Security Grant Program	8. UEI # - **NYAJV67R8VZ6**	9. Congressional District: **MS04**
10. FAIN #: 646000779	11. Initial Federal Award Date: September 1, 2024	12. Federal Awarding Agency: Homeland Security (800)368-6498
13. Research and Development Grant: ____Yes __X__No	14: Indirect Cost Rate Charged: $0.00	

15. The following grant funds are obligated:

A. COST CATEGORY		B. SOURCE OF FUNDS		C. MATCH	D. RATIO%
(1) Personal Services-Salary	**$0.00**	(1) Federal	**$46,000.00**	$0.00	100%
(2) Personal Services-Fringe	**$0.00**	(2) State	$0.00	$0.00	0%
(3) Contractual Services	**$0.00**	(3) Local	$0.00	$0.00	0%
(4) Travel/Training	**$0.00**	(4) Other	$0.00	$0.00	0%
(5) Equipment	**$46,000.00**	Total:	**$46,000.00**	$0.00	100%
(6) Commodities/Supplies	**$0.00**	E. TOTAL OF ALL FEDERAL GRANTS THROUGH MOHS TO AGENCY:			
(7) Other	**$0.00**	Number of Grants:	**FY21**	**FY22**	**FY23**
TOTAL	**$46,000.00**	TOTAL:	**$0.00**	**$0.00**	**$0.00**

The Sub-Recipient agrees to operate the program outlined in this Grant Agreement in accordance with all provisions of this Agreement as included herein. The following sections are attached and incorporated into this Agreement: Final Approved Agreement which includes Sub-Recipient Signature Sheet; Project Description; Goals and Objectives; Implementation Schedule; Cost Summary Support Sheet; Agreement of Understanding and Compliances, and all required documentation. All policies, terms, conditions, and provisions listed in funding guidelines, grant agreement, and agreement of understanding which has been provided to Sub-Recipient, are also incorporated into this agreement, and Sub-Recipient agrees to fully comply therewith.

14. Approval from Grantee: Signature 9/11/24 Date Name: Baxter Kruger Title: MOHS Executive Director/SAA	15. Approval from Sub-Recipient: Signature Date Name: Title: Authorized Signatory Official

FY24 HOMELAND SECURITY GRANT PROJECT DESCRIPTION

The Mississippi Office of Homeland Security Grant Program (HSGP) is provided by Federal grant funds to assist local, state, and tribal efforts in obtaining the resources required to support the National Preparedness Goal, mission areas and core capabilities to build a culture of preparedness. All grant programs funded will help the State of Mississippi in the prevention, preparation, protection, and response to acts of terrorism.

These efforts will be coordinated through the grants and operation programs, along with training and exercises developed during the grant year. All programs will utilize risk assessments, data, and community knowledge to target and deploy resources that are community and state-wide threats and hazards.

FY24 HOMELAND SECURITY PROJECT GOALS AND OBJECTIVES

PROJECT:
The following project will:

- Prevent a threatened or actual threat of terrorism.
- Protect citizens, residents, visitors and assets against the threats that pose the greatest risk to the security of the United States.
- Mitigate the loss of life and property by lessening the impact of future catastrophic events.
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

GOAL:
Increase jurisdiction participation with multi-level intelligence components and capabilities to assist agencies to prevent, protect against, respond to, and recover from terrorism incidents and attacks.

OBJECTIVES:
Provide intelligence gathering and information sharing capabilities to 50% of local jurisdictions within three (3) years after approval of state strategy.

Establish/enhance statewide deterrence/prevention and response efforts.

GOAL:
Reduce Mississippi's vulnerability to terrorism through preparedness and protective efforts. Increase jurisdiction capabilities by reducing vulnerabilities and risks against terrorism incidents.

OBJECTIVES:

Create, implement, and maintain terrorism preparedness plans consistent with the National Response Plan (NRP) and provide advice, assistance, training, and oversight to local governments in the development of such plans within three (3) years after approval of state strategy.

Improve the number of emergency responders prepared to respond to terrorism incidents, including hoaxes, threats and suspicious packages within three (3) years of the approval of the state strategy.

FY24 PROGRAM MILESTONE SCHEDULE

The program milestone schedule is intended to provide the Sub-Recipient, a proposed list of planned activities, implementation dates, for the progress and success of the grant program. Program milestones will be provided in the Sub-Recipient's quarterly reporting, as when the milestone should be completed.

1st QUARTER (SEPTEMBER, OCTOBER & NOVEMBER)

- Send the full Grant Agreement with Appendix documents, with authorized signatory signatures to MOHS.
- Complete and submit Environmental Historic Preservation (EHP) Form to MOHS (If required). Please include the EHP form and photographs of the outside of the building, as well as places where equipment will be installed.
- Complete NIMS Training (100, 200, 700 and 800), if not already completed. A copy must be in the Agency file.
- Complete the Nationwide Cybersecurity Review (NCSR) Assessment and submit completion documentation for the MOHS.
- Complete Memorandum of Understanding and Consent form for State and Local Cybersecurity Grant Program participation.
- Provide Sub-Recipient MAGIC Vendor Number where funds will be disbursed. Funds will be advanced and/or reimbursed to the MAGIC Vendor Number agency provides. It is the agency's responsibility to notify the MOHS of any account changes.
- Solicit quotes and/or bids for equipment. (If equipment is over $5,000.00, two (2) quotes are required)
- Review proposals, quotes, bids and select vendors.
- Purchase approved equipment during the 1st quarter for the grant year.
- Begin preparation of 1st Quarter Report. (September 1-November 30). Due to MOHS **December 15th**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

2nd QUARTER (DECEMBER, JANUARY & FEBRUARY)

- Submit 2nd Quarter Report to MOHS. Due **March 15.**
- Receive approved equipment and/or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of **3rd** Quarter Report. (**March 1- May 31**). Due to MOHS **June 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

3RD QUARTER (March, APRIL & MAY)

- Submit **3rd** Quarter Report to MOHS. Due **June 15.**
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of **4th** Quarter Report. (**June 1-Aug 31**). Due to MOHS **Sept 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

4th QUARTER (June, July, and August)

- Submit **4th** Quarter Report to MOHS. Due **September 15**.
- Receive approved equipment or grant funded items.
- Prepare Equipment/Inventory Sheet for MOHS. Take pictures of all Equipment. Submit to MOHS.
- Prepare Reimbursement paperwork if equipment received.
- Begin preparation of **1st Supplemental Report**. (**Sept 1-Nov 30**). Due to MOHS **December 15**.
- Assess and review program's threats, hazards, core capabilities and needs.
- Participate and attend any trainings, meetings, or conference calls with MOHS, as required and necessary.

CLOSEOUT (September 1-October 1)

- Submit 4th Quarter Report. (June 1-August 31). Due to MOHS **September 15th**.
- Prepare Closeout Form and supporting documentation to MOHS. Due **October 15th.**
- Assess and review program's threats, hazards, core capabilities and needs.

FY24 Mississippi Office of Homeland Security-Cost Summary Support Sheet

1. Sub-Recipient Agency: Jackson County School District			
2. Sub-Recipient Grant Number: 24LE030	3. Grant ID:	4. Beginning: September 1, 2024	5. Ending: August 31, 2025
6. Activity: Homeland Security Grant Program			

7. Category & Line Item	8. Description of item and/or Basis for Valuation	9. Budget		
		Federal	All Other	Total
Personal Services-Salary		**$0.00**	$0.00	**$0.00**
Personal Services-Fringe		**$0.00**	$0.00	**$0.00**
Contractual Services		**$0.00**	$0.00	**$0.00**
Travel/Training		**$0.00**	$0.00	**$0.00**
Equipment	**Access Control = $46,000.00 (EHP Required)**	**$46,000.00**	$0.00	**$46,000.00**
Commodities/Supplies		**$0.00**	$0.00	**$0.00**
Other:		**$0.00**	$0.00	**$0.00**

TOTALS	$46,000.00	$0.00	$46,000.00

MISSISSIPPI OFFICE HOMELAND SECURITY
GRANT AGREEMENT OF UNDERSTANDING AND COMPLIANCES

This Grant Agreement (GA) is made and entered into by and between the State of Mississippi by and through the Mississippi Department of Public Safety and the Mississippi Office of Homeland Security, hereto referred to as State, and governmental unit or agency named in this Agreement, hereinafter referred to as Sub-Recipient.

Section 2002 of the Homeland Security Act of 2023 and the Department of Homeland Security Appropriation Act. 2021, as amended, provides federal funds to the State for approved homeland security projects for the purpose of enhancing, the ability of state, local, tribal, and territorial governments, as well as non-profits, to prevent, protect against, respond to, and recover from terrorist attacks, and

The State may make said funds available to state, local, tribal, and territorial governments, as well as non-profits entities upon application and approval from the State and Homeland Security, and

The Sub-Recipient must comply with all requirements listed herein, to be eligible for federal funds in approved homeland security projects, and

Now, therefore in consideration of mutual promises and other consideration, the parties agree as follows:

Federal Terms and Conditions:

Terms and conditions pertain not only to Recipients, but grant funded Sub-Recipients, as well. The following list of terms and conditions should be reviewed and followed. The FY2023 Department of Homeland Security Standard Terms and Conditions, can be found at: https://www.dhs.gov/publication/dhs-standard-terms-and-conditions.

The Fiscal Year (FY) 2024 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2024 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal awards that may involve continuation awards made in subsequent FYs, these FY 2024 DHS Standard Terms and Conditions will apply to the continuation award unless otherwise specified in the terms and conditions of the continuation award. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2024 DHS Standard Terms and Conditions are maintained on the DHS website at www.dhs.gov/publication/fy15-dhs- standard-terms-and-conditions.

A. Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications

I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

B. Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. General Acknowledgements and Assurances

All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337.

I. Recipients must cooperate with any DHS compliance reviews or compliance investigations.
II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel.
III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance.
V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and

Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at https://www.dhs.gov/publication/dhs- civil-rights-evaluation-tool. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

C. Standard Terms & Conditions

I. Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

II. Activities Conducted Abroad

Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

III. Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

IV. Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

V. Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

VI. Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

VII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 *et seq.*) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection. therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

IX. Debarment and Suspension

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government- wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

XI. Duplicative Costs

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

XII. Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

XIII. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

XIV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

XV. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

XVI. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

XVII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: Certificated Air Carriers List | US Department of Transportation, https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list)for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XVIII. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.

XIX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

XX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: https://www.dhs.gov/guidance-published-help- department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.

XXI. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a

lobbying certification form as described in Appendix A to 6C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

XXII. National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

XXIII. Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith- based organizations in individual DHS programs.

XXIV. Non-Supplanting Requirement

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

XXV. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

XXVI. Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 *et seq.* and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

XXVII. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

XXVIII. Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

XXIX. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

XXX. Reporting Subawards and Executive Compensation

For federal awards that equal or exceed $30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

XXXI. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

i. all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

ii. all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

iii. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

(a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
   (1) applying the domestic content procurement preference would be inconsistent with the public interest;
   (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
   (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

Definitions

The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

XXXII. SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment | CISA.

XXXIII. Terrorist Financing
Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.
XXXIV. Trafficking Victims Protection Act of 2000 (TVPA)
Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106- 386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.
XXXV. Universal Identifier and System of Award Management
Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.
XXXVI. USA PATRIOT Act of 2001
Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
XXXVII. Use of DHS Seal, Logo and Flags
Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.
XXXVIII. Whistleblower Protection Act
Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

Certifications Regarding Lobbying; Debarment, Suspension, and other Responsibility Matters; Drug-Free Workplace Requirements; Procurement; Organizational and Financial Requirement; following Sub-Recipient Procedures: Disclosures: Disclosure of Information and Conflict of Interest

Sub-Recipients should refer to the regulations cited below to determine the certification to which they are required to attest. Sub-Recipients should also review the instructions for certification included in the regulations before completing this form. Signature of this agreement provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," and 10 CFR Part 1036 "Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State determines to award the covered transaction, grant, or other agreement.

1. Lobbying

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over $ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation , renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or

cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions
(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. Applicable CFR's and Federal Executive Orders 12549 and 12689 prohibit non-federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of $25,000 and non-procurement transactions such as grants or cooperative agreements. By signing this Agreement, the Subgrantee agrees it will verify the status of potential vendors prior to any federal funds being obligated to prevent any debarred or suspended agencies or vendors from receiving federal funds. The Subrecipient can confirm the status of potential vendors by conducting a search on the System for Award Management (SAM) website (https://www.sam.gov/portal/public/SAM/). At this time, DPS does not require Subrecipients to submit proof of verification with any reimbursement request; however, the Subrecipient must maintain this information, in the form of a screen print, with other grant documentation. This documentation shall be available for review per Attachment C.

3. Drug-Free Workplace

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

The Subrecipient will or will continue to provide a drug-free workplace by:

1. Maintaining a Zero Tolerance Drug Policy.
2. Posting in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
3. Stating in all solicitations or advertisements for employees or subcontractors placed by or on behalf of the Subrecipient that the Subrecipient maintains a drug-free workplace.
4. Establishing an ongoing drug-free awareness program to inform employees about:
   (a) The dangers of drug abuse in the workplace.
   (b) The Subrecipient's policy of maintaining a drug-free workplace.
   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(e) Including the provisions of the foregoing clauses in all third-party contracts, subcontracts, and purchase orders that exceed ten thousand dollars ($10,000.00), so that the provisions will be binding upon each subcontractor or vendor.

4. Procurement:

The Subrecipient agrees to abide by their respective procurement rules, policies, and/or procedures as outlined in 2 CFR §§ 200.317 to 200.326.

1. Subrecipient must comply with proper competitive bidding procedures as required by the applicable federal and state rules.
2. The subrecipient entity must maintain written standards of conduct covering conflict of interest and governing the actions of its employees and engaged in selection, award, and administration of contracts.
3. The subrecipient must take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are reused when possible. Please see 2 CFR § 200.321 for the affirmative steps that must be taken.

5. Organizational and Financial Requirement:

1. All Subrecipients are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Determining allowability of costs claimed will be consistent with the requirements of the grant award and its applicable regulations.

a. Subrecipients have the responsibility to employ the organizational and management techniques necessary to assure proper administration and cost allocation, including accounting, budgeting, reporting, auditing, and other review controls.

b. All Subrecipients will accept responsibility for expending and accounting for funds in a manner consistent with an approved project, plan and or program as evidenced by their acceptance of an Agreement award by the Department of Public Safety; Policies, procedures, reporting requirements or other special conditions established by the appropriate Federal agency, if applicable, and the Department of Public Safety.

2. Subrecipients must have an adequate system of internal controls which:

a. Presents, classifies, and retains all detailed financial records related to the Agreement award. Financial records must be retained by the Subrecipient and be available for review for a period of three (3) years after the expiration of the grant period except those records must be retained until completion or resolution of all issues arising from audit, litigation or claims started before the expiration of the three-year period, whichever is later.

b. Provides reasonable assurance that Federal awards are managed in compliance with Federal statutes, regulations, and the terms and 4 2 CFR § 200.318(c)(1) conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

c. Provides information for planning, control, and evaluation of direct and indirect costs.

d. Provides cost and property control to ensure optimal use of the grant funds; Controls funds and other resources to ensure that the expenditure of grant funds and use of any property acquired under the grant are in conformance with established guidelines and policies.

3. Notification of Organizational Changes Required:

a. The recipient shall provide DPS written notification within 30 days should any of the following events occur:

i. having new or substantially changed systems

ii. having new compliance personnel

iii. loss of license or accreditation to operate program

iv. organizational restructuring

6. Following Subrecipient Procedures:

The undersigned certifies that the Subrecipient organization has in place standard policies and procedures that govern the Subrecipient's payroll, purchasing, contracting and inventory control in accordance with 2 CFR 225, Appendix A, Section C 1.e or 2 CFR 200.302. The undersigned further certifies that the Subrecipient organization will use those policies and procedures for any approved expenditure under this Agreement and for any equipment purchased with Agreement funds. The undersigned also agrees to make the policies and procedures available for examination by any authorized representatives of the State or Federal Government. This does not relieve the Subrecipient from requirements of federal financial management, requirements in:
(a) 2 CFR 200 § 302 Financial Management

7. Disclosure of Information:

Any confidential or personally identifiable information (PII) acquired by subrecipient during the course of the subgrant shall not be disclosed by subrecipient to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever without the prior written consent of the Department of Public Safety either during the term of the Agreement or in the event of termination of the Agreement for any reason whatsoever. Subrecipient agrees to abide by applicable federal regulations regarding confidential information and research standards, as appropriate, for federally supported projects.

8. Conflict of Interest

Subgrantee/Contractor covenants that, to the best of its knowledge, no person under its employ, including subcontractors, who presently exercises any functions or responsibilities in connection with Board, Department, or projects or programs funded by Board or Department, has any personal financial interest, direct or indirect, in this Subgrant Agreement /Contract.
1. Subgrantee/Contractor further covenants that in the performance of Subgrant Agreement/Contract, no person having such conflicting interest shall knowingly be employed by Subgrantee/Contractor.
2. Any such interest, on the part of Subgrantee /Contractor or its employees, when known, must be disclosed in writing to Department.

9. Prohibition on certain telecommunications and video surveillance services or equipment

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain.

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
(c) See Public Law 115-232, section 889 for additional information. (d) See also §200.471.

FEMA Standard Terms and Conditions

FISCAL YEAR 2023 FEMA STANDARD TERMS AND CONDITIONS
[https://www.fema.gov/fact-sheet/fiscal-year-2023-fema-standard-terms-and-conditions]
Release Date: Mar 8, 2023*

***Please note that at the time of Award Development these had not been updated by FEMA for FY24.**

FEMA standard terms and conditions are updated each fiscal year (FY). This Fact Sheet displays the FEMA standard terms and conditions for FY 2023. These standard terms and conditions apply to all non-disaster financial assistance awards funded in FY 2023.

1. Environmental Planning and Historic Preservation (EHP) Review
DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website [https://www.fema.gov/grants/guidance-tools/environmental-historic]. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

2. Applicability of DHS Standard Terms and Conditions to Tribes
The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

3. Acceptance of Post Award Changes
In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of

the changes to the award. Please call the FEMA/ GMD Call Center at (866) 927-5646 or via e-mail to: ASK-GMD@fema.dhs.gov if you have any questions.

4. Disposition of Equipment Acquired Under the Federal Award
For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

5. Prior Approval for Modification of Approved Budget
Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308 [https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308].

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) [https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308] regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently $250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) [https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.308] to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) [https://www.grants.gov/forms/post-award-reporting-forms.html] you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

6. Indirect Cost Rate
2 C.F.R. section 200.211(b)(15) [https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.211] requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

Mississippi Office of Homeland Security
FY24 Terms and Conditions:

Compliance and Regulations:

1. Sub-Recipient must comply with the rules and regulations of 2CFR 200 and all federal, state, and local rules and regulations.
2. Sub-Recipient shall comply with provisions of the Hatch Act limiting political activities of public employees and 44CFR Part 18, New Restrictions on Lobbying.
3. Sub-Recipient shall comply, as applicable, with provisions of the Davis-Bacon Act relating to labor standards.
4. Sub-Recipients are required to modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols.
5. Sub-Recipients must fully engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines.
6. Sub-Recipient shall comply with the Single Audit Act of 1996 and 2 CFR 200.501. Copies of audit reports when issued and provide audit findings to the MOHS. Copies will be made available, as needed.
7. The Authorized Signatory Official is responsible for committing to the terms of this Agreement, budgeting local funds to purchase equipment or support jurisdictional exercise, training, and planning efforts for executing this Agreement on behalf of the Sub-Recipient *'s* jurisdiction. The designated representative certifies that he/she has legal signatory authority to receive assistance.
8. The Signatory Authorized Official shall designate a person(s) as the Sub-Recipient Grant Administrator (SGA) for developing and attaching the scope of work, obtaining project approval from respective officials, reporting, submitting applications to Recipient, equipment distribution, training, and obtaining and submitting supporting documentation and requests for reimbursement on behalf of the Sub-Recipient to *Recipient* for repayment.

Grant Funding:

9. Grant funds expended prior to the date of the award letter are not authorized to be reimbursed. No cost or obligation shall be incurred by the Recipient under this Agreement, unless and until the Recipient advises the Sub-Recipient in writing that the Award has been executed and funds are available.
10. Sub-Recipients shall use approved and awarded funds solely for the purpose for which these funds are approved and awarded by the Mississippi Office of Homeland Security. All changes and/or revisions to the program scope of work and/or budget items must be approved in writing by the MOHS.
11. Sub-Recipient shall comply with cost-sharing requirements of the awarded grant, if applicable.
12. Sub-Recipient shall not enter any contracts or purchase goods from any party and/or vendor which is disbarred or suspended from participating in Federal assistance programs. The sub-recipient shall comply with all applicable provisions of Federal and State laws and regulations regarding procurement of goods and services. It is the responsibility of the awarded agency to follow all local, state and federal procurement.
13. Sub-Recipient shall establish and maintain a proper accounting system to record expenditures of awarded funds in accordance with generally accepted accounting standards and OMB Circulars 2 CFR 200 as applicable and/or as directed by the DPS Authorized Representative and the MOHS.
14. Sub-Recipients shall provide all required financial and program documentation to meet the terms and conditions of receiving Federal and State assistance.
15. The period of performance for this Grant Agreement shall begin on the date of acceptance of the Subrecipient Award execution and shall continue through the period of Subrecipient unless terminated by the MOHS and/or the Department of Public Safety.

16. Sub-Recipient **shall return** to the State, within thirty (30) days of such request by the DPS/MOHS, any funds which are not supported by audit, Federal and/or State review of documentation by the Sub-Recipient for programs and costs associated with the Award.
17. All radios and radio communications purchased with grant funds should be APCO 25 compliant and follow the Project 25 suite of standards for voice and low-moderate speed data interoperability.
18. Contractual services, internet service, radio service, cellular phone, satellite phone, etc. will be eligible for grant funding for up to **twelve (12) months** during the awarded period of performance.
19. The Sub-Recipient shall develop and improve their capability to combat the effects of a terrorism event. This is accomplished through the purchase of specialized equipment as identified in the published FEMA Authorized Equipment List (AEL) or support of planning, exercises or training activities associated with the prevention, response, or recovery from terrorism incidents. Any equipment not purchased from the FEMA AEL or without prior approval, will be disallowed.
20. Position descriptions are required for each person being paid with grant funds. Organizational charts identifying grant funded position(s) are also required.
21. The Recipient will not be liable under this Agreement for any amount greater than the award allocated by the FEMA and the Office for Domestic Preparedness to the State for the grant performance period.
22. Reimbursement is contingent upon the funds being expended in accordance with all applicable local and state regulations, as well as Federal regulations, policies, guidelines, and submission for reimbursement made in accordance with the SAA's grant policies and procedures manual.

Equipment/Supplies for Program Activities:

23. Equipment purchased under the terms of this Agreement will be stored, maintained, and used in accordance with the purpose and objectives of this Grant Agreement. Adequate maintenance procedures must be developed to keep the property in good working condition.
24. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds the title, the acquisition date, cost of the property, percentage of Federal participation in the cost of the property, the location use and condition of the property and any ultimate disposition data including the data of disposal and sale price of the property.
25. If equipment or an asset is damaged, lost, or stolen, it is the responsibility of the agency to contact the MOHS immediately. If an item is past useful life, and/or in need to disposal or selling, please see instructions on how to sell and/or dispose of equipment, please visit our website at www.homelandsecurity.ms.gov. (Click on the tab Grants /Grant Forms).
26. All equipment awarded in this grant agreement **should be ordered** within ninety (90) days after project implementation. If unforeseen circumstances arise which prohibit this being accomplished, the MOHS must be notified as to the reason for the delay and projected purchase date of the equipment.
27. It is mutually agreed and promised that the Sub-Recipient shall immediately notify the MOHS, if any equipment purchased under this project ceases to be used in the manner set forth by the project agreement. In such an event, Sub-Recipient further agrees to transfer or otherwise dispose of such equipment, as directed by the MOHS.
28. It is mutually agreed and promised by the Sub-Recipient that no equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of the MOHS.
29. It is mutually agreed and promised that the Sub-Recipient shall maintain, or cause to be maintained for its useful life, any equipment purchased under this project.

Reporting of Program Requirements:

30. Each quarter the SGA will prepare and submit a Quarterly Request for Reimbursement to the MOHS. This request shall contain all appropriate supporting documentation to substantiate expenses made in accordance with all applicable requirements. The MOHS will review the reimbursement package for completeness and process for payment through the Mississippi Accountability System for Government Information and Collaboration (MAGIC), accounting system.
31. Programmatic and Financial Reports: Program Reporting and Financial Reports are due within 15 days after each reporting quarter:

Grant Period	Quarter	Date Report is Due
September 1-November 30	1st Quarter	December 15
December 1-February 28	2nd Quarter	March 15
March 1-May 31	3rd Quarter	June 15
June 1-August 31	4th Quarter	September 15
Closeout	Closeout	October 15

Non-performance of Grant Activities:

32. Failure by the Sub-Recipient to comply with the terms of this Grant Agreement may result in suspension from the program and loss of any outstanding grant fund allocation balance, as determined by the Recipient.
33. Failure to expend all grant funds awarded (by date stated on Award Letter) and to comply with Recipient request and guidelines will result in the reallocation of unspent grant funds and the immediate redistribution of all equipment purchased with grant funds.
34. In addition, the failure to maintain adequate response capability (as determined by the MOHS) will also result in the reallocation of grant funds and the immediate redistribution of all equipment purchased with grant funds.
35. The *Recipient* and *Sub-Recipient* agree to carry out the administrative and financial requirements of this Agreement in accordance with the policies and procedures established by FEMA and set forth in other applicable state and federal guides. The Biannual Strategy Implementation Report (BSIR) will update information on obligations, expenditures, and progress made on activities and will include an update of all information submitted in that report.

Audit Requirements:

36. Law enforcement, state, local, non-profit agencies funded with Federal funds administered by the MOHS for the purpose of grant activity must comply with the following (2 CFR§200.501):

(a) *Audit required.* A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all the Federal awards expended were received from the same Federal agency,

or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than $750,000.* A non-Federal entity that expends less than $750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Sub-Recipients and Contractors.* An auditee may simultaneously be a recipient, a sub recipient, and a contractor. Federal awards expended as a recipient, or a sub recipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Sub recipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions follow Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit sub recipient.* Since this part does not apply to for-profit sub recipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit sub recipients. The agreement with the for-profit sub recipient must describe applicable compliance requirements and the for-profit sub recipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit sub recipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

Monitoring/Inspection:

37. Sub-Recipient shall give State and Federal agencies designated by the DPS Authorized Representative access to and the right to examine all records and documents related to use of award funds.
38. physical inventory of property and equipment must be completed, and the results reconciled with the MOHS property control, at least once every two years. All property and equipment acquired with grant funds must be tagged and tracked using an inventory management system.
39. Sub-Recipient's requests for advance of funds to support purchases of equipment or other expenditures must be requested in writing to the MOHS explaining the justification for the request. Reasons, i.e., shortage of local funds or items not contained in the current annual jurisdictional budget must be accompanied by supporting documentation.
40. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated.
41. A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two (2) years for the useful life of the property.

Monitoring:

42. Pursuant to Federal guidelines (2 CFR§200.328-329), the State has developed a plan for evaluating all projects. Each Sub-Recipient may be required to have at least one (1) on-site monitoring visits during the grant year. All written documents will be reviewed to determine progress, problems, and reimbursements of the project. The State evaluates all subrecipient's risk of noncompliance with Federal statutes, regulations and

the terms and conditions of the sub-award for the purpose of determining the appropriate level of sub- recipient monitoring.

43. Management will evaluate audit findings, questioned costs and corrective action plans. The issuance of a written decision will be issued to the Sub-Recipient, which will entail whether or not the audit finding is sustained; the reasons for the decision; the expected action of the Sub-Recipient to repay any disallowed costs, make financial adjustments or take other actions; the reference number(s) the auditor assigned to each audit finding; and a description of any appeal process available to the Sub-Recipient regarding the management decision, as required by 2 CFR 200.521. If the Sub-Recipient has not completed corrective action, a timetable follow-up will be given.
44. The MOHS will contact Sub-Recipient(s) for additional information as needed and determines course of action for federal program audit findings, financial statement audit findings, negative disclosures (such as financial capacity concerns) and schedule of expenditures of federal awards deficiencies. Depending on the issue or combination of issues, procedures may be modified to ensure efficient and effective resolution. Updates the status of each audit review until all follow-up actions are completed and the file is closed.

Intelligence Sharing:

45. Sub-Recipients will provide available intelligence to the Mississippi Office of Homeland Security and the Mississippi Analysis and Information Center (FUSION). Intelligence should be shared between local, state, tribal, territorial, and federal agencies with the focus on homeland security matters.
46. Any agency or organization that accepts Homeland Security Grant Funding (HSGP) from MOHS agrees to share threat data with MOHS and MSAIC for use in Threat Analysis Reporting. This includes routine reporting designated by the MS Information Liaison Officer (MILO) Program Coordinator and situational reporting for events that have a Terrorism/Critical Infrastructure/Gangs nexus.
47. Usage of Homeland Security Grant Program (HSGP) Funding for the purchase of License Plate Reader (LPRs) must allow for access to the data of equipment in question by request from MOHS agents or MSAIC analysts and be sharable to other members of the agency's regional fusion center (if applicable).

Other Provisions:

48. This agreement is not intended to conflict with current laws or regulations of Mississippi or your jurisdiction. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.
49. Sub-Recipient is required to ensure that grant monies are used to support all Emergency Service-related agencies and departments, specifically law enforcement, fire, and rescue. Senior officials of these agencies must sign this agreement and familiarize themselves with the rules and regulations governing each grant program. They are encouraged to work together in determining and prioritizing their needs and requirements prior to submitting their plan.
50. All final requests for reimbursement, performance reports and closeout documents must be received in the Mississippi Office of Homeland Security within forty-five (45) days of completion of the project.
51. Sub-Recipient delinquent in submitting reimbursements, quarterly/progress reports, and/or final accomplishment reports, or incomplete progress reports that lack sufficient detail of progress during the period of performance, may be subject to having submitted reimbursement requests delayed, pending additional justification. Once completed reports are received, reimbursement requests will be processed.
52. All Sub-Recipients (and or jurisdictions) must also maintain membership in the Emergency Management Assistance Compact (EMAC) to facilitate the mutual aid of capabilities, to be eligible for Department of Homeland Security (DHS) grant funding and reimbursement of DHS grant funds.

ASSURANCE OF UNDERSTANDING REQUIREMENT FOR SUB-RECIPIENTS:

As the Authorized Official for, Jackson County School District, I certify by my signature below, that I have fully read and am cognizant of our duties and responsibilities under this requirement. I acknowledge by my signature below, that I understand that the Grant Agreement **is not effective until both parties (MOHS and Authorized Signatory Official) have signed, dated, and fully executed the Grant Agreement.**

Therefore, the Agency I represent promises and will comply with all Federal, State and Mississippi Office of Homeland Security Certifications and Assurances and their conditions.

SUB-RECIPIENT: Jackson County School District
ATTESTS:

Authorized Signatory Official's Signature: (Sub-Recipient)	**Date:**
Authorized Signatory Official's Printed Name:	**Organizational Title:**

UEI Number: NYAJV67R8VZ6

APPROVED: STATE OF MISSISSIPPI/DEPARTMENT OF PUBLIC SAFETY/MISSISSIPPI OFFICE OF HOMELAND SECURITY

By: _____ **Date:** 9/11/24

Executive Director/SAA
Mississippi Office of Homeland Security

Jackson County School District
Child Nutrition Department
Free and Reduced Percentages
July 2024

School Name	School Enrollment	Paid		Free		Reduced		Free + Reduced	
		Total	%	Total	%	Total	%	Total	%
ECL	559	261	46.69%	214	38.28%	84	15.03%	298	53.31%
ECU	562	248	44.13%	230	40.93%	84	14.95%	314	55.88%
ECM	541	248	45.84%	208	38.45%	85	15.71%	293	54.16%
ECH	785	385	49.04%	270	34.39%	130	16.56%	400	50.95%
ECAC	**2447**	**1142**	**46.42%**	**922**	**38.01%**	**383**	**15.56%**	**1305**	**53.57%**
SMH	1272	507	39.86%	581	45.68%	184	14.47%	765	60.15%
SMM	907	324	35.72%	469	51.71%	114	12.57%	583	64.28%
SMU	571	191	33.45%	297	52.01%	83	14.54%	380	66.55%
SMN	497	168	33.80%	268	53.92%	61	12.27%	329	66.19%
SME	684	300	43.86%	315	46.05%	69	10.09%	384	56.14%
SMAC	**3931**	**1490**	**37.33%**	**1930**	**49.87%**	**511**	**12.78%**	**2441**	**62.65%**
VL	677	306	45.20%	281	41.51%	90	13.29%	371	54.80%
VU	327	124	37.92%	148	45.26%	55	16.82%	203	62.08%
VM	555	246	44.32%	229	41.26%	80	14.41%	309	55.67%
VH	736	353	47.96%	273	37.09%	110	14.95%	383	52.04%
VCAC	**2295**	**1029**	**43.85%**	**931**	**41.28%**	**335**	**14.86%**	**1266**	**56.14%**
District Total	**8673**	**3661**	**42.21%**	**3783**	**43.62%**	**1229**	**14.17%**	**5012**	**57.79%**

Jackson County School District

Child Nutrition Department

Average Daily Participation

July 2024

School Name	Average Daily Attendance ADA	Total Breakfast ADP	Total Breakfast ADP %	Breakfast Free ADP	Breakfast Free Percent	Breakfast Reduced ADP	Breakfast Reduced Percent	Breakfast Paid ADP	Breakfast Paid Percent	Total Lunch ADP	Total Lunch ADP%	Lunch Free ADP	Lunch Free Percent	Lunch Reduced ADP	Lunch Reduced Percent	Lunch Paid ADP	Lunch Paid Percent
ECL	521	184	35.3%	83	15.9%	31	6.0%	70	13.4%	283	54.3%	148	28.4%	51	9.8%	84	16.1%
ECU	532	160	30.1%	97	18.2%	30	5.6%	33	6.2%	315	59.2%	163	30.6%	57	10.7%	95	17.9%
ECM	513	79	15.4%	39	7.6%	18	3.5%	22	4.3%	305	59.5%	148	28.8%	57	11.1%	100	19.5%
ECH	744	127	17.1%	66	8.9%	25	3.4%	36	4.8%	352	47.3%	149	20.0%	75	10.1%	128	17.2%
ECAC	**2310**	**550**	**23.8%**	**285**	**12.7%**	**104**	**4.6%**	**161**	**7.2%**	**1255**	**55.1%**	**608**	**27.0%**	**240**	**10.4%**	**407**	**17.7%**
SMH	1191	130	10.9%	87	21.2%	23	1.9%	20	1.68%	535	44.9%	294	24.7%	96	8.1%	145	3.9%
SMM	843	127	15.1%	89	20.5%	14	1.7%	24	2.85%	556	66.0%	342	40.6%	69	8.2%	145	22.4%
SMU	544	128	23.5%	91	13.8%	15	2.8%	22	4.04%	353	64.9%	226	41.5%	49	9.0%	78	25.3%
SMN	462	193	41.8%	125	4.4%	24	5.2%	44	9.52%	282	61.0%	179	38.7%	37	8.0%	66	12.7%
SME	632	186	29.4%	124	13.9%	22	3.5%	40	6.33%	360	57.0%	217	34.3%	39	6.2%	104	14.9%
SMAC	**3672**	**764**	**20.8%**	**516**	**14.8%**	**98**	**3.0%**	**150**	**4.9%**	**2086**	**58.8%**	**1258**	**36.0%**	**290**	**7.9%**	**538**	**15.9%**
VL	647	262	40.5%	137	21.2%	41	6.3%	84	13.0%	354	54.7%	180	27.8%	51	7.9%	123	19.0%
VU	308	95	30.8%	63	20.5%	14	4.5%	18	5.8%	206	66.9%	115	37.3%	33	10.7%	58	18.8%
VM	521	119	22.8%	72	13.8%	15	2.9%	32	6.1%	321	61.6%	169	32.4%	46	8.8%	106	20.3%
VH	698	41	5.9%	31	4.4%	4	0.6%	6	0.9%	303	43.4%	155	22.2%	44	6.3%	104	14.9%
VCAC	**2174**	**517**	**23.8%**	**303**	**15.0%**	**74**	**3.6%**	**140**	**6.5%**	**1184**	**56.7%**	**619**	**30.0%**	**174**	**8.4%**	**391**	**18.3%**
TOTAL	**8156**	**1831**	**22.4%**							**4525**	**55.5%**						

Highest Breakfast Participation:			**Highest Lunch Participation:**		
Attendance Center:	ECAC	23.80%	Attendance Center:	SMAC	58.80%
Lower Elementary:	SMN	41.80%	Lower Elementary:	SMN	61.00%
Upper Elementary:	VUE	30.80%	Upper Elementary:	VUE	66.90%
Middle School:	VMS	22.80%	Middle School:	SMM	66.00%
High School:	ECH	17.10%	High School:	ECH	47.30%

Jackson County School District

2023-2024 Annual Health & Wellness Report

Wellness is a part of the Mississippi Public Schools Accountability Standards and the guidelines are enforced annually by school administrators in the Jackson County School District (JCSD). The health and safety of students, staff, and the community is paramount at all times to support academic achievement through the implementation of school health programs. Every school in the district has a school health coordinator who puts in extra time and effort to lead the school health council members in assessing the health and wellness needs at the site and implementing programs throughout the school year that impact the needs identified. Jackson County School District has continued to promote our Active Health partnership to support employee health initiatives through onsite and virtual training.

A brief Health & Wellness Report for each site is provided below:

East Central Lower Elementary
School Health Council Coordinator – Cody Parker

- Glitter Bug, Hand Washing Demonstration - Students used special soap to determine how well they washed their hands, September.
- Bus Safety - Mr. Goff reviewed bus safety with the students in the fall.
- Staff Flu Vaccines - Staff received flu shots in September from Coastal Family Health.
- Hearing and Vision Tests - September 11th-12th
- Breast Cancer Awareness - Staff wore pink for Breast Cancer awareness October 1.
- Jackson County Fire Department- Students learned fire safety and viewed the fire truck, October.
- Red Ribbon Week - October 23rd-27th
- MHS Mobile Dental - Students received 165 dental cleanings on campus January 22nd-24th
- Water Bottle Fillers – Students refill water bottles at the stations - over 13,000 bottles have been saved to date
- Internet Safety for Students - Mrs. Green's computer class
- Vision Screener - January
- National Wear Red Day - Awareness of women's cardiovascular health- February 2nd
- Food Drive for Backpack Buddies - February 5th-9th
- Blood Drive - February 23rd - 45 units donated; Goal was 40 units
- A1C Check - March - Vigilant Health, Checked half of the staff's A1C
- Active Health - March - BMI Checks for teachers, weight loss consultations
- Active Health - Monthly Emails and virtual trainings
- All Certified Staff are CPR Certified
- Head Checks - 1st Friday of every month
- Backpack Buddies - Weekly throughout the entire year
- First Tee Challenge - Golf, used throughout the year in P.E.
- Net Generation- Tennis, used throughout the year in P.E.
- Coastal Family Health Services- Clinic @ high school available to students and staff
- Hand Sanitation Stations- placed throughout school, in hallway, and each classroom
- No-Touch thermometer in every classroom
- Fitness room for staff use

East Central Upper Elementary
School Health Council Coordinator – Brittany Mayfield

- Breakfasts and lunches (daily) meet health standards/criteria. Students are given choices each day to accommodate children's food preferences.
    - LeAnn Hall, cafeteria manager (thru December) and Greta Smith, cafeteria manager
    - ECUE has 30% of our students eat breakfast provided by the cafeteria and 59% of
    - our students eat lunch provided by the cafeteria.
    - Lunch includes entrée choices (hot entrée, fruit/yogurt meal or salad), vegetable choices, fruit/juice choices.
    - Healthy Eating posters to promote good eating habits and school lunches.
    - Cafeteria décor was upgraded (prior to 19-20 school year) to make the cafeteria a more appealing environment for students.
- Daily schedules for all ECUE students include 20 minutes of recess time with activities and various equipment provided for safe exercise.
    - Classes are assigned to one of three playground choices.
    - Playgrounds include sandboxes, swings, monkey bars, climbing nets, etc.
    - Indoor recess activities for rainy, extremely cold, or bad weather days.
- Each class is assigned one 50 minute block for PE each week. Activities are organized and supervised by our PE instructor.
    - Chad Huff, PE instructor
    - PE includes a ¼-mile paved track, basketball court, kickball, jump ropes, hula hoops, etc.
- In lieu of school-organized athletics at the elementary level, our students are given the opportunity to participate in activities/athletics through the recreational department or private businesses. Students, parents, and other community members are informed of these opportunities and registration details through informational flyers that are sent home with all elementary-age students.
    - Youth football
    - Youth soccer
    - Youth baseball/softball
    - PeeWee Cheerleading
    - Dance and Gymnastics
    - Baton
    - Youth basketball
    - Martial arts
- State mandated health curriculum standards are taught each week in science.
- Lessons on proper hygiene are presented to each class.
    - Cassandra Holman, guidance counselor
    - Hygiene kits (deodorant, toothbrush, and toothpaste) are distributed.
- The "Move to Learn" video series is used which allows students to move, stretch, and exercise during short breaks from classwork or instruction.
- ECUE has a school nurse on staff for students with specific medical needs or for those students that become ill or injured during the school day.
    - Cindy Pry, RN, Tiffany Stewart, RN, and Meagan Naramore, RN
    - Basic first-aid kits (thermometer and sleeves, band-aids, gloves, etc) are in each classroom for minor cuts, scrapes, illnesses.
- ECUE hosts an annual Field Day event where students compete by homeroom in their corresponding grade level.
    - Chad Huff, field day coordinator
    - Events include running relays, sack race, three-legged race, etc.
- Science classes include lessons to stress the importance of healthy choices.
    - Science experiments pertaining to bacteria growth, hand-washing, food groups, sugars, etc.
    - Board games that teach about the human body and proper nutrition.
    - Videos that teach or guide with examples are presented.
- Character Counts activities are provided by the guidance counselor to encourage self-esteem, peer relationships, etc.
- Red Ribbon Week is held each year to promote a drug-free lifestyle. A theme is created for each day of the week and students are encouraged to dress up.
- Backpack Buddies - Weekly throughout the entire year.

East Central Upper Elementary (continued)

- Fourth grade participated in MS Progressive Day that featured safety with electricity, poisonous snakes, safety around water, sun, farm equipment or ATVs.
- Water bottle fillers are in the hallway and cafeteria. Students may bring water bottles from home. Students are encouraged to drink water using the easily managed spout.
- Snacks are sold daily to students that choose to purchase these. Snack money is collected in the morning by each homeroom teacher. Snacks meet the guidelines for healthy choices.
- With the help of our community, ECUE participates in the Backpack Buddy program. Community members, local church groups, etc. donate items that are sent home with students that may not otherwise get healthy food/snacks when away from school for the weekends. Grocery bags are sent home on Friday afternoon for the students that request and qualify to be a part of the Backpack Buddy program.
- Flu/Covid vaccines are made available to staff members each year. Flu vaccines are brought and administered during the school day for staff that choose to receive the vaccine. Vaccines are free of charge.
- Wall-mounted hand sanitizer stations are in all classrooms. Cleaning wipes were available along with cleaning solutions for tables/desks and other surfaces.
- During the last week of school each year, our administration and PTO hosts a “Blast the Test Day "for ECUE students. Blast the Test Day is designed to encourage students’ best effort on state testing. Students are rewarded for their efforts with outdoor activities such as bump-and jump inflatables, carnival style games, healthy snacks, etc.

East Central Middle School
School Health Council Coordinator – Johnathan May

August

- School took all students who showed exceptional growth or made a 5 on their state test to Owa for a field trip.
- 8th grade teams collected canned foods for our backpack buddy program. They collected over 3000 food items.

October

- 13th Safety Day for 6th grade (Various vendors demonstrating safety for ATV, boats, farm equipment, firearms, bees, etc…)
- 23rd-27th Red Ribbon Week (Various activities during the week)

November

- 15th P2P (pathways to possibilities) 8th grade students got to experience different career clusters and jobs to help them choose a career path.

January

- 7th Teachers began a workout group after school in the fitness room. Teachers worked out 2-3 days a week after school
- 20th Wellness Fair for ECMS students (13 different vendors) All middle school students visited booths of vendors on wellness topics from nutrition, hygiene, CPR, high blood pressure.

February

- 9th Wellness Fair for ECMS students (13 different vendors) All middle school students visited booths of vendors on wellness topics from nutrition, hygiene, CPR, high blood pressure.

March

- 12th Had professionals come in to test Teachers/Staff A1C and BMI

April

- 11th 5th grade parent night, to welcome incoming 6th graders for next year.

May

- 17th Field day - Classes in each grade competed in fitness events and games

East Central Middle School (continued)

- Each grade took field trips to colleges or museums to further expose students to new and different experiences.
- The counselor provided backpack buddy bags for needy students every Friday, so they would have food and snacks to eat over the weekend.
- Have reward days throughout the year for students who have good attendance and show improvement on assessments.
- Our school had a celebration each 9 weeks for students with All A's and A-B by giving them 30 minutes at the end of a day to enjoy drinks and snacks outside or in the gym.
- Many teachers do a themed fitness break most days (short 3 minute break in the middle of class)
- PE/Health classes had guest speakers come in once a month to talk to students.

East Central High School
School Health Council Coordinator – Leesa Patterson

JULY

- Senior Sunrise Event
- Senior parking spot painting

AUGUST:

- Staff Bullying/Suicide Training
- Open House
- Pizza & Possibilities for Juniors
- Senior Breakfast

SEPTEMBER:

- FFA Cornhole Event
- Staff flu vaccines provided by Coastal Family Health
- Hispanic Heritage Observation & Celebration Day
- EC's Got Talent
- Sheriff Presentation to Juniors and Seniors
- See You At The Pole
- You're Hired Event

OCTOBER:

- Active Health Representative Staff Presentation
- Earth Science & Physics students evaluate the safety of fair rides
- College & Career Day
- Homecoming Festivities (Dress up days, Parade, Dance, Game)

NOVEMBER:

- Veteran's Day Breakfast and Program
- Food Safety in Schools Training
- Teachers draw for Kris Kringle (Secret Santa) Ornament Exchange

DECEMBER:

- 10 Days of Christmas
- Door Decorating Contest
- Angel Tree Adoption
- Operation Christmas Child
- Top Golf Field Trip for Students with Advances Scores
- Annual Staff Christmas Brunch Days
- Teachers reveal to their Kris Kringle (Secret Santa)

JANUARY:

- Project Search Open House OSHS
- Welcome To the Real World Budget Simulation Event
- Kick off Staff Weight Loss Challenge 821

East Central High School (continued)

FEBRUARY:

- National Wear Red Day for American Heart Health Observed
- Black History Month observed with morning announcements / class projects
- King Cake for Teachers

MARCH:

- Science Club Stem Engagement Activity at the Middle School
- Parent Night for Sophomores Interested in Collegiate Academy
- March Madness Basketball Game Sponsored by Swarm
- Key Club Easter egg fundraiser for favorite teacher in a bunny suit

APRIL:

- Star Teacher/Student Celebration
- P.R.O.M. Assembly (Please Return on Monday)
- Key Club hosted breakfast for first responders
- Fear Factor Field Day
- Teacher Appreciation Lunch by Key Club
- Senior Decision Day
- Air Force Recruiter Presentation

MAY:

- Awards Day
- Senior Sunset Event
- Senior Walk Through
- Baccalaureate
- Graduation
- Staff Weight Loss Challenge Winner Revealed

ONGOING:

- Comfort/Clothes Closet
- On-site Medical Instructor/Nurse available to staff to measure vital signs and provide education on illness prevention and improving wellness
- Positive Behavioral Interventions & Supports Team in place
- Staff Hospitality Committee to support fellow staff in times of need and celebration
- Jeans day incentives for student attendance and behavior
- Student nominated teacher of the month awards
- Teacher nominated teacher of the year
- Teacher nominated student of the month awards
- PTO sponsored Positive Behavioral Referrals for students
- Well wish boards for students on campus in various locations
- Various Mental health awareness bulletin boards and positive messages posted throughout the school by Medical students, HEROs club, English Department, FCA, and the SWARM
- Wall of Fame /Brag boards with student success and acts of kindness
- Social media coverage of student activities by Webmaster & Yearbook Staff
- Brain breaks, stretching, wellness walks, and kinesthetic learning opportunities in classes
- Music played in classes during seatwork
- English classes go outside to read in the courtyard
- Fitness Friday collaboration between Health, Nutrition and Wellness, P.E., and Marine Biology with emphasis on outdoor activities
- Sex Education provided to Health, Child Development, and Family Dynamics students
- Medical students receive CPR certification, AED training and site location, and practice handwashing and checking Blood Pressure, Pulse, and Respirations
- Welcome to the Real World budget simulation experience in Family Dynamics and College and Career Readiness courses

- Agricultural Students raise quail, rabbits, and plant gardens
- Physical Science students receive safety lessons on fire and propellants, household chemicals, vehicles and seatbelts, and electricity.
- Earth Science students receive safety lessons on volcanoes, earthquakes, tsunamis, ocean tides and currents, and severe weather (lightning, thunderstorms, tornadoes, flooding, and hurricanes)

St. Martin East Elementary
School Health Council Coordinator – Joe Clark

- School Wide Activities – PE class
  - Weekly house lunches
  - Fitness Testing
  - Annual field day - showcase of the exercises performed throughout school year
  - Healthy heart week - students take their heart rates and discuss heart healthy living
  - Rewards - Outdoor block party and dance party vs. food rewards
  - 3rd grade - St. Martin Walking track to help promote fitness and a healthy lifestyle. o Implementation of healthy activities as rewards for reading incentives, like Mullet Hop trampoline park.
  - Annual Food Drive for our families and needy families within community
  - Raised money and awareness for local animal shelter
  - Tobacco safety
  - School bus safety
  - Good behavior incentives, children on teams working together
  - School 5k in April
  - Move to Learn is used daily in classes
- School Wide Activities – Music class
  - All students move to music every day.
  - K and 1st grade sang a song about why it is important to cover our mouth when we cough, sneeze, or clear our throat called "Cover, Please".
  - All grades danced to "The Twelve Powerful Words".
  - K and 1st grade learned to march in time to music.
  - 2nd and 3rd graders learned about the heart and sang - "More Than a Muscle".
  - 2nd and 3rd graders ran in place and marched briskly to understand the difference between quarter notes (walking notes) and eighth notes (running notes).
  - 2nd and 3rd graders learned to breathe correctly, to sit and stand with good posture, and why those things are important for singing.
  - A "zombie-style" dance was taught which included a lot of cardio exercise.
  - Marching in time to a rhythm was taught.
- Kindergarten Activities
  - Daily use of GoNoodle and Move to Learn to give their classes brain breaks as well as get kids moving during instruction.
  - They take brain/physical breaks in between our rotations during academic instruction. They have balance contests regularly in class. Students create races against each other during recess. Free play on the playground every day for 20-25 minutes where students are encouraged to climb, run and swing. Students are allowed to stand during work if they wish. We teach healthy habits on a daily basis-hand washing, bathroom etiquette/hygiene. Unit on proper nutrition, teeth health, good choices at lunch.

St. Martin East Elementary (continued)

- First Grade Activities
    - SME PTO provided all students a bottle of water during field day.
    - 1st grade picks up litter weekly from the playground as a movement activity.
    - 1st grade participated in weekly walk/races around the new car rider circle. These activities are a combination of walking, running, crab walking, and bear crawling movements.
    - A unit on sneezing into your elbow was also taught in first grade.
    - 1st grade taught a germ spreading lesson with extra fine glitter on their hands during the handshake in the morning and had the kids see where all the glitter ended up.
- Second Grade Activities
    - Run/walk daily after lunch.
    - Hand washing seminar presented by Ocean Springs Hospital system nurses.
- Third Grade Activities - Teachers teach a unit on playground safety.
- School Wide Presentations - Farm Bureau Fire safety, Bus Safety, Jackson County Sheriff Department, D'Iberville public library on Halloween safety
- Special Education - Nature trail walks and Math exercises using the whole body
- Teacher Performed Activities
    - Recycling Program
    - A "Back Pack Buddy" program
    - Our school gives smoothies as healthy snacks for testing
    - Free vision screening for all kindergarteners
    - Free hearing screening for all first graders
    - We offer a citizenship award for students being positive role models
    - Student Ambassadors program – meet and greet new students and visitors
    - Positive Behavior Support - bee bucks buy prizes for positive actions
    - Buzzy Buddies is a mentorship program teamed up with the High School
    - We have a blood drive yearly
    - We have a health fair yearly
    - Weight loss challenges/clubs
    - Many of our teachers regularly take part in road races/running workouts
    - Group exercise at planet fitness
    - Teacher recipe swap of nutritious meals
    - Faculty and staff professional development for food safety
    - "Couch to 5K" running program and now participate in local races/fun runs.
    - Water Bottle Fillers in each hallway
    - Weight loss challenge for teachers - promotes a healthy school atmosphere.
    - Relay for Life team, which helps raise cancer awareness.
    - PE teacher is the Vice President for Recreation in the Mississippi Association of PE, Health, Recreation, and Dance. He presented two fitness stacking seminars at the MSAPHERD statewide conference, which was viewed by professional educators from all over our state. He was also certified in the "Ropes Course" at the high school, a part of the PE curriculum at our school. He was chosen along with ten other professionals from around the state to rewrite the Mississippi Physical Curriculum for grades k-12, the curriculum used statewide in all MS public schools.

St. Martin North Elementary
School Health Council Coordinator – Hannah Tramuta

- Coastal Family Health Services - Their clinic is available at St. Martin North on Mondays (previously Tuesdays and Thursdays) for students and staff. Services offered are sick visits, well visits, vaccinations, behavioral health services, physicals, and referrals.
- The School Nurse is present on campus for daily and as needed medications; nursing care required for students with medical needs; and responding to staff and student injuries and emergencies. The school nurse is also responsible for staff medical needs such as blood pressure checks.
- August and September - Ms. Santa Cruz, our Computer Science Teacher, worked on cyber safety with all students. They learned about digital citizenship, digital trails, and digital footprints.
- Throughout the school year, Coach Myers started physical education classes with warm ups. Next during class, the students watched a health affiliated video and had a discussion about what was watched, including the topics of hygiene, nutrition, muscles, heart, or bones. Exercise would follow including core workouts, jump roping, hula hooping, or walking/ jogging laps. Finally to close, Coach Myers taught a skill or game that the students practiced or played.
- August 30th - Vision Research conducted a free vision screening service for Kindergarten students.
- September 12th - Mobile Dentist Clinic visited school and spoke to classrooms about their services. "Tooth decay is the #1 health issue for U.S. Children and especially in MS. Studies show MS children do not get the dental care and preventative services they need. Lower income children have poorer health and less access to dental care. Most MS children have dietary habits that contribute to tooth decay." (mhsmobiledental.com)
- Kindergarten students received hearing screenings and remaining K students received vision screenings in the first 45 days of school.
- September 29th - Teachers and certain staff received Crase (Civilian Response to Active Shooter Events) Training by Mike Strickland on their professional development day.
- In October our WINGS teacher, Ms. Payne, invited the representative from the Mississippi State University Extension 4H program to speak to her gifted classes. The representative educated her students about types of exercise and choosing healthy food and drink options.
- In October staff members received flu vaccines by Coastal Family Health Center staff.
- Red Ribbon Week: October 23rd - 27th. It is held annually to promote a drug-free lifestyle. Staff and students were encouraged to participate in the spirit dress up days throughout the week.
- St. Martin North Elementary's first annual Fall Festival was held October 27th to close red ribbon week. Activities included a station for students to move their bodies (playground equipment, jump ropes, and active games). In addition, there was a fire truck with firefighters onsite, a K-9 unit, staff from the Department of Marine Resources, and a biologist. Allergy free prize bags were carefully created by the Fall Festival committee in order to accommodate students not able to indulge in regular candy due to food allergies and risk of cross contamination.
- Students and staff were encouraged to wear blue to promote awareness for World Diabetes Day - November 14th. "Over 14% of MS's adult population is diagnosed with diabetes and 35.6% adults in MS have prediabetes." (diabetes.org) 1 in every 400 child and teen has type 1 diabetes. (umc.edu/Childrens)
- The first Wellness Council meeting was held January 18th. All members attended.
- At a faculty meeting January 18th Nurse Hannah educated teachers and faculty about the district wellness policy, the wellness council, and basics about asthma due to the time of year.
- Mobile Dentist Clinic visited school February 19th through 21st to provide a dental assessment, teeth cleaning, and referral to each student with no out-of-pocket cost. They also provide sealants. Dental sealants are a preventative service that can prevent dental decay. According to the Centers for Disease Control and Prevention (CDC), tooth decay, or cavities, is the most common chronic childhood disease in the United States and the leading cause of missed school among children.
- For 3 weeks in February, Ms. Marshall's Kindergarten class had a chance to learn about "My Body and Dental Health" through several avenues. The students examined body and teeth X-rays, created and sorted healthy vs. unhealthy foods, and made a teeth play dough tray! This was created using teeth (tooth savers), cavities (yellow beads), caps (silver beads), floss (tooth savers string) pink, red, and white play dough. The students were also able to play doctor on their pretend patient, play the game Operation, and create crafts centered around dental health and the human body.
- Ms. Dunnam practices yoga exercises with her first grade class in the classroom three times a week. Her students are excited about it and feel they are "pretty good at it."

St. Martin North Elementary (continued)

- February 27th - March 1st a group of presenters from the Jackson County Soil & Water Conservation District visited Ms. Payne's WINGS / Gifted classroom. The Garden program taught students about types of gardens, soil, seeds, life cycle of plants, classification of fruits/vegetables, and seed dispersal.
- Ms. Elmore's third grade class participates in deep breathing exercises led by the students daily and up to three times daily to increase the oxygen to their brain. According to *Frontiers in Physiology* Journal, daily deep breathing exercises have been shown to "reduce stress and anxiety and lower resting blood pressure." *Cognition and Emotion* Journal states deep breathing "reduces state anxiety in test-like situations, creating a better state-of-mind by enhancing the regulation of adaptive-maladaptive thoughts during the test, allowing for better performance." The students are working toward their best academic selves.
- March 22nd - Students and staff were encouraged to wear blue for Autism Awareness.
- Third Graders participated in a Goodbye Dance after school May 10th.
- Field Day took place May 22nd and May 23rd. Events included relays such sack races, three legged races, 40-yard dashes, hula hoop races, sit and bounce races, and sponge squeeze races. There were also carnival type games that challenged the students with shooting various balls to a target or at a goal. The students used overhand and underhand throwing skills they had learned in physical education class throughout the year. Field day concluded with a tug of war champion being crowned.
- Water bottle fillers - Students and staff are encouraged to fill their reusable water bottles at water stations throughout the hallways.
- Hand sanitization stations are in the hallways, school atrium, front office, nurse's office, classrooms, and the cafeteria to encourage proper hand hygiene for students and staff throughout the school day.
- Backpack buddies assist students with food needs weekly and before school breaks throughout the year.
- Thermometers (no contact / forehead) are available for each teacher's classroom.

St. Martin Upper Elementary
School Health Council Coordinator – Adam Poelma

- Certified staff received training from nurse on diabetes, the AED and Epi Pens
- Bus Safety: Bus drivers, along with school staff, assisted students with enacting bus safety practices to ensure student safety (including evacuation drills)
- Red Ribbon Week: School promoted overall health and well-being during October
- Germ awareness signs were posted above water fountains and throughout school
- Handwashing signs were posted in student/staff restrooms
- Flu vaccines were offered to staff through Coastal Family Health Center
- Food was distributed weekly to students in need (Backpack Buddies)
- Field day May
- Hoops for Heart: Schoolwide during PE
- Mental Health Referrals: the school counselor referred students, on an as needed basis, to mental health resources in Jackson and Harrison counties
- School wide food drive for the month of November
- Reindeer games schoolwide
- Social Emotional Learning Lessons weekly through the Second Step Program
- Clean Clipboard rewards through PBIS
- Cafeteria Golden Spoon Challenge
- After school employee workouts were offered
- The Walking Classroom Program was implemented in 5th grade
- World Smile Day
- World Thank You Day
- Two disc golf courses for school and community use

St. Martin Middle School – Mark Holland
School Health Council Coordinator

- Physical Education classes participated in the Presidential Physical Fitness Test; students were tested quarterly on their time to run a mile, how many pushups and sit-ups could be done in one minute, and how many pull ups could be done.
- APT/Sports Performance classes were created, utilizing the field house to integrate consistent and varied resistance training and instruction for those students involved in athletics.
- Band students presented concerts open to the public various times per year.
- Robotics through Project Lead the Way and afterschool club partnerships provided a platform for students to build, code and program robots and their components in local, state, regional and national competitions.
- Performing Arts presented performances integrating Choir and Theater to the student body as well as open to the public.
- Dental screenings were provided to students.
- Flu shot vaccines were provided to the staff.
- Partnered with a local health clinic to provide student vaccinations.
- Partnership between Jackson County Schools provided Health Clinic services to students and faculty at two campuses in Vancleave Attendance Center.
- The school competed within grade levels in a canned food drive. The items were donated to a local food bank.
- SMMS created a team to participate in the Making Strides Against Breast Cancer Walk.
- A "Share-Bin" program in the cafeteria was continued. Students donated milks, juices, and packaged foods they were going to throw away. Their donations were given to PE students upon vigorous workouts and class activities. Items were additionally quietly donated to students in need. While this limited wasted resources and the decreased physical strain on cafeteria workers in the weight of trash being lifted and thrown away, students ultimately benefited from the additional sustenance that many would not have been privy to.
- SMMS participated in the national Red Ribbon Week activities to promote awareness and prevention of drugs and alcohol.
- 6th grade outside field and fun day events included obstacle courses, ball throwing contests and other physical activities.
- 7th grade outside field and fun day included kick ball and other physical activities.
- 8th graders participated in a career day field trip "Pathways 2 Possibilities" to broaden their horizons of what kind of careers exist and attempt to get the students to start thinking about their future if they have not already.
- 8th grade social programs are provided at the end of the school year for students to dress up, dance and enjoy their last middle school activity together.
- Students were recognized for positive behavior with Positive Office Referrals, Student of the Month, Attendance and Honor Roll Rewards.
- Teacher Appreciation week during the second week of May was celebrated Staffulty with daily gifts and goodies.

St Martin High School
School Health Council Coordinator — Jamie Strayham

- Water bottle fillers on each hallway
- Fitness room available for student/staff use
- Staff flu vaccines available on campus provided by Coastal Family Health beginning in October
- Free student sports physicals on campus provided by Coastal Family Health
- "Share bin" started in the cafeteria for fruit and packaged foods that were going to be thrown away. The donations were given to the life skills classes and PE students for post workouts.
- Behavioral Health services provided by district contracted personnel and Coastal Family Health
- Nurse provided training on diabetes, AED machines, Epi Pens, and seizures
- New Life Vac anti-choking devices were placed in the office and cafeteria
- Food drives
- Angel tree for less fortunate families at Christmas
- Tutoring/ACT workshops
- Brittni Marvin – career coach offered job shadowing opportunities monthly success reports
- Hosted the P3 "Your Hired" event for SMHS and VHS students to learn job skills and interview with various companies
- 8th grade tours guided by Sting Mentors
- Nurse and Medical instructor/nurse on campus
- ACT Wall of Fame
- Community Fall Festival October 17th, 2023
- Announcement of planet fitness discounts for students
- Homecoming parade and pep rally
- Frequent recognition of staff and students on school Facebook page
- Extended lunch time scheduled to allow for leisure/longer break
- Counseling newsletter
- Staff and student celebrations
- Masks available for students and staff
- Reindeer games with student and staff participation
- Jeans and free dress days for students PBIS incentive
- Sex education provided to Health, Child Development, and Family Dynamics students
- Teacher Appreciation week
- Seniors walked the halls of the elementary schools
- Retirement celebrations
- MHS mobile dental visits 1/31/2024
- theater hosted Talent Show with staff participation
- ActiveHealth Gratitude Challenge
- Staff VS Student Basketball game - Oct 13, 2023
- February Steps Challenge
- Celebrated Go RED For Women to raise awareness for heart health
- Jodi Ryder from Active Health on campus a few times to answer questions and promote resources
- Pickleball courts being installed on campus for staff & PE class use
- Blood Pressure screenings provided by medical class
- weight and height scales available in nurse office
- Walk for Wishes fundraiser event for Make-A-Wish Mississippi - students walked and ran laps around the track for 2 hours as we raised $5854 for Make-A-Wish Mississippi.

Vancleave Lower Elementary
School Health Council Coordinator – Fabrizio Bonilla

- Keeping up w/ Sanitizing, for hand sanitizing station in each room
- Various teachers incorporated healthy choices in decision making in many of their activities
- Red Ribbon Week activities
- Canned Food Drive for donations
- Teacher Appreciation Week
- K-3rd grade field day (Planned)
- Students received Positive Behavior Referrals
- Students received PAW cards
- Backpack Buddies Program
- Bus/Car safety procedures taught to students
- Dental Health - cleanings offered to students
- Flu Vaccines were provided for staff
- Teacher Appreciation week of May
- High School involvement - students mentored
- STEAM night
- Book Fair
- Award ceremonies at the end of year celebrations for students receiving various awards for academics and leadership
- PE Classes- Healthy food talks daily as well as workout routine
- Move to learn Daily
- Recess everyday
- Reindeer 1 mile run - Medals given out for 1st, 2nd and 3rd Boy and Girl
- Easter Egg Hunts k - 3rd Grade
- Field Day - Teamwork
- Incorporating Kinder Sight Words into PE class
- Quarterly Success Rallies for academics
- Collaboration between Vancleave Schools
- Teachers professional development dealing with active shooter and crisis management
- Workout outdoor gym area put in for VLE - all classes have access to the equipment

Vancleave Upper Elementary
School Health Council Coordinator – Joshua Trussell

- Red Ribbon Week- drug awareness
- Backpack Buddies
- Canned Food Drive for donations
- Teacher Appreciation Week- Counselor Appreciation Week- Assistant Principal Appreciation Week- Principal Appreciation Week
- Student Random Acts of Kindness
- Positive Office Referrals given to students to recognize good citizenship
- Daily Physical Activity- P.E., Performing Arts, Recess
- Bus/Car rider safety procedures taught to students
- Field Day- Value of teamwork, sportsmanship, and friendly competition taught
- Bottled Water provided to students for Field Day
- Move to Learn videos used in classes
- Quarterly Success Rallies to honor academic achievement
- Dental Health- cleanings offered in school
- Safe Schools trainings- faculty training and certification
- 4th Grade- Agriculture Day

Vancleave Upper Elementary (continued)

- Classroom teachers are incorporating health lessons into lesson plans.
- P.E. students are learning the value of good sportsmanship and character education within the school setting.
- Teachers took part in professional development concerning active shooter and crisis management.
- High School involvement- student mentors- Buds
- Math Night- Parent and Student night
- Reading Night- Parent and Student night
- 4th Grade Thanksgiving Parent Lunch
- 5th Grade St Patrick's Lunch
- Student of the Month- Honoring student of the month for each homeroom/Parents invited to celebrate students.
- VMS and VLE school tours to help with school transition and mental health.
- Collaboration with different agencies both in-district and out-of-district to assist with students' mental health concerns.
- Partnered with local agencies, such as Junior Auxiliary, to meet immediate needs of students. (school supplies, uniforms, eye glasses, etc.)
- WINGS Guest Speakers:
    - Jackson County Soil and Water Conservation District (JCSWCD) spoke about and did hands-on activities pertaining to conservation and agriculture
    - SWAPS (Sustainability with Awareness and Prevention Solutions) shared about litter and waste issues and how we can take an active part in prevention.
    - Crime Stopper guest speaker
    - MS Power and Singing River Safety City came at different times to talk about power safety.
    - Patrick Levine spoke about boating and marine safety
- 4th Grade hearing and vision screenings
- Certified nutritionist came weekly to 4th grade classes to teach nutrition lessons during the first term

Vancleave Middle School
School Health Council Coordinator – John Cassidy

- Smart Snacks policy can be located under the Health and Wellness tab on the JCSD website; please make sure all snacks including fundraising snacks meet the smart snacks requirement. Amazon and USDA both have lists of smart snacks. Use the smart for any other snacks.
- School Health Index completed
- VMS Cafeteria staff are an important part of our culture and climate- they are celebrated and appreciated for the incredible job they do at caring for our students and staff.
- All staff members participate in SafeSchools training, as well as building specific drill and crisis training.
- All students participate in emergency drills at least monthly.
- All students participate in a 10 minute break daily- smart snacks are sold.
- Nurse Drymon and Nicholson provided training during TWD on diabetes, EpiPens, and other medical issues students may have.
- MHS Mobile Dental services carried out during the school day to those who signed up.
- Backpack Buddies- food drive for families in need
- Vaping, Bullying, Bus Safety was covered in Health Class (Coach Cassidy)

Vancleave Middle School (continued)

- Coastal Family Health will be at VHS again this year- available to VMS students and staff
- VMS has a nurse on site.
- KONA ICE is an approved fundraiser through healthy snacks.
- Sex Ed course was taught and completed in March through health (Cassidy) and study hall (Collins).
- Students participate in push up's, sit up's, & squats weekly in Health class.
- Students complete presidential challenge in P.E.
- 6th, 7th & 8th grade football players have routine workouts with Coach Gilbert in the High School Weight room facility.
- Health Class participates in Walk Wednesday.
- Hand Sanitation Stations- placed throughout school, in hallway, and each classroom
- Drawing to encourage participating in school lunch and breakfast
- Physical Education and Activities are taught throughout the year, including football
- throwing/catching and route running, dribbling, shooting, batting, kickball, frisbee golf, dodgeball, walking routine, baseball, softball, basketball etc.
- Water bottle fillers on each hallway
- Free student sports physicals on campus provided by Coastal Family Health
- Reindeer games with student and staff participation
- Students and Staff of the Month are recognized at monthly rallies- students are chosen based on various character traits each month, and fun activities are carried out during rallies.
- Frequent recognition for students, staff, and community supporters on the social media websites.
- Surveys and parent "tips" are shared on social media as well.
- After school snacks offered for students in the tutoring program
- 6th Grade students participate in an annual Agriculture Safety Day organized by Jackson County Soil and Water. Following Ag Safety day, students will be shuttled to the park for a day of fun.
- 6th Grade students also participated in the 2024 Learning Rodeo.
- 7th Grade students participated in a behavior reward trip to SkyZone, an indoor trampoline park. They will also participate in a field trip to the New Orleans Zoo.
- 8th Grade students will participate in a field trip to Ship Island
- Students were recognized for positive behavior with Positive Office Referrals.
- Outdoor classrooms are used during great weather days- awnings purchased with ESSER funds, tables provided by Food Service.
- ACT tutoring provided by VHS for Middle Schoolers electing to take the ACT in April 2024.
- MAAP Reward Kickball tournament to be held May 17th. Bottled water will be provided to all students and staff.
- Jodi Tate Ryder with Active Health shared opportunities for staff wellness. Staff members are encouraged to take advantage of what Active Health can offer.

Vancleave High School
School Health Council Coordinator—Kim Hammonds

- Nurse Practitioner, Sarah Drymon, from Coastal Family Health Clinic provided choking training
- Rebecca Wages provided training to all teachers with mental health awareness and self care techniques
- Group mental health sessions were conducted by the counselors weekly
- Mental health flyers are placed in easily accessible places for students
- Coastal Family Health Clinic remains on campus with a counseling option for students and staff
- "What a Wonderful World" school theme to promote a positive outlook on the school with positive bulletin boards with the school theme placed throughout the campus.
- Breast Cancer awareness promotion with all staff and students allowed to wear pink
- Daily Birthday Announcements for students and teachers
- Teacher nominated teacher of the year, with a recognition assembly
- Sex Education provided to Health, Child Development
- Staff flu vaccines provided on campus by Coastal Family
- Multiple blood drives were conducted throughout the school year
- CCR teacher, Elizabeth Bonilla, was awarded the Blood Center's "Coordinator of the Year" award for her outstanding efforts
- Water Bottle Fillers are available to all students
- Vape sensors placed student restrooms
- Student/teacher volleyball assembly
- Key Club organized a Christmas toy drive
- 30+ Club banners are placed on the wall of the school entrance to celebrate the achievements of students scoring a 30 or higher on their ACT
- Platinum Club banners are placed on the wall by the break area to celebrate the achievements of students scoring a 7 on all sections of the ACT Work Keys
- Thanksgiving boxes provided to families in need
- Christmas gift boxes provided to 20 students
- Promise to Return On Monday assembly provided for all juniors and seniors
- FREE on-site sports physicals for all students provided by Coastal Family with parental consent
- Tutoring sessions provided for ACT prep by highly-qualified teachers every morning, the week prior to testing
- Hand sanitizers available throughout school
- Peroxide Disinfectant Cleaner buckets and refills provision remains for all classrooms
- Spray hand sanitizer and extra tissues were provided to all teachers
- Announcement of planet fitness discounts for students
- Two Covid substitute teachers were available on a full-time basis
- Personalized signs placed in front of the school entrance for graduating Seniors
- Field Day for seniors
- CCR students assisted with VLE Field Day
- Senior water day with lunch provided
- Decision Day to recognize seniors' future life plans
- Teacher Appreciation Lunches and goodies
- End of Year Teacher Appreciation Awards
- Retirees recognition reception

Jackson County Technology Center
School Health Council Coordinator – Breianna Bean

Several things were done throughout the school year to assist with health and wellness for the students in all of the CTE programs here at the Jackson County Technology Center. Safety is the number one priority that our students maintain while working in any shop/lab/class/clinic in the CTE classes.

- All students must achieve a 100% mastery on a safety test in their individual curriculum prior to being allowed to enter into, and work in a shop/clinical setting. This safety test is specific for each class, but is basic safety to keep themselves and those around them safe at all times. The initial unit covered for all CTE classes is safety.
- The staff were given the opportunity to participate in a physical exercise program 2 times per week during our planning period. Not all staff participated, however, there were several who were committed and continued through the spring semester. We paused the exercise program when state testing began ramping up.
- The CTE teachers also had the opportunity to participate in a yoga/stretching class that was better on those with joint issues.
- The majority of CTE class-time is hands-on in nature, assuring that the students are not sitting still the entire class period. They spend a majority of their time moving around working on projects.
- The Bottle Filler water fountain is used daily and we have noticed more and more students are bringing water containers to fill up and use. We are currently over 21,500 bottle fills since its installation.
- Several of the classes offered at the JCTC complete the OSHA career safe safety course and become certified. A certification they may take into the work force upon graduation.
- Medical Program II students become Health care provider, BLS certified.
- At our end of the year picnic the students are encouraged to participate in several outdoor physical activities as a reward for their hard work throughout the school year.

RESOLUTION OF THE JACKSON COUNTY BOARD OF EDUCATION REQUESTING THE BOARD OF SUPERVISORS TO STRIKE 2016, 2017 AND 2019 TAXES DUE ON SIXTEENTH SECTION PARCEL NO. 02916010.000

WHEREAS, the Jackson County Board of Education of the Jackson County School District is entrusted by law with management of all Sixteenth Section lands within the school district in furtherance of the best interest of the students and mission of the school district; and

WHEREAS, the Jackson County School District entered into a Sixteenth Section Hunting and Fishing Lease Contract on Parcel No. 02916010.000 with Clyde Ely on July 1, 2016 and that by Assignment dated November 14, 2019 said lease was transferred to Gary W. Vanderslice; and

WHEREAS, at the time of said transfer the ad valorem taxes for 2016, 2017 and 2019 on said property and Parcel No. were still due and owing in the aggregate amount of $1,356.57; and

WHEREAS, the Tax Collector of Jackson County, Mississippi has advised the school district that it cannot accept payment for the ad valorem taxes from successor lessee, Gary Vanderslice, for the 2020, 2021, 2022 and 2023 tax years until such time as the 2016, 2017 and 2019 taxes are stricken from the tax roll; and

WHEREAS, the Board of Education of the Jackson County School District having determined that it is in the best interest of the school district and the citizens of Jackson County, Mississippi to request the Board of Supervisors of Jackson County, Mississippi to strike the 2016, 2017 and 2019 taxes owed on Parcel No. 02916010.000 in aggregate sum of $1,356.57.

NOW, THEREFORE BE IT RESOLVED that the Board of Education of the Jackson County School District hereby requests the Board of Supervisors of Jackson County, Mississippi to strike the 2016, 2017 and 2019 taxes owed on Sixteenth Section Parcel No. 02916010.000 in the amount of $1,356.57.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of the Jackson County Board of Education.

SO RESOLVED, this _____ day of August, 2024.

The motion to approve the foregoing resolution was made by Board Member _____ and seconded by Board Member _____, and the following vote was recorded:

Board Member	For	Against	Abstain	Absent
Board Member Lee	( )	( )	( )	( )
Board Member Howell	( )	( )	( )	( )
Board Member Peterson	( )	( )	( )	( )
Board Member Bailey	( )	( )	( )	( )
Board Member Smith	( )	( )	( )	( )

RESOLUTION APPROVED AND ADOPTED, this the _____ day of August, 2024.

ATTEST:

BOARD OF EDUCATION OF THE
JACKSON COUNTY SCHOOL DISTRICT

_____
Board Secretary
Amy Peterson

_____
Board President
J. Keith Lee

RCA House Points App Quote

St. Martin Upper Elementary - David Lapointe
Attention: St. Martin Upper Elementary
11000 Yellow Jacket Road
OCEAN SPRINGS MISSISSIPPI 39564

Quote Date
02 Jul 2024

Expiration Date
01 Aug 2024

Quote Number
QS-00100001136

Ron Clark Academy
228 Margaret St SE
ATLANTA GA 30315
USA

Description	Quantity	Unit Price	Tax	Amount USD
003, Medium Annual Plan - $2400 (Schools with 500-999 students)	1.00	2400.00	No Tax Software	2400.00
			Subtotal	2400.00
			Total No Tax Software 0%	0.00
			Quote Total USD	2400.00

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Upload Purchase Order here
For quote questions, email oliver@ronclarkacademy.com.

QUOTE ADVICE

To: Ron Clark Academy
228 Margaret St SE
ATLANTA GA 30315
USA

Customer	St. Martin Upper Elementary - David Lapointe
Quote Number	QS-00100001136
Quote Amount	2400.00

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS St. Martin Upper Elementary is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned Ron Clark Academy does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the parties regarding RCA House Points App Quote, Quote Number QS-00100001136 (Quote date 07/02/2024) as follows:

1. Term/No Automatic Renewal: Unless otherwise specified in the contract, the term of the contract or any renewal thereof shall only be for the current school year to which the agreement applies. There shall be no automatic renewals and if the contract does extend past that date, such contract will not be void but shall be voidable at the discretion of the School Board. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

Exhibit "A"

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties. Nothing in the contract between the parties shall be interpreted to abridge, modify or reduce any of the defenses provided to the Jackson County School District by case law and/or statutes of the state of Mississippi.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Ron Clark Academy RCA House Points Quote, Quote Number QS-00100001136 (Quote date 07/02/2024) and Terms of Use (Pgs.

1-9, inclusive) as well as the RCA Privacy Policy and any other terms and/or document or documents that become a part of the agreement between the parties, are hereby amended and modified where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Mississippi Attorney General and the Mississippi Supreme Court.

Ron Clark Academy:	Jackson County School District:
Shiloh Patrick - Customer Service Specialist	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Shiloh Patrick - Customer Service Specialist	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
07/16/2024	
(DATE)	(DATE)

Renaissance

Quote
3116000

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Jackson County School District - 92937
PO Box 5069
Vancleave, MS 39565-5069
Contact: Donna Knight Knight - (228) 588-7019
Email: dkj678@jcsd.ms

Reference ID: 697820

Quote Summary	
School Count	
Renaissance Products & Services Total	$5,538.75
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $5,538.75**

This quote includes: Star Comprehensive Suite.

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, please sign and return this Quote.
Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date. The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.
Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Jackson County School District - 92937
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 7/9/2024	Date:
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To:

If changes are necessary, or additional information is required, please contact your account executive Connor Gray at (601)914-2583, Thank You.

Renaissance

Quote
3116000

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Renaissance

Quote
3116000

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote Details

East Central Upper Elementary School - 92817

Products & Services	Subscription Period	Quantity	Unit Price	Total
Applications				
Upgrade to Star Comprehensive Suite Subscription	08/01/2024 - 09/30/2024	375	$1.86	$697.50
Star Comprehensive Suite Subscription	10/01/2024 - 07/31/2025	375	$12.91	$4,841.25
Professional Services				
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00
	East Central Upper Elementary School Total			**USD $5,538.75**

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Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS East Central Upper Elementary is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Renaissance Learning, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Renaissance Learning, Inc. (Quote #3116000) (Reference ID: 697820); (Star Comprehensive Suite: Subscription period 10/01/2024 – 07/31/2025 and Upgrade to Star Comprehensive Suite Subscription: Subscription period 08/01/2024 – 09/30/24) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Renaissance Learning, Inc. (Quote #3116000) (Pgs. 1-3) (Reference ID: 697820) (Star Comprehensive Suite: Subscription period 10/01/2024 – 07/31/2025 and Upgrade to Star Comprehensive Suite Subscription: Subscription period 08/01/2024 – 09/30/24) and the Renaissance Learning, Inc. Terms of Service and License (Pgs. 1-10; Provisions 1-11 + Exhibits A-D), as well as the Renaissance Learning, Inc. U.S. Privacy Notice (at https://www.renaissance.com/privacy/) and any other document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and

applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Renaissance Learning, Inc.:	Jackson County School District:
Ted Wolf	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Ted Wolf, SVP Global Controller	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
July 15, 2024	
(DATE)	(DATE)

IXL LEARNING

RENEWAL QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 4863270-2024-001
DATE: JULY 8, 2024

TO:
Brandy Johnson
East Central Middle School
21725 Slider Rd
Mosspoint, MS 39562

COMMENTS OR SPECIAL INSTRUCTIONS

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
	A23-4863270	August 17, 2024 - August 17, 2025	August 8, 2024

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	1 year IXL Classroom License for 50 students Subjects: Math, Language Arts	$899.00	$899.00
		SUBTOTAL	$899.00
		SALES TAX	--
		SHIPPING & HANDLING	--
		TOTAL DUE	$899.00

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, click here or go to http://www.ixl.com/po-upload and enter quote # 4863270-2024-001. For international accounts, we can accept wire transfers for an additional fee.

EXHIBIT "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS East Central Middle School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, IXL Learning, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the IXL Renewal Quote #4863270-2024-001 (dated 07/08/2024) and the Agreement between the parties regarding said quote as follows:

1. Term/No Automatic Renewal: Unless otherwise specified in the contract, the term of the contract or any renewal thereof shall only be for the current school year to which the agreement applies. There shall be no automatic renewals and if the contract does extend past that date, such contract will not be void but shall be voidable at the discretion of the School Board. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties. Nothing in the contract between the parties shall be interpreted to abridge, modify or reduce any of the defenses provided to the Jackson County School District by case law and/or statutes of the state of Mississippi.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of IXL Renewal Quote #4863270-2024-001 (date 07/08/2024) including the IXL Terms and Conditions of Sale (Provisions 1-11, inclusive); Terms of Service of IXL Learning, Inc. (Sections 1-25 inclusive); IXL Service Privacy Policy (provisions 1-14; effective date

07/01/2020; and IXL Service Children's Privacy Policy (provisions 1-8; effective date 07/01/2020) as well as any attendant document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Mississippi Attorney General and the Mississippi Supreme Court.

IXL Learning, Inc.:	Jackson County School District:
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Paul Mishkin, Chief Executive Officer	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
July 11, 2024	
(DATE)	(DATE)

Docusign Envelope ID: DEA8394A-371E-4B59-B24E-B8C0B6AE8217

NEW ORDER FORM

P.O. Box 1077
San Ramon, CA 94583
United States

Quote Number: Q-150191
Valid Until: 8/8/2024

Customer Information:

SOLD TO:

Customer Name	St Martin High School
Contact Name	David Baggett
Address	11300 Yellow Jacket Blvd Ocean Springs, MS 39564 United States
Email	dbj3189@jcsd.ms
Phone	(228) 283-3000

BILL TO:

Contact Name	David Baggett
Address	11300 Yellow Jacket Blvd Ocean Springs, MS 39564 United States
Email	dbj3189@jcsd.ms
Phone	(228) 283-3000

Order Form Summary:

Services Start Date	8/8/2024	Payment Terms	Net 30
Services End Date	8/7/2025	Currency	USD
Auto Renew	Yes		

Product	Quantity	Unit Amount*	Line Item Amount
Remind Hub: Essentials Plan	1,322	$4.00	$5,288.00
Add-On: Included Enhanced Data Dashboard	1	$0.00	$0.00
			Initial Term Charge: $5,288.00

*The Unit Amount shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Unit Amount displayed above, and are the true and binding totals for this order

Terms and Conditions:

1 **PARTIES**: This Order Form (the "**Order Form**") is entered into by and between ParentSquare, Inc. ("**ParentSquare**"), as successor-in-interest to Remind101, Inc., and St Martin High School (the "**School**" or "**Customer**") as of the School's date of signature below (the "**Order Form Effective Date**"). Any reference to Remind or Remind101, Inc. in the Agreement (as defined below) or in any other agreement between the parties shall be deemed a reference to ParentSquare.

2 **AGREEMENT**: This Order Form hereby includes, incorporates and shall be governed by the terms and conditions of the Remind School Plan Standard Agreement (the "**Remind Standard Agreement**") located at https://www.remind.com/school-agreement (together with this Order Form, the "**Agreement**"). Unless otherwise stated in this Order Form, all terms defined in the Remind Standard Agreement shall have the same meaning in this Order Form.

If there is an inconsistency or conflict between the terms and conditions of this Order Form and the Remind Standard Agreement, the terms of this Order Form shall control with respect to the subject matter of this Order Form.

3 **SERVICES, FEES & PAYMENT**: Unless noted otherwise above, Customer will be invoiced at the start of the service period for the Initial Term Charge, plus any additional applicable taxes.

4 **AUTO-RENEWAL**: This Order Form shall remain in full force and effect from the Order Form Effective Date through the Services End Date. This Order Form will thereafter automatically renew for additional **12**-month terms (each, a "**Renewal Term**"), unless: (i) either party gives the other party written notice of its intent not to renew this Order Form at least **60** days prior to the end of the then-current term, (ii) this Order Form is specifically superseded by a new order form; or (iii) ParentSquare and the School agree in writing to subsequent renewal terms that are longer in duration than 12 months. Unless specified otherwise above, for the next Renewal Term, each Product shall renew at a price that is **10.0**% above the Unit Amount in effect immediately prior to the start of such subsequent Renewal Term. Additionally, upon renewal, Customer will be invoiced at the start of the subsequent Renewal Term.

Other Notes:

Additional Terms:

Paragraph 2. hereinbefore set forth is hereby amended to read as follows:

2.AGREEMENT: This Order Form includes and incorporates the terms and conditions of the Remind School Plan Standard Agreement (located at https://www.remind.com/school-agreement) and the Jackson County School District Standard Contract Addendum, attached hereto and incorporated herein as Exhibit "A", all of which together constitutes the "Agreement" between the parties. Any inconsistency or conflict between the terms, conditions and provisions of this Order Form, the Remind School Plan Standard Agreement and the Jackson County School District Standard Contract Addendum shall be controlled by the terms of the Jackson County School District Standard Contract Addendum solely to the extent necessary to comply with Mississippi law.

Docusign Envelope ID: DEA8394A-371E-4B59-B24E-B8C0B6AE8217

NEW ORDER FORM

P.O. Box 1077
San Ramon, CA 94583
United States

Quote Number: Q-150191
Valid Until: 8/8/2024

IN WITNESS WHEREOF, by signature below of duly authorized representatives, the parties have caused this Order Form to be executed as of the Order Form Effective Date.

	ParentSquare, Inc.	**St Martin High School**
Signature:	DocuSigned by: Ben McCarthy 9715945363B34C4...	Signature:
Name:	Ben McCarthy	Name:
Title:	VP, Accounting	Title:
Date:	8/7/2024 | 10:25:14 AM PDT	Date:

Docusign Envelope ID: DEA8394A-371E-4B59-B24E-B8C0B6AE8217

Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS St. Martin High School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, ParentSquare, Inc., as successor in interest to Remind101, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and ParentSquare, Inc., successor in interest to Remind101, Inc. regarding the New Order Form for Quote Number: Q-150191 (Remind Hub: Essentials Plan; Start Date 08/01/2024 - End Date 07/31/2025) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

Docusign Envelope ID: DEA8394A-371E-4B59-B24E-B8C0B6AE8217

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, and solely to the extent necessary to comply with Mississippi law, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, solely to the extent necessary to comply with Mississippi law, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

Docusign Envelope ID: DEA8394A-371E-4B59-B24E-B8C0B6AE8217

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any applicable rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the ParentSquare, Inc., as successor in interest to Remind101, Inc. New Order Form for Quote Number: Q-150191 (Pgs. 1-3) and the Remind School Plan Standard Agreement Terms and Policies located at https://www.remind.com/school-agreement) and any other

Docusign Envelope ID: DEA8394A-371E-4B59-B24E-B8C0B6AE8217

document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law.

ParentSquare, Inc.:	Jackson County School District:
DocuSigned by: Ben McCarthy 9715945363B34C4...	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Ben McCarthy VP, Accounting	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
8/7/2024 | 10:25:14 AM PDT	
(DATE)	(DATE)

Jostens® Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Job # 43732 (Use Physical 911 Address/No P.O. Boxes)

Customer Name: VANCLEAVE HIGH SCHOOL

Street Address: 12424 HWY 57

City: VANCLEAVE

State: MS Zip/Postal: 39565

Customer Phone: (228)826-4701

Contact Name: Karen Tootle

Contact Role: Adviser

Contact Email: ktootle@jcsd.k12.ms.us

Contact Phone: (228) 826-4701

The Term of this Agreement is for the following years:
(Specifications subject to annual review)

2025 through 2025

Program:
JOURNEY

Creation Method:
YTO

Ship Date: 4/25/2025 Trim Size: 8 1/2 x 11

Copies: 270 Pages: 196

Cover: Custom Litho

Paper Stock: GLOSS 80# 191

Ship kit by: (Sept is default) 31-MAY-24
(Allow 2 weeks for processing)

Proposed Budget: $ 32910.00
(Dollars only, not per book amount)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified (the "Term"). The parties agree as follows:

1. Jostens and the Customer will work together to establish all yearbook specifications, completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions. Changes to the specifications may result in additional charges on the final invoice.
2. After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

This agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions found at:

https://jostens.secure.force.com/terms?lid=YBKUS

X _____
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

_____ Jul 15, 2024
PRINTED NAME DATE

X _____
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE
(IF REQUIRED)

_____ _____
PRINTED NAME DATE

X _____
Chris Creswell (Jul 15, 2024 10:24 CDT)
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

chris creswell Jul 15, 2024
PRINTED NAME DATE

Job Status: R **Rep #** 5020

*Rep: If new, previous publisher:

Type Order: High School

School Type: Public

Yearbook included in Tuition: ☐

Additional Notes/Specifications (include Shipping Address if different than above address):

PRICE DOES NOT INCLUDE SHIPPING

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave High School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Jostens, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Jostens, Inc. (Job #43732; Vancleave High School yearbook; 2024-2025 school year) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: To the extent prohibited by applicable law, the Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

Exhibit "A"

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: To the maximum extent required under Mississippi law, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: To the maximum extent required under Mississippi law, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for a claim of material breach shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: To the maximum extent required under Mississippi Law, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of the contract will control, provided that the terms are not contrary to Mississippi Law. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: As between Jostens, Inc. and Jackson County School District, even if not specifically provided for herein, the terms, conditions and provisions of the Jostens, Inc. Yearbook Agreement (Job #43732; Vancleave High School 2024-2025 school year), Jostens, Inc. Terms of Sale; Jostens, Inc. Terms of Use; Jostens Standard Printing Terms and Conditions; as well as any other document and/or documents and/or terms and conditions made part of the agreement between the parties, are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Constitution of 1890, the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Jostens, Inc.:	Jackson County School District:
_____	_____
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
_____	_____
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
_____	_____
(DATE)	(DATE)

Jostens Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Job # 41405 (Use Physical 911 Address/No P.O. Boxes)

Customer Name: VANCLEAVE LOWER ELEMENTARY SCHOOL

Street Address: 12602 HWY 57

City: VANCLEAVE

State: MS Zip/Postal: 39565

Customer Phone: (228)826-5982

Contact Name: AMANDA PUZZ

Contact Role: Adviser

Contact Email: apj1280@jcsd.ms

Contact Phone:

The Term of this Agreement is for the following years:
(Specifications subject to annual review)

2025 through 2025

Program:
REFLECTIONS

Creation Method:
YTO

Ship Date: 5/2/2025 Trim Size: 8 1/2 x 11

Copies: 200 Pages: 60

Cover: Studio Litho

Paper Stock: GLOSS 80# 191

Ship kit by: (Sept is default) 31-MAY-24
(Allow 2 weeks for processing)

Proposed Budget: $ 7313.00
(Dollars only, not per book amount)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified (the "Term"). The parties agree as follows:

1. Jostens and the Customer will work together to establish all yearbook specifications, completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions. Changes to the specifications may result in additional charges on the final invoice.
2. After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

This agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions found at:

https://jostens.secure.force.com/terms?lid=YBKUS

X _____
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

_____ Jul 15, 2024
PRINTED NAME DATE

X _____
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE
(IF REQUIRED)

_____ _____
PRINTED NAME DATE

X _____
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

chris creswell Jul 15, 2024
PRINTED NAME DATE

Job Status: R **Rep #** 5020

*Rep: If new, previous publisher:

Type Order: ELEMENTARY SCH

School Type: Public

Yearbook included in Tuition: ☐

Additional Notes/Specifications (include Shipping Address if different than above address):

PRICE DOES NOT INCLUDE SHIPPING

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Lower Elementary School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Jostens, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Jostens, Inc. (Job #41405; Vancleave Lower Elementary School yearbook; 2024-2025 school year) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: To the extent prohibited by applicable law, the Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

Exhibit "A"

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: To the maximum extent required under Mississippi law, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: To the maximum extent required under Mississippi law, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for a claim of material breach shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: To the maximum extent required under Mississippi Law, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of the contract will control, provided that the terms are not contrary to Mississippi Law. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: As between Jostens, Inc. and Jackson County School District, even if not specifically provided for herein, the terms, conditions and provisions of the Jostens, Inc. Yearbook Agreement (Job #41405; Vancleave Lower Elementary School 2024-2025 school year), Jostens, Inc. Terms of Sale; Jostens, Inc. Terms of Use; Jostens Standard Printing Terms and Conditions; as well as any other document and/or documents and/or terms and conditions made part of the agreement between the parties, are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Constitution of 1890, the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Jostens, Inc.:	Jackson County School District:
_____	_____
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
_____	_____
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
_____	_____
(DATE)	(DATE)

Jostens Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Job # 43726 (Use Physical 911 Address/No P.O. Boxes)
Customer Name: VANCLEAVE MIDDLE SCHOOL
Street Address: HIGHWAY 57 BOX 12424
City: VANCLEAVE
State: MS Zip/Postal: 39565
Customer Phone: (228)826-5902

Contact Name: Stephanie Hodges
Contact Role: Adviser
Contact Email: shodges@jcsd.k12.ms.us
Contact Phone: (228) 826-5902

The Term of this Agreement is for the following years:
(Specifications subject to annual review)
2025 through 2025

Program:
REFLECTIONS

Creation Method:
YTO

Ship Date: 4/25/2025 Trim Size: 8 1/2 x 11
Copies: 200 Pages: 64
Cover: Custom Litho
Paper Stock: GLOSS 80# 191

Ship kit by: (Sept is default) 31-MAY-24
(Allow 2 weeks for processing)

Proposed Budget: $ 7963.00
(Dollars only, not per book amount)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified (the "Term"). The parties agree as follows:

1. Jostens and the Customer will work together to establish all yearbook specifications, completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions. Changes to the specifications may result in additional charges on the final invoice.
2. After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

This agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions found at:

https://jostens.secure.force.com/terms?id=YBKUS

X _____
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

PRINTED NAME _____ DATE _____

X _____
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE
(IF REQUIRED)

PRINTED NAME _____ DATE _____

X _____
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

PRINTED NAME _____ DATE _____

Job Status: R **Rep #** 5020

*Rep: If new, previous publisher:

Type Order: JUNIOR HIGH SCH

School Type: Public

Yearbook included in Tuition: ☐

Additional Notes/Specifications (include Shipping Address if different than above address):

PRICE DOES NOT INCLUDE SHIPPING

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

869

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Middle School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Jostens, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Jostens, Inc. (Job #43726; Vancleave Middle School yearbook; 2024-2025 school year) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: To the extent prohibited by applicable law, the Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

Exhibit "A"

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: To the maximum extent required under Mississippi law, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: To the maximum extent required under Mississippi law, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for a claim of material breach shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: To the maximum extent required under Mississippi Law, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of the contract will control, provided that the terms are not contrary to Mississippi Law. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: As between Jostens, Inc. and Jackson County School District, even if not specifically provided for herein, the terms, conditions and provisions of the Jostens, Inc. Yearbook Agreement (Job #43726; Vancleave Middle School 2024-2025 school year), Jostens, Inc. Terms of Sale; Jostens, Inc. Terms of Use; Jostens Standard Printing Terms and Conditions; as well as any other document and/or documents and/or terms and conditions made part of the agreement between the parties, are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Constitution of 1890, the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Jostens, Inc.:	Jackson County School District:
_____	_____
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
_____	_____
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
_____	_____
(DATE)	(DATE)

Jostens Yearbook Agreement

Jostens, Inc. | 7760 France Avenue South, Suite 400 | Minneapolis, MN 55435 | 952-830-3300

Job # 43724 (Use Physical 911 Address/No P.O. Boxes)
Customer Name: VANCLEAVE UPPER ELEMENTARY SCHOOL
Street Address: 13901 HIGHWAY 57
City: VANCLEAVE
State: MS Zip/Postal: 39565-8306
Customer Phone: (228)826-4581

Contact Name: Teri Murray
Contact Role: Adviser
Contact Email: tmurray@jcsd.ms
Contact Phone: (228) 826-4188

The Term of this Agreement is for the following years:
(Specifications subject to annual review)
2025 through 2025

Program:
REFLECTIONS

Creation Method:
YTO

Ship Date: 4/25/2025 Trim Size: 8 1/2 x 11
Copies: 100 Pages: 48
Cover: Custom Litho
Paper Stock: GLOSS 80# 191

Ship kit by: (Sept is default) 31-MAY-24
(Allow 2 weeks for processing)

Proposed Budget: $3948.00
(Dollars only, not per book amount)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified (the "Term"). The parties agree as follows:

1. Jostens and the Customer will work together to establish all yearbook specifications, completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions. Changes to the specifications may result in additional charges on the final invoice.
2. After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

This agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions found at:

https://jostens.secure.force.com/terms?lid=YBKUS

X _____
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

_____ Jul 15, 2024
PRINTED NAME DATE

X _____
SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE
(IF REQUIRED)

_____ _____
PRINTED NAME DATE

X _____
Chris Creswell (Jul 15, 2024 10:23 CDT)
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

chris creswell Jul 15, 2024
PRINTED NAME DATE

Job Status: R **Rep #** 5020

*Rep: If new, previous publisher:

Type Order: ELEMENTARY SCH

School Type: Public

Yearbook included in Tuition: ☐

Additional Notes/Specifications (include Shipping Address if different than above address):

PRICE DOES NOT INCLUDE SHIPPING

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Upper Elementary School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Jostens, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Jostens, Inc. (Job #43724; Vancleave Upper Elementary School yearbook; 2024-2025 school year) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: To the extent prohibited by applicable law, the Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

Exhibit "A"

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: To the maximum extent required under Mississippi law, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: To the maximum extent required under Mississippi law, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for a claim of material breach shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: To the maximum extent required under Mississippi Law, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of the contract will control, provided that the terms are not contrary to Mississippi Law. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: As between Jostens, Inc. and Jackson County School District, even if not specifically provided for herein, the terms, conditions and provisions of the Jostens, Inc. Yearbook Agreement (Job #43724; Vancleave Upper Elementary School 2024-2025 school year), Jostens, Inc. Terms of Sale; Jostens, Inc. Terms of Use; Jostens Standard Printing Terms and Conditions; as well as any other document and/or documents and/or terms and conditions made part of the agreement between the parties, are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Constitution of 1890, the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Jostens, Inc.:	Jackson County School District:
_____	_____
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
_____	_____
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
_____	_____
(DATE)	(DATE)

Mississippi Gulf Coast YMCA
USE OF PREMISES AGREEMENT

This is an agreement between Mississippi Gulf Coast YMCA and Vancleave High School Swim Team relating to the following facilities at 1810 Government Street, Ocean Springs, MS 39564.

Mississippi Gulf Coast YMCA grants the Vancleave Swim Team permission to use such facilities as follows:

1. Vancleave Swim Team Practice: From July 22, 2024 thru October 16, 2024 (13 week period) the Vancleave Swim Team can occupy **FIVE (5) lanes** in the natatorium for 1.5 hours per day (4:00P -5:30P), Monday thru Thursday.

2. Host Vancleave Swim Meets: FIVE (5) Swim Meets lasting up to four (4) hours each will be hosted using the YMCA pool in which the natatorium will be closed to Y members during meet times.

Vancleave High School agrees to pay the Mississippi Gulf Coast YMCA $10,807.88 to be invoiced monthly for the use of the YMCA as outlined in this agreement.

This permission is granted upon these additional terms and conditions and is non-assignable.

Terms and Conditions of Facility Usage

1. Vancleave High School shall leave the facilities in a clean and orderly condition; if any alterations were allowed, restore the facilities to original condition, and shall repair any damage caused by its negligence or neglect or that of its representative or invitees.

2. Vancleave High School defends, indemnifies, and holds harmless Mississippi Gulf Coast YMCA, its directors, officers, employees, agents, volunteers, agents, and representatives of the Association (and its affiliated corporations and organizations) from all liability, loss, or damage whatever from any cause which may arise from the use of the facilities or activities in and about the same by Vancleave Swim Team or its representatives or invitees.

3. Vancleave High School shall provide and maintain comprehensive liability insurance during the period covered by this agreement insuring Mississippi Gulf Coast YMCA and Vancleave High School against liability for bodily injury (including death) and property damage from occurrences in or about the facilities, or the use or condition thereof, with a combined single limit of at least $500,000. Such insurance shall be primary and not contributing with any other insurance in effect for the YMCA, and be evidenced by a Certificate of Insurance naming the Mississippi Gulf Coast YMCA as an Additional

Insured. The Certificate of Insurance shall be delivered to the YMCA in advance of any use of the facilities. Vancleave High School shall attach the proper endorsement to the Certificate of Insurance and comply with the following Insurance Requirements:

(1) **Workers' Compensation & Employer's Liability**
   (a) Policy to be amended to state THIRTY (30) days prior written notice of cancellation to be given to the YMCA.
   (b) Statutory Limits for Workers Compensation; Employer's Liability with limits not less than $500,000 per accident
   (c) Waiver of Subrogation in favor of the YMCA shall be attached.

(2) **Comprehensive General and Automobile Liability Insurance**
   (a) With Bodily Injury and Property Damage Liability limits of not less than $500,000 each occurrence/$1,000,000 aggregate, and policy must include Premise/Operations, Products/Completed Operations, Sexual Abuse/Molestation, Personal & Advertising Injury, and Contractual Liability coverage.
   (b) Mississippi Gulf Coast YMCA, their employees, directors, officers, volunteers, representatives and agents of the Association shall be named as Additional Insureds.
   (c) Policy must be endorsed as follows: This policy shall be primary and not contributing with any other insurance in effect for the Additional Insured YMCA and a Waiver of Subrogation in favor of YMCA.
   (d) Policy to be endorsed to state THIRTY (30) days prior written notice of cancellation to be given to the YMCA.

(3) All Certificates of Insurance to be addressed and sent to the YMCA:
MS Gulf Coast YMCA
1810 Government Street
Ocean Springs, MS 39564

Attn: Jara Miller
E: jmiller@mgcymca.org
P: 228.875.5050

4. YMCA may terminate this agreement, and permission to use such facilities, at any time for good cause without obligation except to refund the amount which Vancleave High School has donated but not utilized the YMCA facility.

5. The Agreement shall be governed by and construed and interpreted pursuant to the laws of the State of Mississippi.

Expectations of Parties:

YMCA provides the following:

1. **4 Lap Lanes** to the Vancleave High School Swim Team during the above-mentioned time frame between the hours of 4:00P and 5:30P, 4 days per week (Monday-Thursday) at $14.25 per lane per hour billed in 2-hour increments. **The 5th lane** will be available between the hours of 4:00PM and 5:30PM, 4 days per week (Monday-Thursday) at a rate of $20.00 per hour.
2. Hosting 5 Vancleave Swim Meets in which the natatorium is closed to YMCA members.
3. Lifeguard supervision during each Vancleave swim meet and practice.
4. Provide locker rooms for the Vancleave swim team to shower after practice.
5. Maintain water chemistry balance in the facility in a satisfactory condition.
6. To invoice Vancleave High School monthly for pool rental usage/fees as follows:

   July & August 2024 to be invoiced by September 16, 2024
   September 2024 to be invoice by October 15, 2024
   October 2024 to be invoiced by November 15, 2024.

Vancleave High School provides the following:

1. To give the Vancleave High School swim team a meet schedule to the YMCA's Aquatic Director and Operations Director at least 4 weeks prior to the season kickoff.
2. Certificate of Liability to the YMCA that meets the stated requirements and names the MS Gulf Coast YMCA as an Additional Insured prior to the start of the swim season.
3. A Liability Waiver Release form for each Vancleave High School Swim Team participant.
4. To clean the natatorium and changing rooms after each practice and meet.
5. To be responsible and pay for any damages to YMCA facilities during hours of use for swim team purposes.
6. To follow all policies and procedures of the YMCA.
7. To notify the YMCA of the dates during the 13-week period in which Vancleave High School will not be practicing in the pool and in the event of any unexpected weather-related condition.
8. To pay the YMCA the following rental fees to utilize YMCAs facilities as follows:

RENTAL FEES

Pool Rental/Practice	$14.25	X	4 lanes	X	1.5 hours	X	51 days	=$4,360.50
5th lane	$20.00	X	5th lane	X	1.5 hours	X	51 days	=$1,530.00
Tryout Rental	$14.25	X	3 lanes	X	1.5 hours	X	3 days	=$192.38
Meet Guards	$12.50	X	2 guards	X	3 hours	X	5 meets	=$375.00
Practice Guards	$12.50	X	2 guards	X	2 hours	X	51 day	=$2,550.00
Pool Rental/Meets	$360.00	X	5 meets					=$1,800.00
							Final Cost	**=$10,807.88**

The parties agree to the terms and conditions above in the Use of Premises Agreement as written and further agree that the Jackson County School District Contract Addendum attached hereto as Exhibit "A" is incorporated into the Agreement between the parties.

For: Jackson County School District

(Authorized Name & Title)

Authorized Signature and Date

For: Mississippi Gulf Coast YMCA

Jara Miller, CEO

JACKSON COUNTY SCHOOL DISTRICT
CONTRACT ADDENDUM

Vancleave High School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with provisions contrary to or prohibited by Mississippi Law. Accordingly, the Jackson County School District and Mississippi Gulf Coast YMCA agree and covenant that each term and provision of the Mississippi Gulf Coast YMCA Use of Premises Agreement regarding the use of YMCA facilities by the Vancleave High School Swim Team, and any and all accompanying documents and forms related to said agreement are hereby modified and amended to conform to and comply with Mississippi Law applicable to political subdivisions of the State as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of the State of Mississippi and the Courts of the Mississippi Supreme Court.

Jackson County School District	Mississippi Gulf Coast YMCA
Signature:_____	Signature: [signature]
Name (printed):_____	Name (printed): Jara Miller
Title:_____	Title: CEO
Date:_____	Date: 7/26/2024

Exhibit "A"

Houghton Mifflin Harcourt

Proposal #008969101

Prepared For

East Central Middle School

21725 Slider Road
Moss Point MS 39562

Attention:
Laura Harry
lhj3245@jcsd.ms

For the Purchase of:

Read 180 (Flex); 1-Year Duration + Services

Prepared By
Lori Paschal Patton
lori.patton@hmhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
http://www.hmhco.com/common/terms-conditions

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Date of Proposal: 3/6/2024

Proposal for

East Central Middle School

Expiration Date: 9/30/2024

	ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 6-8							
Materials and Services							
1855459	9780358866183	Read 180 on Ed Flex Getting Started Live Online 2-Hour	$800.00	1	$800.00		$800.00
1867398	9780358937692	Read 180 on Ed Flex Student Digital Subscription 1 Year	$60.00	70	$4,200.00	$1,470.00	$2,730.00
1855113	9780358864646	Read 180 on Ed Flex Teacher Digital Subscription 1 Year	$199.00	3	$597.00	$597.00	
1866771	9780358933687	Read 180 Flex Coachly Digital License 1 Year Grades 3-12	$1,500.00	1	$1,500.00		$1,500.00
Total for Materials and Services			**$5,030.00**				
Total for Grade 6-8			**$5,030.00**				

Subtotal Purchase Amount:	**$5,030.00**
Shipping & Handling:	**$0.00**
Total Cost of Proposal (PO Amount):	**$5,030.00**

****Please add proper sales tax to your order****

Coupon Code: INTVFLEX

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Laura Harry
lhj3245@jcsd.ms

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Please submit this form with your purchase order

Date of Proposal: 3/6/2024

Proposal for
East Central Middle School

Expiration Date: 9/30/2024

Total Cost of Proposal (PO Amount): $5,030.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - Point of Contact for Print materials
  - Point of Contact for Digital materials
  - Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	**Sold to:**
East Central Middle School	Jackson County School District
	4701Col Vickery Rd
Hurley, MS 39555-0013	Vancleave, MS 39565

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.
Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: http://www.hmhco.com/common/terms-conditions

Date of Proposal: 3/6/2024 **Proposal Expiration Date: 9/30/2024**

Houghton Mifflin Harcourt

Coupon Code: INTVFLEX

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Laura Harry
lhj3245@jcsd.ms

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Date of Proposal: 3/6/2024

Proposal for
East Central Middle School

Expiration Date: 9/30/2024

Please indicate your acknowledgement of this cost proposal by signing below.

School/District Representative Lou Paschal Patten	**Date** July 10, 2024
HMH Sales Representative Lisa A. Jacobson	**Date** July 15, 2024
Manager's Approval Lisa Jacobson, Sr Director, Bids and Contracts	**Date**

Coupon Code: INTVFLEX

Send **Check Payments** to:
Houghton Mifflin Harcourt Publishing Company
14046 Collections Center Drive
Chicago, IL 60693

Attention:
Laura Harry
lhj3245@jcsd.ms

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS East Central Middle School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Houghton Mifflin Harcourt Publishing Company ("VENDOR"), does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the parties relating to Proposal #008969101, Read 180 (Flex) (Date of Proposal 03/06/2024), as follows:

1. Term/No Automatic Renewal: Unless otherwise specified in the contract, the term of the contract or any renewal thereof shall only be for the current school year to which the agreement applies. There shall be no automatic renewals and if the contract does extend past that date, such contract will not be void but shall be voidable at the discretion of the School Board. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and Vendor and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties. Nothing in the contract between the parties shall be interpreted to abridge, modify or reduce any of the defenses provided to the Jackson County School District by case law and/or statutes of the state of Mississippi.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect to the extent it is contrary to Mississippi law, but otherwise fully enforceable.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect except when the damages are caused by the District's negligence, willful misconduct or material breach of this addendum or Agreement, or third parties beyond the control of the Vendor, provided that in an event Vendor is required to indemnify District, Vendor shall be entitled to contribution to the extent of the relative fault, if any, of the District to the extent it is contrary to Mississippi law, but otherwise fully enforceable. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect to the extent it is contrary to Mississippi law, but otherwise fully enforceable.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this

addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Agreement between the parties relating to Proposal #008969101, Read 180 (Flex) (Date of Proposal 03/06/2024), including but not limited to the HMH Terms of Purchase located at http://www.hmhco.com/common/terms-conditions as well as any other terms and conditions of purchase provided for therein, and any other attendant documents that are made a part of the agreement between the parties, are hereby amended and modified where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Mississippi Attorney General and the Mississippi Supreme Court.

VENDOR: Houghton Mifflin Harcourt Publishing Company	Jackson County School District:
Lisa A. Jacobson	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Lisa Jacobson, Sr Director, Bids and Contracts	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
July 15, 2024	
(DATE)	(DATE)

Renaissance

Quote
3164156

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Vancleave Middle School - 707813
4725 Bull Dog Ln
Vancleave, MS 39565-9630
Contact: Ashley Allred - (228) 826-1757
Email: aaj2027@jcsd.ms

Reference ID: 739913

Quote Summary	
School Count: 1	
Renaissance Products & Services Total	$1,622.00
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $1,622.00**

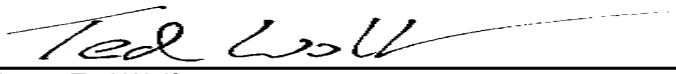
This quote includes: Renaissance Freckle.

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, please sign and return this Quote.
Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Vancleave Middle School - 707813
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 7/16/2024	Date:
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To:

If changes are necessary, or additional information is required, please contact your account executive Connor Gray at (601)914-2583, Thank You.

Renaissance

Quote
3164156

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Renaissance

Quote
3164156

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote Details

Vancleave Middle School - 707813

Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Freckle Math Student Subscription	08/01/2024 - 07/31/2025	100	$16.22	$0.00	$1,622.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00	$0.00
Vancleave Middle School Total				**$0.00**	**$1,622.00**

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All logos, designs, and brand names for Renaissance's products and services are trademarks of Renaissance Learning, Inc., and its subsidiaries, registered, common law, or pending registration in the United States. All other product and company names should be considered the property of their respective companies and organizations.

Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Middle School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Renaissance Learning, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Renaissance Learning, Inc. (Quote #3164156) (Reference ID: 739913); (Renaissance Freckle: Subscription period 8/01/2024–07/31/2025) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Renaissance Learning, Inc. (Quote #3164156) (Reference ID: 739913); (Renaissance Freckle: Subscription period 8/01/2024 - 07/31/2025) and the Renaissance Learning, Inc. Terms of Service and License (Pgs. 1-10; Provisions 1-11 + Exhibits A-D), as well as the Renaissance Learning, Inc. U.S. Privacy Notice (at https:// www.renaissance.com/privacy/) and any other document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and

applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Attorney General of Mississippi and the Mississippi Supreme Court.

Renaissance Learning, Inc.:	Jackson County School District:
Ted Wolf	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Ted Wolf, SVP Global Controller	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
July 30, 2024	
(DATE)	(DATE)

JACKSON COUNTY SCHOOL DISTRICT

OUTSIDE SPEAKER APPROVAL FORM

Teacher	Subject or Grade	School	Date
Vuyovich/Walley	8th Cyber Foundations	Vancleave Middle	9/7/24

Speaker's Name	Occupation
Kristen Johnson	Capt. Criminal Investigations, Jackson Co. Sheriffs Dept.

Subject of Speech or Presentation	Date of Speech or Presentation
Career Info and Cyber Safety	9/7/24

Is there any potential controversy relating to this speaker or the subject to be presented? ☐ *Yes* ☑ *No* *If Yes, explain.*

898

TEACHER'S SIGNATURE

Rebecca Vuyovich

☑ APPROVED ☐ DISAPPROVED

PRINCIPAL'S OR DIRECTOR'S SIGNATURE

COMMENT:

☑ APPROVED ☐ DISAPPROVED

ASSISTANT SUPERINTENDENT'S SIGNATURE

COMMENT:

Updated: February 2023

Docusign Envelope ID: 232C685E-26F4-407B-88C7-11DE73F883CB

NEW ORDER FORM

P.O. Box 1077
San Ramon, CA 94583
United States

Quote Number: Q-150191
Valid Until: 8/8/2024

Customer Information:

SOLD TO:

Customer Name	St Martin High School
Contact Name	Wilson Scarborough
Address	11300 Yellow Jacket Blvd Ocean Springs, MS 39564 United States
Email	wsj381@jcsd.ms
Phone	(228) 283-3420

BILL TO:

Contact Name	St. Martin High School
Address	11300 Yellow Jacket Blvd Ocean Springs, MS 39564 United States
Email	dbj3189@jcsd.ms
Phone	(228) 283-3000

Order Form Summary:

Services Start Date	8/8/2024	Payment Terms	Net 30
Services End Date	8/7/2025	Currency	USD
Auto Renew	Yes		

Product	Quantity	Unit Amount*	Line Item Amount
Remind Hub: Essentials Plan	1,322	$4.00	$5,288.00
Add-On: Included Enhanced Data Dashboard	1	$0.00	$0.00
			Initial Term Charge: $5,288.00

*The Unit Amount shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Unit Amount displayed above, and are the true and binding totals for this order

Terms and Conditions:

1 **PARTIES**: This Order Form (the "**Order Form**") is entered into by and between ParentSquare, Inc. ("**ParentSquare**"), as successor-in-interest to Remind101, Inc., and St Martin High School (the "**School**" or "**Customer**") as of the School's date of signature below (the "**Order Form Effective Date**"). Any reference to Remind or Remind101, Inc. in the Agreement (as defined below) or in any other agreement between the parties shall be deemed a reference to ParentSquare.

2 **AGREEMENT**: This Order Form hereby includes, incorporates and shall be governed by the terms and conditions of the Remind School Plan Standard Agreement (the "**Remind Standard Agreement**") located at https://www.remind.com/school-agreement (together with this Order Form, the "**Agreement**"). Unless otherwise stated in this Order Form, all terms defined in the Remind Standard Agreement shall have the same meaning in this Order Form.

If there is an inconsistency or conflict between the terms and conditions of this Order Form and the Remind Standard Agreement, the terms of this Order Form shall control with respect to the subject matter of this Order Form.

3 **SERVICES, FEES & PAYMENT**: Unless noted otherwise above, Customer will be invoiced at the start of the service period for the Initial Term Charge, plus any additional applicable taxes.

4 **AUTO-RENEWAL**: This Order Form shall remain in full force and effect from the Order Form Effective Date through the Services End Date. This Order Form will thereafter automatically renew for additional **12**-month terms (each, a "**Renewal Term**"), unless: (i) either party gives the other party written notice of its intent not to renew this Order Form at least **60** days prior to the end of the then-current term, (ii) this Order Form is specifically superseded by a new order form; or (iii) ParentSquare and the School agree in writing to subsequent renewal terms that are longer in duration than 12 months. Unless specified otherwise above, for the next Renewal Term, each Product shall renew at a price that is **10.0**% above the Unit Amount in effect immediately prior to the start of such subsequent Renewal Term. Additionally, upon renewal, Customer will be invoiced at the start of the subsequent Renewal Term.

Other Notes:

Additional Terms:

Paragraph 2. hereinbefore set forth is hereby amended to read as follows:

2.AGREEMENT: This Order Form includes and incorporates the terms and conditions of the Remind School Plan Standard Agreement (located at https://www.remind.com/school-agreement) and the Jackson County School District Standard Contract Addendum, attached hereto and incorporated herein as Exhibit "A", all of which together constitutes the "Agreement" between the parties. Any inconsistency or conflict between the terms, conditions and provisions of this Order Form, the Remind School Plan Standard Agreement and the Jackson County School District Standard Contract Addendum shall be controlled by the terms of the Jackson County School District Standard Contract Addendum solely to the extent necessary to comply with Mississippi law.

Docusign Envelope ID: 232C685E-26F4-407B-88C7-11DE73F883CB

NEW ORDER FORM

P.O. Box 1077
San Ramon, CA 94583
United States

Quote Number: Q-150191
Valid Until: 8/8/2024

IN WITNESS WHEREOF, by signature below of duly authorized representatives, the parties have caused this Order Form to be executed as of the Order Form Effective Date.

ParentSquare, Inc.	**St Martin High School**
Signature:	Signature:
Name: Order Form Signatures	Name: Wilson Scarborough
Title:	Title:
Date:	Date:

Docusign Envelope ID: 232C685E-26F4-407B-88C7-11DE73F883CB

Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS St. Martin High School is a part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, ParentSquare, Inc., as successor in interest to Remind101, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and ParentSquare, Inc., successor in interest to Remind101, Inc. regarding the New Order Form for Quote Number: Q-150191 (Remind Hub: Essentials Plan; Start Date 08/01/2024 - End Date 07/31/2025) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

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3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, and solely to the extent necessary to comply with Mississippi law, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, solely to the extent necessary to comply with Mississippi law, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

Docusign Envelope ID: 232C685E-26F4-407B-88C7-11DE73F883CB

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any applicable rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the ParentSquare, Inc., as successor in interest to Remind101, Inc. New Order Form for Quote Number: Q-150191 (Pgs. 1-3) and the Remind School Plan Standard Agreement Terms and Policies located at https://www.remind.com/school-agreement) and any other

Docusign Envelope ID: 232C685E-26F4-407B-88C7-11DE73F883CB

document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law.

ParentSquare, Inc.:	Jackson County School District:
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Order Form Signatures	Wilson Scarborough
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
(DATE)	(DATE)

Renaissance

Quote
3112589

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Vancleave Upper Elementary School - 92933
13901 Highway 57
Vancleave, MS 39565-8306
Contact: Jessica Mitchell - (228) 826-4188
Email: jcj3560@jcsd.ms

Reference ID: 667084

Quote Summary	
School Count: 1	
Renaissance Products & Services Total	$1,974.65
Applied Discounts	$(0.73)
Shipping and Processing	$0.00
Sales Tax	$0.00
Grand Total	**USD $1,973.92**

This quote includes: Renaissance Star Reading.

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, please sign and return this Quote.
Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date. The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Vancleave Upper Elementary School - 92933
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 7/30/2024	Date:
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.
Bill To:

If changes are necessary, or additional information is required, please contact your account executive Connor Gray at (601)914-2583, Thank You.

Renaissance

Quote
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Phone: (800) 338-4204 | Fax: (877) 280-7642
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All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Renaissance

Quote
3112589

2911 Peach Street, Wisconsin Rapids, WI 54494-1905
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote Details

Vancleave Upper Elementary School - 92933

Products & Services	Subscription Period	Quantity	Unit Price	Total
Applications				
Star Reading Subscription	08/01/2024 - 07/31/2025	365	$5.41	$1,974.65
Professional Services				
Foundations Professional Learning Package (included with purchase)		1	$0.00	$0.00
			Vancleave Upper Elementary School Subtotal	**$1,974.65**
			Applied Discounts	**$(0.73)**
			Vancleave Upper Elementary School Total	**USD $1,973.92**

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Exhibit "A"

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Upper Elementary school is part of the Jackson County School District, a political subdivision of the State of Mississippi and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Renaissance Learning, Inc., does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the Jackson County School District and Renaissance Learning, Inc. (Quote #3112589) (Reference ID: 667084) (Star Reading Subscription, subscription period 08/01/2024 – 07/31/2025) as follows:

1. Term/No Automatic Renewal: There shall be no automatic renewals. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration

and that any such term or provision requiring the same shall be deemed to be of no force or effect.

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Renaissance Learning, Inc. (Quote #3112589) (Pgs. 1-3) (Reference ID: 667084) and the Renaissance Learning, Inc. Terms of Service and License (Pgs. 1-10; Provisions 1-11 + Exhibits A-D), as well as the Renaissance Learning, Inc. U.S. Privacy Notice (at https://www.renaissance.com/privacy/) and any other document and/or documents made a part of the agreement between the parties are hereby amended and modified, where necessary and

applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Mississippi Supreme Court.

Renaissance Learning, Inc.:	Jackson County School District:
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
(DATE)	(DATE)

Docusign Envelope ID: 35B85CCC-0F4C-4BAE-A117-71398BBFE9F8

QUOTE

Lexia Learning Systems LLC
300 Baker Avenue, Suite 202
Concord, MA 01742 USA
Phone: (978) 405-6200
Fax: (978) 287-0062

Quote #: Q-623937-9
Created Date: 7/11/2024

Prepared By: Rebecca Ladner
Email: rebecca.ladner@lexialearning.com

Quote To:
VanCleave Middle School
4725 Bull Dog Ln
Vancleave, MS 39565 US

Bill To:
Ashley Allred
VanCleave Middle School
4725 Bull Dog Ln
Vancleave, MS 39565 US

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
8/1/2024	7/31/2025	55	Lexia PowerUp Literacy Student Subscription	$44.00	$2,420.00

Total Price $2,420.00
Est. Tax $0.00
Total Due $2,420.00

If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.

Fax or email Purchase Orders with quote number Q-623937-9 to the following:
Attn: Rebecca Ladner
Email: rebecca.ladner@lexialearning.com
Fax: 978-287-0062

PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.

TERMS AND CONDITIONS
**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid 60 days. Lexia will invoice the total price set forth above upon Customer's acceptance. Payment is due net 30 days of invoice.

TERM
This quote serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Onsite training fulfilled with virtual training equivalency as needed. Virtual training equivalency = four (4) live online sessions for each onsite training day session. Without prejudice to its other rights, Lexia may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

ORDER PROCESS

Docusign Envelope ID: 35B85CCC-0F4C-4BAE-A117-71398BBFE9F8

To submit an order, please fax this quote along with the applicable Purchase Order to: (978) 287-0062, or send by email to your sales representative's email address listed above.

NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

ACCEPTANCE
All Products and Services are offered subject to the Lexia K-12 Education Application License Agreement terms, available at https://lexialearning.com/privacy/eula (the "License"), as supplemented by the terms herein. By placing any order in response to this quote, Customer confirms its acceptance of the License Terms and the terms and fees in this quote, which together, constitute the entire agreement between Customer and Lexia regarding the Products and Services herein (the "Agreement"). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any Customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between Customer and Lexia relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.

The Jackson County School District Standard Contract Addendum attached hereto as Exhibit "A" is hereby incorporated into the Agreement between the parties.

Docusign Envelope ID: 35B85CCC-0F4C-4BAE-A117-71398BBFE9F8

JACKSON COUNTY SCHOOL DISTRICT
STANDARD CONTRACT ADDENDUM

WHEREAS Vancleave Middle School is a part of the Jackson County School District, a political subdivision of the State of Mississippi, and as such is restricted from entering into contracts and/or agreements with terms and/or provisions contrary to or prohibited by Mississippi Law.

NOW, therefore, in consideration of the mutual benefit to both parties, the undersigned contracting party, Lexia Learning Systems LLC, does hereby agree to the following standard terms, conditions and provisions of the Jackson County School District Standard Contract Addendum, and the same are hereby adopted and incorporated into, and shall apply to the Agreement between the parties regarding Q-623937-9 (Created Date: 07/11/2024); Lexia PowerUp Literacy Student Subscription (start date 08/01/2024 – end date 07/31/2025); as follows:

1. Term/No Automatic Renewal: Unless otherwise specified in the contract, the term of the contract or any renewal thereof shall only be for the current school year to which the agreement applies. There shall be no automatic renewals and if the contract does extend past that date, such contract will not be void but shall be voidable at the discretion of the School Board. Further, terms and provisions to the contrary notwithstanding, no contract can be entered into that binds a successor board.

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2. Renewal/Extension of Term: Any extension or renewal of the agreement between the parties is subject to approval by the Board of Education of the Jackson County School District and shall be subject to the terms of this addendum.

3. Governing Law: Mississippi law shall govern the interpretation of the agreement between the parties and any dispute that may arise between the parties. Nothing in the contract between the parties shall be interpreted to abridge, modify or reduce any of the defenses provided to the Jackson County School District by case law and/or statutes of the state of Mississippi.

4. Indemnity: The Jackson County School District shall not be subject to the terms of any provision or term in the contract requiring it to defend or indemnify any entity or party to the contract, and shall not be liable under any scenario for the other party's legal fees.

5. Venue/Exclusive Jurisdiction: The Courts of the State of Mississippi shall have exclusive jurisdiction of any dispute between the parties and the venue of said disputes shall be in Jackson County, Mississippi. Further, any entity or business which contracts with the Jackson County School District submits to the personal jurisdiction of the courts of Jackson County, Mississippi.

Docusign Envelope ID: 35B85CCC-0F4C-4BAE-A117-71398BBFE9F8

6. No waiver of Warranties: Notwithstanding any provisions to the contrary, any contract provision seeking to limit the Jackson County School District's recovery resulting from the breach of an express warranty or any implied warranty of merchantability or fitness for a particular purpose shall be of no force or effect.

7. No Waiver of Damages: Notwithstanding any provision to the contrary that may be found in the contract, supplemental terms or terms of use that may be referenced therein, any provision seeking to limit and/or waive the recovery by the Jackson County School District of any type of damages, including but not limited to consequential, special and/or punitive damages shall be of no force and effect. Further, any provision seeking to limit damages of the contracting party to the contract price or some other amount shall be of no force and effect.

8. Arbitration: The Jackson County School District shall not be subject to the terms of any provision contained in the contract, supplemental terms or terms of use that would require the Jackson County School District to submit the resolution of a dispute to binding arbitration and that any such term or provision requiring the same shall be deemed to be of no force or effect.

Docusign Envelope ID: 35B85CCC-0F4C-4BAE-A117-71398BBFE9F8

9. No Waiver of the Right of Trial by Jury: Notwithstanding any provision to the contrary, any provision seeking a waiver by the Jackson County School District to its right to a jury trial as to any aspect of a dispute between the parties hereto shall be of no force or effect.

10. No Waiver or Statute of Limitations: Notwithstanding any provision to the contrary, any provision seeking to limit or modify a statute of limitation for any purpose shall be of no force and effect.

11. No Waiver of Limitation of Rights or Remedies Under the Uniform Commercial Code: Notwithstanding any provision and/or language of the contract to the contrary, any provision seeking a waiver or to limit any rights and/or remedies of the Jackson County School District under the Uniform Commercial Code shall be of no force and effect.

12. Conflict of Terms: To the extent there is a conflict between the terms of this addendum or the terms of the contract, the terms of this addendum will control. Upon expiration or termination of this contract, the terms of this addendum shall survive and will apply with respect to any dispute that may exist between the parties.

13. Amendment: Even if not specifically provided for herein, the terms, conditions and provisions of the Lexia Learning Systems LLC Quote Q-623937-9 and Order Agreement (pgs. 1-2) (Created Date: 07/11/2024) regarding the Lexia

Docusign Envelope ID: 35B85CCC-0F4C-4BAE-A117-71398BBFE9F8

PowerUp Literacy Student Subscription (start date: 08/01/2024 – end date: 07/31/2025), and the Lexia K-12 Education Application License Agreement located at https://lexialearning.com/privacy/eula (the "License"), as well as the Lexia Website Properties Terms of use (Pgs. 1-4); Provisions 1-9, Issue Date 05/11/2016 and Website Privacy Policy (Section paragraphs 1-10) as well as any other documents that become a part of the agreement between the parties, are hereby amended and modified, where necessary and applicable and to the extent necessary to comply with Mississippi law as set forth in the Mississippi Code of 1972, as amended, and as interpreted by the Mississippi Attorney General and the Mississippi Supreme Court.

Lexia Learning Systems LLC:	Jackson County School District:
DocuSigned by: Nick Gaehde 4C1C4333FB5D4AE...	
NAME & TITLE (SIGNED)	NAME & TITLE (SIGNED)
Nick Gaehde, President	
NAME & TITLE (PRINT)	NAME & TITLE (PRINT)
8/7/2024	
(DATE)	(DATE)

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMUE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Kona Ice Sales

Full Name of Sponsor/Coach/Outside Officer: David LaPointe

~~920~~

Dates of fundraising activity: Beginning - 08/15/2024 Ending - 12/12/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Monthly
Kona Ice Sales

# of students involved: 625 Anticipated revenue: $$300.00

Anticipated use of revenue: Student
incentives and rewards.

Were students informed in writing that the fundraiser is voluntary? No

David A. Lapointe
David A. Lapointe (Jul 11, 2024 13:10 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Jul 11, 2024 Date

Approved by:

David A. Lapointe
David A. Lapointe (Jul 11, 2024 13:13 CDT)
Signature of Principal — Jul 11, 2024 Date

Montgomery Noblitt
Montgomery Noblitt (Jul 12, 2024 09:33 CDT)
Signature of Asst. Superintendent — Jul 12, 2024 Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Student Council

Full Name of Sponsor/Coach/Outside Officer: Elizabeth Bonilla

Dates of fundraising activity: Beginning - 07/18/2024 Ending - 08/01/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Selling Class Shirts
N/A

# of students involved: 35 Anticipated revenue: $$4,000

Anticipated use of revenue: Homecoming Hallways
N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Elizabeth Bonilla
Elizabeth Bonilla (Jul 11, 2024 08:30 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: Jul 11, 2024

Approved by:

Raina Holmes (Jul 11, 2024 08:51 CDT)
Signature of Principal — Date: Jul 11, 2024

Montgomery Noblitt
Montgomery Noblitt (Jul 12, 2024 09:29 CDT)
Signature of Asst. Superintendent — Date: Jul 12, 2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VMS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: VMS Student Council

Full Name of Sponsor/Coach/Outside Officer: Melisa Cates

Dates of fundraising activity: Beginning - 10/09/2024 Ending - 10/12/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Santa Shop; students shop for siblings and parents

N/A

# of students involved: 600 Anticipated revenue: $$800.00

Anticipated use of revenue: Used to purchase items for student reward and Who's Who's dance.

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Melissia Cates
Melissia Cates (Jul 22, 2024 13:29 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: Jul 22, 2024

Approved by:

Signature of Principal — Date: Jul 22, 2024

Montgomery Noblitt
Montgomery Noblitt (Jul 23, 2024 08:18 CDT)
Signature of Asst. Superintendent — Date: Jul 23, 2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VUE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: VUE PTO

Full Name of Sponsor/Coach/Outside Officer: Amy Haffrey

Dates of fundraising activity: Beginning - 09/30/2024 Ending - 05/23/2025

Location of fundraising: In school only # of Fundraiser: 3 of 3 fundraisers

Describe the fundraiser: Dance sessions for students

N/A

# of students involved: 340 Anticipated revenue: $ $8,000

Anticipated use of revenue: infrastructure support for VUE past projects include Sensory room and maintenance of road sign.

N/A

Were students informed in writing that the fundraiser is voluntary? No

Amy Haffrey (Jul 17, 2024 15:11 CDT) — Jul 17, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Kimberly Tillman (Jul 22, 2024 06:43 CDT) — Jul 22, 2024

Signature of Principal — Date

Montgomery Noblitt (Jul 22, 2024 08:48 CDT) — Jul 22, 2024

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VUE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: VUE PTO

Full Name of Sponsor/Coach/Outside Officer: Amy Haffrey PTO President

Dates of fundraising activity: Beginning - 07/25/2024 Ending - 12/17/2024

Location of fundraising: In school and community # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Santa shop for gifts and Poinsettia sales.
N/A

# of students involved: 340 Anticipated revenue: $ $7,000

Anticipated use of revenue: Playground equipment
n/a

Were students informed in writing that the fundraiser is voluntary? Yes

Amy Haffrey (Jul 17, 2024 15:11 CDT) Jul 17, 2024
Signature of Sponsor/Coach/Outside Organization Officer Date

Approved by:

Kimberly Tillman (Jul 17, 2024 15:12 CDT) Jul 17, 2024
Signature of Principal Date

Montgomery Noblitt (Jul 22, 2024 08:47 CDT) Jul 22, 2024
Signature of Asst. Superintendent Date

Signature of Superintendent Date

Signature of Board Chairman Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VUE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: VUE PTO

Full Name of Sponsor/Coach/Outside Officer: Amy Haffrey

Dates of fundraising activity: Beginning - 07/25/2024 Ending - 05/23/2025

Location of fundraising: In school only # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: PTO Store selling shirts and holiday gifts.
N/A

# of students involved: 340 Anticipated revenue: $ $5,500

Anticipated use of revenue: School wide appreciation days and student fun days
N/A

Were students informed in writing that the fundraiser is voluntary? No

Amy Haffrey (Jul 17, 2024 15:10 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: Jul 17, 2024

Approved by:

Kimberly Tillman (Jul 17, 2024 15:11 CDT)
Signature of Principal — Date: Jul 17, 2024

Montgomery Noblitt (Jul 18, 2024 07:33 CDT)
Signature of Asst. Superintendent — Date: Jul 18, 2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: VHS Fast Pitch Softball

Full Name of Sponsor/Coach/Outside Officer: Steven Kyle Long

Dates of fundraising activity: Beginning - 07/22/2024 Ending - 07/22/2024

Location of fundraising: Online (GoFundMe, Donors Ch # of Fundraiser: 0 of 3 fundraisers

Describe the fundraiser: Donation- Chevron / Your Cause

N/A

# of students involved: 0 Anticipated revenue: $$500

Anticipated use of revenue: Support VHS Fast Pitch Program

N/A

Were students informed in writing that the fundraiser is voluntary? No

Steven Kyle Long
Steven Kyle Long (Jul 22, 2024 09:51 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Jul 22, 2024 — Date

Approved by:

Dean Lepoma (Jul 22, 2024 10:07 CDT)
Signature of Principal — Jul 22, 2024 — Date

Signature of Asst. Superintendent — Jul 22, 2024 — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMEE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: PTO

Full Name of Sponsor/Coach/Outside Officer: Keishonda Peterson

Dates of fundraising activity: Beginning - 08/13/2024 Ending - 08/23/2024

Location of fundraising: In school and community # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Raffle for Saints tickets.

# of students involved: 730 Anticipated revenue: $$30,000

Anticipated use of revenue: School supplies and events.

Were students informed in writing that the fundraiser is voluntary? Yes

Keishonda Peterman (Jul 16, 2024 12:42 CDT) — Jul 16, 2024
Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Brigette Myers (Jul 16, 2024 12:45 CDT) — Jul 16, 2024
Signature of Principal — Date

Montgomery Noblitt (Jul 19, 2024 10:17 CDT) — Jul 19, 2024
Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMUE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: SMUE PTO

Full Name of Sponsor/Coach/Outside Officer: Destiny Lind

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 05/01/2025

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: T-shirt sales

# of students involved: 625 Anticipated revenue: $$2,000.00

Anticipated use of revenue: Student and Teacher incentives, Teacher Appreciation week

Were students informed in writing that the fundraiser is voluntary? No

Destiny Lind (Jul 25, 2024 08:57 CDT) — Jul 25, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

David A. Lapointe — Jul 25, 2024

David A. Lapointe (Jul 25, 2024 09:20 CDT)

Signature of Principal — Date

Montgomery Noblitt — Jul 25, 2024

Montgomery Noblitt (Jul 25, 2024 11:49 CDT)

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMAC Athletics

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: SMHS Girls Golf

Full Name of Sponsor/Coach/Outside Officer: Catherine Bridges

Dates of fundraising activity: Beginning - 08/13/2024 Ending - 08/13/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: NOT A FUNDRAISER.
Boosters donating a check to girls golf activity account.

# of students involved: 10 Anticipated revenue: $$1,500.00

Anticipated use of revenue: Purchase
golf bags

Were students informed in writing that the fundraiser is voluntary? Yes

Catherine Bridges
Catherine Bridges (Jul 26, 2024 11:03 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Jul 26, 2024 — Date

Approved by:

Jesse W Kanode
Jesse W Kanode (Jul 26, 2024 11:05 CDT)
Signature of Principal — Jul 26, 2024 — Date

Signature of Asst. Superintendent — Jul 26, 2024 — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Yearbook

Full Name of Sponsor/Coach/Outside Officer: Kathyrn Kuehn

Dates of fundraising activity: Beginning - 07/22/2024 Ending - 09/30/2024

Location of fundraising: In school and community # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Sale of Homecoming tshirts

# of students involved: 6 Anticipated revenue: $$300.00

Anticipated use of revenue: Assist with costs of yearbook publication

Were students informed in writing that the fundraiser is voluntary? Yes

Kathryn Kuehn
Kathryn Kuehn (Jul 29, 2024 12:09 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: Jul 29, 2024

Approved by:

Shea Scarborough
Shea Scarborough (Jul 29, 2024 14:06 CDT)
Signature of Principal — Date: Jul 29, 2024

Montgomery Noblitt
Montgomery Noblitt (Jul 29, 2024 16:05 CDT)
Signature of Asst. Superintendent — Date: Jul 29, 2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: DECA- Marketing Club

Full Name of Sponsor/Coach/Outside Officer: Bethany Kell

Dates of fundraising activity: Beginning - 12/01/2024 Ending - 02/28/2025

Location of fundraising: In school and community # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: DECA sells Valentine Packages to All Schools

N/A

# of students involved: 60 Anticipated revenue: $$3,000.00

Anticipated use of revenue: All proceeds are used for DECA competitions @ District, State & National Levels.

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Bethany Kell
Bethany Kell (Jul 26, 2024 15:12 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Jul 26, 2024 — Date

Approved by:

Raina Holmes (Jul 31, 2024 10:31 CDT)
Signature of Principal — Jul 31, 2024 — Date

Montgomery Noblitt
Montgomery Noblitt (Jul 31, 2024 11:49 CDT)
Signature of Asst. Superintendent — Jul 31, 2024 — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: VHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: VHS DECA - Marketing Club

Full Name of Sponsor/Coach/Outside Officer: Bethany Kell

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 05/23/2025

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Selling snacks, drinks, balloons, birthday packages - school based store

n/a

# of students involved: 60 Anticipated revenue: $$3,500.00

Anticipated use of revenue: All proceeds are used for DECA competitions @ District, State & National level

n/a

Were students informed in writing that the fundraiser is voluntary? Yes

Bethany Kell — Jul 26, 2024
Bethany Kell (Jul 26, 2024 13:34 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Raina Holmes (Jul 26, 2024 16:17 CDT) — Jul 26, 2024
Signature of Principal — Date

Montgomery Noblitt — Jul 29, 2024
Montgomery Noblitt (Jul 29, 2024 09:39 CDT)
Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VLE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Kona Ice

Full Name of Sponsor/Coach/Outside Officer: Krista Sablich

Dates of fundraising activity: Beginning - 07/31/2024 Ending - 05/23/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Once a month Kona Ice will be present at the school

N/A

# of students involved: 650 Anticipated revenue: $$1,000

Anticipated use of revenue: Student/School Supplies

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Krista Sablich — Jul 29, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Krista Sablich — Jul 30, 2024

Signature of Principal — Date

Montgomery Noblitt — Jul 30, 2024

Montgomery Noblitt (Jul 30, 2024 13:59 CDT)

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: VLE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: VLE-Reading for Education

Full Name of Sponsor/Coach/Outside Officer: Krista Sablich

Dates of fundraising activity: Beginning - 01/01/2025 Ending - 01/31/2025

Location of fundraising: In school and community # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: Students and families provide email address to Reading for Education

N/A

# of students involved: 650 Anticipated revenue: $$1,000

Anticipated use of revenue: Student/School Supplies

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Krista Sablich — Jul 29, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Krista Sablich — Jul 30, 2024

Signature of Principal — Date

Montgomery Noblitt — Jul 30, 2024

Montgomery Noblitt (Jul 30, 2024 13:59 CDT)

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: VLE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: VLE-Bulldog Holiday Store/Cart

Full Name of Sponsor/Coach/Outside Officer: Katryna Twilbeck

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 05/23/2025

Location of fundraising: In school only # of Fundraiser: 3 of 3 fundraisers

Describe the fundraiser: cart/shop available to students weekly to make purchases, items
N/A

# of students involved: 650 Anticipated revenue: $$1,500

Anticipated use of revenue: Student/School Supplies
N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Katryna Twilbeck (Jul 29, 2024 14:39 CDT) — Jul 29, 2024
Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Krista Soblitt — Jul 31, 2024
Signature of Principal — Date

Montgomery Noblitt — Jul 31, 2024
Montgomery Noblitt (Jul 31, 2024 11:49 CDT)
Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: VLE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: VLE-PTO

Full Name of Sponsor/Coach/Outside Officer: Keri Wiggins

Dates of fundraising activity: Beginning - 07/25/2024 Ending - 05/23/2025

Location of fundraising: Online (GoFundMe, Donors Ch # of Fundraiser: 3 of 3 fundraisers

Describe the fundraiser: Seasonal cookie dough, cookies, pies and other dessert items sold

N/A

# of students involved: 650 Anticipated revenue: $$3,000

Anticipated use of revenue: School needs, student supplies and events

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Keri Wiggins (Jul 30, 2024 12:11 CDT) — Jul 30, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Krista Sobli — Jul 30, 2024

Signature of Principal — Date

Montgomery Noblitt
Montgomery Noblitt (Jul 30, 2024 14:00 CDT) — Jul 30, 2024

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VLE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: VLE-PTO

Full Name of Sponsor/Coach/Outside Officer: Keri Wiggins

Dates of fundraising activity: Beginning - 07/25/2025 Ending - 04/30/2025

Location of fundraising: Online (GoFundMe, Donors Ch # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: School Spirit Shirts and Sweatshirts sold

N/A

# of students involved: 650 Anticipated revenue: $$8,000

Anticipated use of revenue: School needs, student supplies and events

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Keri Wiggins (Jul 29, 2024 14:47 CDT) — Jul 29, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Krista Soblitt — Jul 29, 2024

Signature of Principal — Date

Montgomery Noblitt — Jul 29, 2024

Montgomery Noblitt (Jul 29, 2024 16:06 CDT)

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: VLE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: VLE-PTO

Full Name of Sponsor/Coach/Outside Officer: Keri Wiggins

Dates of fundraising activity: Beginning - 07/25/2024 Ending - 05/23/2025

Location of fundraising: In school only # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: Students shop from PTO Shop/Cart

N/A

# of students involved: 650 Anticipated revenue: $$2,000

Anticipated use of revenue: School needs, student supplies and events

N/A

Were students informed in writing that the fundraiser is voluntary? Yes

Keri Wiggins (Jul 30, 2024 12:12 CDT) Jul 30, 2024

Signature of Sponsor/Coach/Outside Organization Officer Date

Approved by:

Kristi Sablich Jul 30, 2024

Signature of Principal Date

Montgomery Noblitt Jul 30, 2024

Montgomery Noblitt (Jul 30, 2024 14:00 CDT)

Signature of Asst. Superintendent Date

Signature of Superintendent Date

Signature of Board Chairman Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: Volleyball Team

Full Name of Sponsor/Coach/Outside Officer: John Hackney

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 12/13/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Concession stand during home games

# of students involved: 10 Anticipated revenue: $$2,000.00

Anticipated use of revenue: Meals, uniforms, and trophies

Were students informed in writing that the fundraiser is voluntary? Yes

John Adam Hackney
John Adam Hackney (Jul 31, 2024 10:22 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Jul 31, 2024 — Date

Approved by:

Shea Scarborough
Shea Scarborough (Jul 31, 2024 10:26 CDT)
Signature of Principal — Jul 31, 2024 — Date

Signature of Asst. Superintendent — Jul 31, 2024 — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: SMHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: Theatre

Full Name of Sponsor/Coach/Outside Officer: Sarah Bartos

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 12/13/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Concession stand during home games

# of students involved: 25 Anticipated revenue: $$8,000.00

Anticipated use of revenue: Meals, props, travel and other misc expense

Were students informed in writing that the fundraiser is voluntary? Yes

Sarah Bartos — Aug 1, 2024
Sarah Bartos (Aug 1, 2024 09:44 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Shea Scarborough — Aug 1, 2024
Shea Scarborough (Aug 1, 2024 11:12 CDT)
Signature of Principal — Date

Montgomery Noblitt — Aug 1, 2024
Montgomery Noblitt (Aug 1, 2024 11:34 CDT)
Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: ECHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: ECHS Science Club

Full Name of Sponsor/Coach/Outside Officer: Shawn Chesser

Dates of fundraising activity: Beginning - 06/01/2024 Ending - 12/13/2024

Location of fundraising: Online (GoFundMe, Donors Ch # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: MS Space Grant Consortium
na

# of students involved: 8 Anticipated revenue: $ $1,000.00

Anticipated use of revenue: ECHS Science Club Human Exploration Rover Challenge (NASA HERC)
na

Were students informed in writing that the fundraiser is voluntary? Yes

Shawn Chesser
Shawn Chesser (Jul 30, 2024 13:36 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: 07/30/2024

Approved by:

James Hughey
James Hughey (Jul 30, 2024 13:39 CDT)
Signature of Principal — Date

Montgomery Noblitt
Montgomery Noblitt (Jul 31, 2024 14:28 CDT)
Signature of Asst. Superintendent — Date: 07/31/2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: ECHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: HOSA

Full Name of Sponsor/Coach/Outside Officer: Lisa Green

Dates of fundraising activity: Beginning - 08/30/2024 Ending - 09/20/2024

Location of fundraising: In school only # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: Yankee Candle/Wrapping Paper Sales/ Snacks
na

# of students involved: 35 Anticipated revenue: $ $2,000.00

Anticipated use of revenue: State Hosa Travel & Hotel Fees
na

Were students informed in writing that the fundraiser is voluntary? Yes

Lisa Green
Lisa Green (Jul 30, 2024 13:34 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: 07/30/2024

Approved by:

James Hughey
James Hughey (Jul 30, 2024 13:36 CDT)
Signature of Principal — Date

Montgomery Noblitt
Montgomery Noblitt (Jul 31, 2024 14:27 CDT)
Signature of Asst. Superintendent — Date: 07/31/2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: VHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Vancleave High School Concessions

Full Name of Sponsor/Coach/Outside Officer: Tammie Miller

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 05/23/2025

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Sell of snacks that follow smart snacks guidelines.
N/A

# of students involved: 750 Anticipated revenue: $$5,000.00

Anticipated use of revenue: Purchase items needed by students throughout the 2024/2025 school year.
N/A

Were students informed in writing that the fundraiser is voluntary? No

Tammie Miller
Tammie Miller (Jul 31, 2024 10:24 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: Jul 31, 2024

Approved by:

Raina Holmes (Aug 1, 2024 13:55 CDT)
Signature of Principal — Date: Aug 1, 2024

Montgomery Noblitt (Aug 2, 2024 11:34 CDT)
Signature of Asst. Superintendent — Date: Aug 2, 2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
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School Name: ECHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: ECHS HOSA

Full Name of Sponsor/Coach/Outside Officer: Lisa Green

Dates of fundraising activity: Beginning - 09/23/2024 Ending - 10/02/2024

Location of fundraising: In school and community # of Fundraiser: 3 of 3 fundraisers

Describe the fundraiser: Chick Fil A Lunch Sale

na

# of students involved: 35 Anticipated revenue: $ $2,000.00

Anticipated use of revenue: State HOSA travel & hotel fees

na

Were students informed in writing that the fundraiser is voluntary? Yes

Lisa Green
Lisa Green (Jul 30, 2024 13:35 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: 07/30/2024

Approved by:

James Hughey
James Hughey (Jul 30, 2024 13:36 CDT)
Signature of Principal — Date

Montgomery Noblitt
Montgomery Noblitt (Jul 31, 2024 14:28 CDT)
Signature of Asst. Superintendent — Date: 07/31/2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: SMHS

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: Theatre Booster Club

Full Name of Sponsor/Coach/Outside Officer: Bridgett Lopez

Dates of fundraising activity: Beginning - 08/13/2024 Ending - 09/13/2024

Location of fundraising: In community only # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: World's Finest Chocolate

# of students involved: 30 Anticipated revenue: $$2,000.00

Anticipated use of revenue: To offset the school trip to Universal in Orlando.

Were students informed in writing that the fundraiser is voluntary? Yes

Bridget Lopez (Aug 5, 2024 08:14 CDT) — Aug 5, 2024

Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Shea Scarborough — Aug 5, 2024

Shea Scarborough (Aug 5, 2024 08:58 CDT)

Signature of Principal — Date

Montgomery Noblitt — Aug 5, 2024

Montgomery Noblitt (Aug 5, 2024 11:25 CDT)

Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
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School Name: SMHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Buzz

Full Name of Sponsor/Coach/Outside Officer: Wilson Shea Scarborough

Dates of fundraising activity: Beginning - 08/13/2024 Ending - 06/30/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Selling everyday student tshirts

# of students involved: 0 Anticipated revenue: $$5,000.00

Anticipated use of revenue: Student rewards, snacks, misc needs

Were students informed in writing that the fundraiser is voluntary? Yes

Shea Scarborough — Aug 2, 2024
Shea Scarborough (Aug 2, 2024 14:28 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

Shea Scarborough — Aug 2, 2024
Shea Scarborough (Aug 2, 2024 14:29 CDT)
Signature of Principal — Date

Montgomery Noblitt — Aug 5, 2024
Montgomery Noblitt (Aug 5, 2024 11:18 CDT)
Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: ECHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: HOSA

Full Name of Sponsor/Coach/Outside Officer: Lisa Green

Dates of fundraising activity: Beginning - 08/01/2024 Ending - 10/01/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: HOSA Shirt / Sweatshirt Sale

na

# of students involved: 35 Anticipated revenue: $ $1,500

Anticipated use of revenue: State HOSA travel & hotel fees

na

Were students informed in writing that the fundraiser is voluntary? Yes

Lisa Green
Lisa Green (Jul 30, 2024 13:33 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Date: 07/30/2024

Approved by:

James Hughey
James Hughey (Jul 30, 2024 13:35 CDT)
Signature of Principal — Date

Montgomery Noblitt
Montgomery Noblitt (Aug 6, 2024 11:03 CDT)
Signature of Asst. Superintendent — Date: 07/30/2024

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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School Name: ECHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: ECHS Yearbook

Full Name of Sponsor/Coach/Outside Officer: Morgan Mizell

Dates of fundraising activity: Beginning - 08/15/2024 Ending - 04/30/2025

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Tshirt, valentine, snacks & photos

na

# of students involved: 15 Anticipated revenue: $ $3,000.00

Anticipated use of revenue: use for yearbook equipment

na

Were students informed in writing that the fundraiser is voluntary? Yes

Morgan Mizell
Morgan Mizell (Aug 6, 2024 06:59 CDT)
Signature of Sponsor/Coach/Outside Organization Officer

08/06/2024
Date

Approved by:

James Hughey
James Hughey (Aug 6, 2024 07:11 CDT)
Signature of Principal

Date

Montgomery Noblitt
Montgomery Noblitt (Aug 6, 2024 08:58 CDT)
Signature of Asst. Superintendent

Date

Signature of Superintendent

Date

Signature of Board Chairman

Date

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMUE

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: SMUE PTO

Full Name of Sponsor/Coach/Outside Officer: Destiny Lind

Dates of fundraising activity: Beginning - 09/06/2024 Ending - 05/25/2025

Location of fundraising: In school only # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: Monthly holiday themed events (Back to school dance/Halloween Fundraiser/Turkey Feather Sales/Santa Shop/Candy Cane Grams/Mardi Gras/Easter/Field Day)

# of students involved: 625 Anticipated revenue: $$5,000

Anticipated use of revenue: Student incentives/ Campus Beautification Projects

Were students informed in writing that the fundraiser is voluntary? No

Destiny Lind (Aug 6, 2024 09:59 CDT) — Aug 6, 2024
Signature of Sponsor/Coach/Outside Organization Officer — Date

Approved by:

David A. Lapointe
David A. Lapointe (Aug 6, 2024 10:44 CDT) — Aug 6, 2024
Signature of Principal — Date

Montgomery Noblitt
Montgomery Noblitt (Aug 6, 2024 11:04 CDT) — Aug 6, 2024
Signature of Asst. Superintendent — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

(Print) School Name: Jackson County Technology Center

Is the requesting club or activity a ☑ school student activity program/club or an ☐ outside organization?

Will the resulting money be collected by ☑ school employees or ☐ members of an outside organization?

(Print) Name of Activity/Sport/Outside Organization: HOSA (Health Occupations Students of America

(Print) Full Name of Sponsor/Coach/Outside Officer: Breanna K. Bean 971

Dates of fundraising activity (Beginning and Ending): Aug. 2024 - June 2025

Location of fundraising: ☐ In school only ☐ In Community Only ☑ In School and Community

☐ Online (GoFundMe, Donors Chose, etc.)

Describe the fundraiser: HOSA Conference costs

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

# of students involved 40 Anticipated revenue $4,000.00

Anticipated use of revenue State and International Leadership Conference (Nashville, TN)

Were students informed in writing that the fundraiser is voluntary? ☑ Yes ☐ No

Breanna K Bean — Signature of Sponsor/Coach/Outside Organization Officer — Date 8/6/2024

Approved by:

Signature of Principal — Date 8/6/24

Signature of Asst. Superintendent — Date 8/7/24

Signature of Superintendent — Date

Signature of Board Chairman — Date

Revised October 2018

JCTC Health Science Fundraisers

We would like to participate in the following fundraisers to help cover costs of HOSA State & International Leadership conference, and classroom activities/trips.

1. Rada Manufacturing Cutlery fundraising
2. Right Response Fundraising- first aid kits for sale
3. World Finest Chocolate Fundraiser
4. Community Bake Sale: Ex: Greer's day- bagging groceries and bake sale.
5. Ozark Delight sales
6. Custom Resources Fundraisers
7. Chick-fil-A sales
8. Car wash
9. CPR certification courses

Thank you,

Brieanna Bean

JACKSON COUNTY SCHOOL DISTRICT
Fundraiser Authorization Form

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.

School Name: SMUE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Scholastic Book Fair

Full Name of Sponsor/Coach/Outside Officer: Cassandra Lizana

Dates of fundraising activity: Beginning - 11/18/2024 Ending - 11/22/2024

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Scholastic Book Fair

# of students involved: 625 Anticipated revenue: $$1,500.00

Anticipated use of revenue: Supplies and books

Were students informed in writing that the fundraiser is voluntary? No

Cassandra Lizana
Cassandra Lizana (Aug 7, 2024 08:48 CDT)
Signature of Sponsor/Coach/Outside Organization Officer — Aug 7, 2024 — Date

Approved by:

David A. Lapointe
David A. Lapointe (Aug 7, 2024 10:44 CDT)
Signature of Principal — Aug 7, 2024 — Date

Montgomery Noblitt
Montgomery Noblitt (Aug 7, 2024 14:39 CDT)
Signature of Asst. Superintendent — Aug 7, 2024 — Date

Signature of Superintendent — Date

Signature of Board Chairman — Date

Complete after Fundraiser:

Actual use of revenue: _____

Total revenue generated: _____

Bank and name of account where revenue was deposited into: _____

Revised January 2024

MINUTES OF THE MEETING

JACKSON COUNTY PLANNING COMMISSION

Members Present: Ms. Regina Holland
Dr. Jeffrey Knight
Mr. James Brewer
Mr. George Scholl
Ms. Karen Pittman

Members Absent: Mr. Stuart White
Mr. Lazaro Rovira

Also, Present: Mr. Marcus Catchot, Planning Director
Mr. Luke Brenner, Building Official
Ms. Cathy Wright, Office Manager
Ms. Amanda Moser, Zoning Administrator
Ms. Mary Ann Baran, Zoning Assistant
Ms. Elizabeth Dill, Compliance Officer
Ms. Norma Jean Ladner Soroe, Court Reporter
Ms. April McDonald, County Attorney
Ms. Marissa Jones, Floodplain Manager

The regularly scheduled meeting of the Jackson County Planning Commission was held at **9:00 A.M., June 19, 2024**, in the regular meeting place of the Board of Supervisors located at **2915 Canty Street, Jackson County Services Complex** in the City of Pascagoula, Mississippi.

Subdivisions:

Crane Landing – Final Plat – being developed by SL Coastal, LLC, Dennis Stieffel & Associates, Inc., Engineer, consisting of 77 single-family residential lots, zoned R-1A, Seaman Road, Latimer. Garrett Green, engineer with Michael Baker International stated all comments have been addressed. Ms. Holland made the motion to approve the Final Plat for Crane Landing Subdivision. Mr. Brewer seconded the motion. The vote to approve the motion was 5-0.

Pelican Landing – Acceptance of Maintenance & Performance Bonds – being developed by Savannah Walk Townhomes, LLC, consisting of 42 townhome lots, Andy Phelan, engineer, zoned R-4, Walker Road, St. Martin area. Ms. Holland made the motion to approve the Acceptance of Maintenance and Performance Bonds for Pelican Landing Subdivision. Dr. Knight2 seconded the motion. The vote to approve the motion was 5-0.

Acceptance of Approval of Minor Subdivision (Adam Dial) – a subdivision of land consisting of six (6) parcels, zoned A-1, Old River Road, Vancleave area. Garrett Green, engineer with Michael Baker International stated the review had been done and approval is recommended. Ms. Holl and made the motion to approve the Acceptance of Approval of Minor Subdivision (Adam Dial). Mr. Sholl seconded the motion. The vote to approve the motion was 5-0.

Public Hearings:

VARI-05-2024-00067 **Regina Vanhooser Cobb– Variance** – to request a five (5) foot Front Yard Variance of the minimum twenty-five (25) feet required and also a two (2) foot Rear Yard Variance of the minimum twenty-five (25) feet required on vacant property for the construction of a new residence, zoned R-1A, 12720 Corban Place, St. Martin area. The applicant was present. Ms. Cobb explained the lot was odd shaped. There was no public comment. The motion to approve the application was made by Dr. Knight. The basis for the recommendation is the exceptional shape of the property and the strict application of the regulations would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of the property and the variance will carry out the purpose and intent of these regulations. Mr. Brewer seconded the motion. The vote to approve the motion was 5-0.

SPEC-05-2024-00069* **Phyllis & Ronald Turner – Special Exception** – to allow a storage shed to remain on property and also a camper for farm hand to be occupied 3 to 4 months out of the year in front of the residence, zoned A-2, 4995 Orange Grove Street, Orange Grove area. The applicant was present. Mr. Turner explained the RV isn't used for living purposes. He hires a hunter to help control the pig population. There was no public comment. The motion to approve the application with the stipulation that both RV's are permitted and operable with a 6-month review was made by Ms. Holland. The basis for the motion is the request will be in harmony with the purpose and intent of the ordinance and will not be injurious to the neighborhood or general welfare. Mr. Brewer seconded the motion. The vote to approve the motion was 4-1.
Aye: Ms. Holland, Mr. Brewer, Mr. Sholl, Ms. Pittman
Nay: Dr. Knight

USEP-05-2024-00070 **Freida Vessels – Use Permit** – to allow temporary placement of a mobile home on vacant property, zoned A-2, Section Road, Hurley area. The applicant was present. Ms. Vessels explained that she does plan to build a residence. There was no public comment. The motion to approve the application was made by Dr. Knight. The basis for the motion is the request will be in harmony with the principal permitted use of the zone. Ms. Holland seconded the motion. The vote to approve the motion was 5-0.

SPEC-05-2024-00071 **Chris & Deanna Roessling – Special Exception** – to allow an existing storage shed to remain on vacant property and also temporary placement of a camper for short stays and weekends, zoned A-1, Larue Road, Latimer area. The applicant wasn't present. There was no public comment. The motion to table the application was made by Mr. Brewer. The basis for the motion is the request had no representation. Dr. Knight seconded the motion. The vote to approve the motion was 5-0.

SPEC-05-2024-00072 **Danny & Dorothy Jay – Special Exception** – to allow temporary placement of a travel trailer for caretaker (Darlene Beaugez), zoned A-1, 2300 Carter Homestead Road, Vancleave area. Ms. Beaugez was present to speak on the application. Ms. Beaugez explained the travel trailer would not be visible from the road. Previously, there had been a mobile home on the property and water and sewer are available. Both parents are in ill health and need care. There was no public comment. The motion to approve the application with the stipulation that the travel trailer is only used by Ms. Darlene Beaugez for a period of 1 year with a review in 1 year was made by Dr. Knight. The basis for the motion is the request will be in harmony with the purpose and intent of the ordinance and will not be injurious to the neighborhood or general welfare. Mr. Brewer seconded the motion. The vote to approve the motion was 5-0.

SPEC-05-2024-00073* **Tiffany Bublavek – Special Exception** – to allow temporary placement of a camper for caretaker of father and his fiance, zoned A-1, 8700 Delancey Road, Latimer area. Ms. Bublavek explained that she is the main caretaker of her father and his fiancé. She is trying to correct all the previous violations. Those present and in opposition to the application were Michelle ?????, Josh Delancey, Lydia Delancey, Honer Delancey and Tracey Delancey. The motion to deny the application was made by Ms. Holland. The basis for the motion is the request will not be in harmony with the purpose and intent of the ordinance and will be injurious to the neighborhood or general welfare. Mr. Sholl seconded the motion. The vote to approve the motion was 4-1.
Aye: Ms. Holland, Dr. Knight, Mr. Sholl, Ms. Pittman
Nay: Mr. Brewer

USEP-05-2024-00074 **Darla Rogers – Use Permit** – to allow temporary placement of a mobile home, zoned A-2, 12313 Maples Lane, Franklin Creek area. The applicant was present. There was no public comment. The motion to approve the application was made by Mr. Brewer. The basis for the motion is the request will be in harmony with the principal permitted use of the zone. Ms. Holland seconded the motion. The vote to approve the motion was 5-0.

REVIEWS:

None

NEW BUSINESS:

None

***ZONING VIOLATION**

Dr. Knight made a motion to adjourn the meeting and all present voted "Aye". The meeting was adjourned.

Karen Pittman

Karen Pittman

ATTENDANCE REPORT FOR STUDENTS

	July	August	September	October	November	December	January	February	March	April	May
ECLE	96.65%										
ECUE	97.04%										
ECMS	97.65%										
ECHS	95.75%										
SMEE	97.68%										
SMNE	96.57%										
SMUE	97.46%										
SMMS	95.42%										
SMHS	96.77%										
VLE	97.62%										
VUE	97.64%										
VMS	97.44%										
VHS	97.33%										
Overall	96.89%										

ATTENDANCE REPORT FOR CERTIFIED CLASSROOM TEACHERS

	July	August	September	October	November	December	January	February	March	April	May
ECLE	100%										
ECUE	100%										
ECMS	98.0%										
ECHS	96%										
SMEE	98%										
SMNE	100%										
SMUE	99%										
SMMS	99%										
SMHS	96%										
VLE	97%										
VUE	99%										
VMS	99%										
VHS	98%										
JCTC	96%										