



# CORRIGAN-CAMDEN INDEPENDENT SCHOOL DISTRICT (ISD)

## SCHOOL PERFORMANCE REVIEW SUMMARY

### OVERVIEW



#### LOCATION: POLK COUNTY

Corrigan-Camden Independent School District (ISD) is located in Corrigan, 96 miles north of Houston.

#### CAMPUSES: 3

The district has three instructional campuses, including Corrigan-Camden High School, Corrigan-Camden Junior High School, and Corrigan-Camden Elementary School.

#### ENROLLMENT: 917

During school year 2016-17, enrollment totaled 917 students. The student population was 38.3% Hispanic, 33.3% Caucasian, 26.4%

African American, and 0.3% Asian. Approximately 74.5% of students were considered economically disadvantaged (state average being 59.0%), 14.2% were designated as English Language Learners (state average being 18.9%), and 56.5% were identified as at-risk (state average being 50.3%).

### RECOMMENDATIONS

#### FINANCIAL OVERSIGHT

- Develop a **comprehensive inventory process** for recording, tracking, and disposal of all the district’s assets.
- Develop written **cash-handling procedures** and train all staff who handle funds.
- Develop **financial monitoring tools and reports** to improve oversight of the food service management company (FSMC), and ensure the FSMC **solicits student feedback** to improve menus and increase participation in the Child Nutrition Program.
- Implement processes for **technology inventory management**, security of technology items and network infrastructure, and **fire safety**.



#### BOARD OPERATIONS

- Conduct an **annual board self-assessment** to enhance accountability and increase board member engagement.
- Amend the board’s operating procedures to include a commitment of **regular attendance** for all board meetings.





## RECOMMENDATIONS

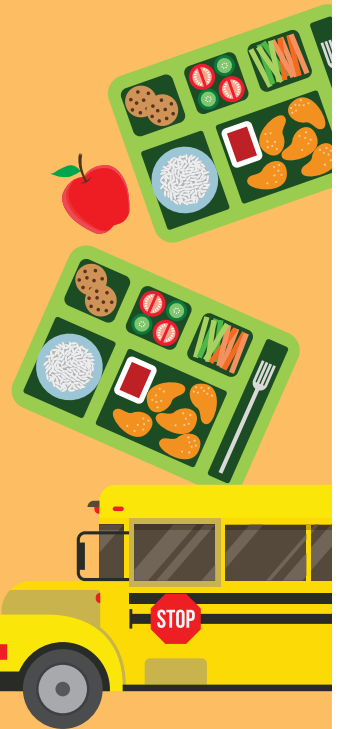
### ROLE DEFINITIONS

- Transfer all human resource (HR) duties to the HR director and **reassign payroll** duties.
- Review the roles and responsibilities of the business office staff and **segregate their duties to deter fraud**, theft, and financial impropriety.
- Develop written **standard operating and safety procedures** for the Transportation Department.
- Eliminate the network administrator position and develop a **technology director** position.



### COMPLIANCE

- Develop metrics to measure **effectiveness and efficiency** of the Transportation Department.
- Develop districtwide and campus-based emergency documents, an updated **emergency operations plan**, and consistently **implement required drills**.
- Discontinue the use of **supplemental pay for nonexempt staff**, and alter the overtime calculation for staff who also drive buses.
- Ensure the FSMC provides **accurate reports of reimbursable meals** in accordance with written procedures and federal regulations, and correctly implements the *Offer versus Serve* provision for **breakfast and lunch at all grade levels**.
- Ensure the district's policy statement includes all **collection methods** for counting reimbursable meals.
- Develop a process to ensure that food services staff **consistently use standardized recipes** and record accurate and complete food production records.



### EDUCATIONAL OPERATIONS

- Develop a comprehensive **curriculum management plan**.
- Implement a consistent **response to intervention process** districtwide, and regularly evaluate student intervention programs for effectiveness.
- Implement a process for continuous evaluation of the district's **English as a Second Language** program to ensure that instructional delivery meets the needs of English Language Learner students.

