SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

CERTIFICATION OF CORRECTIVE ACTION AUDIT FINDINGS AND RECOMMENDATIONS 2023-2024

Jefferson Elementary School District

San Joaquin County, California

☐ Certification of Corrective Action is hereby filed by the governing board of the school district.

_____ _____
Signature of Clerk/Secretary of the Governing Board Date of Meeting

☐ Certification of Corrective Action:

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

_____ _____
Signature of District Superintendent Date

FOR ADDITIONAL INFORMATION
District Contact: Esabel Corrie Phone: 209-836-2766

Submit the **original and one copy** of the Certification of Corrective Action, together with each Audit Finding Corrective Action form and corresponding documentation to:

San Joaquin County Office of Education
Nicole Lorenz, Division Director, District Business Services
2922 Transworld Drive
Stockton, CA 95206

Your response must be submitted by **March 15, 2025.**

Jefferson School District Corrective Action Plan

Audit Finding: Missed deadline for Approval of Comprehensive School Site Safety Plans by March 1st.

Objective

Ensure all Comprehensive School Site Safety Plans are completed, reviewed, and submitted in compliance with requirements and deadlines.

Action Steps

1. **Immediate Actions:**
    - Notify all relevant stakeholders (school administrators, safety committees, and district leadership) of the missed deadline and the necessity for immediate corrective actions.
    - Establish a clear timeline to complete and submit safety plans by a revised deadline of February 1st of each fiscal year.
2. **Assessment and Review:**
    - Conduct an assessment of all incomplete or deficient safety plans.
    - Determine reasons for the delay and identify specific gaps or barriers that contributed to the missed deadline.
3. **Plan Development and Submission:**
    - Assign a designated team or individual responsible for finalizing each school's safety plan.
    - Incorporate feedback from school site committees and ensure compliance with all regulatory requirements.
    - Submit finalized plans for district review by February 1st of each fiscal year to ensure timely compliance.
4. **Training and Support:**
    - Provide training for school site administrators and staff on the requirements and processes for preparing and submitting safety plans.
    - Share resources such as templates, checklists, and guidelines to streamline future submissions.
5. **Ongoing Monitoring:**
    - Implement a tracking system to monitor the progress of safety plan development and submission at each site.
    - Schedule periodic check-ins with school site administrators to ensure adherence to deadlines.
6. **Accountability Measures:**

- Establish clear consequences for non-compliance with future deadlines, including performance reviews or additional oversight for responsible personnel.

Timeline

Action Step	Responsible Party	Deadline
Assess and identify gaps:	Director of Student Services	January 1st
Finalize Safety Plans:	Director of Student Services	February 1st