

**LIBERTY COUNTY
DISTRICT SCHOOL BOARD**

**Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students**

and

Student Transportation

For the Fiscal Year Ended
June 30, 2010



BOARD MEMBERS AND SUPERINTENDENT

Liberty County District School Board members and the Superintendent of Schools who served during the 2009-10 fiscal year are listed below:

	<u>District No.</u>
<i>Logan E. Keever</i>	1
<i>Thomas W. Duggar, Sr.</i>	2
<i>Darrel L. Hayes, Vice-Chair</i>	3
<i>B. Kyle Peddie, Chair</i>	4
<i>Roger W. Reddick</i>	5

Dr. Sue Summers, Superintendent

The examination team leader was J. David Hughes, CPA. Please address inquiries regarding this report to Nancy M. Reeder, CPA, Audit Manager, via e-mail at nancyreeder@aud.state.fl.us or by telephone at (850) 414-9941.

This report and other reports prepared by the Auditor General can be obtained on our Web site at www.myflorida.com/audgen; by telephone at (850) 487-9175; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

Liberty County District School Board
Full-Time Equivalent (FTE) Students and Student Transportation
LIST OF ABBREVIATIONS
For the Fiscal Year Ended June 30, 2010

ELL	English Language Learner
ESE	Exceptional Student Education
ESOL	English for Speakers of Other Languages
IDEA	Individuals with Disabilities Education Act
IEP	Individual Educational Plan
OJT	On-the-Job Training
PK	Prekindergarten

Liberty County District School Board
Full-Time Equivalent (FTE) Students and Student Transportation
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EXECUTIVE SUMMARY

Summary of Attestation Examination

Except for the material noncompliance mentioned below involving teachers and reporting errors or records that were not properly and accurately prepared or were missing and could not be located for students in ESOL and ESE Support Levels 4 and 5 and students transported, the Liberty County District School Board complied, in all material respects, with State requirements regarding the determination and reporting of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) and the number of students transported for the fiscal year ended June 30, 2010.

- Of the 12 teachers in our sample, 6 did not meet State requirements governing certification, School Board approval of out-of-field teacher assignments, notification to parents regarding teachers' out-of-field status, or the earning of required in-service training points in ESOL strategies.
- All 9 students in our ESOL sample and 5 of the 21 students in our ESE Support Levels 4 and 5 sample had exceptions involving reporting errors or records that were not properly and accurately prepared or were missing and could not be located.
- Of the 101 students in our sample, 21 had exceptions involving their reported ridership classification or eligibility for State transportation funding.

Noncompliance related to FTE resulted in 10 findings. The resulting audit adjustments to the District's reported, unweighted FTE totaled to a negative .1446 but have a potential impact on the District's weighted FTE of a negative 9.6612. Noncompliance related to student transportation resulted in 8 findings and a net audit adjustment of a negative 23 students.

Weighted FTE adjustments are presented in our report for illustrative purposes only. They do not take special program caps and allocation factors into account and are not intended to indicate the weighted FTE used to compute the dollar value of audit adjustments, which is the responsibility of the Department of Education (DOE). However, the gross dollar effect of our FTE audit adjustments may be estimated by multiplying the net weighted FTE audit adjustment by the base student allocation amount. For the Liberty County District School Board, the estimated gross dollar effect of our FTE audit adjustments is a negative \$35,076 (negative 9.6612 times \$3,630.62).

We have not presented an estimate of the potential dollar effect of our student transportation audit adjustments because there is no equivalent method for making such an estimate.

The ultimate resolution of our FTE and student transportation audit adjustments and the computation of their financial impact is the responsibility of DOE.

School District of Liberty County

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Liberty County. Those services are provided primarily to prekindergarten through twelfth grade students and to adults seeking career education-type training. The District is part of the State system of public education under the general direction and control of the State Board of Education. The geographic boundaries of the District are those of Liberty County.

The governing body of the District is the District School Board, which is composed of five elected members. The executive officer of the Board is the elected Superintendent of Schools. For the fiscal year ended June 30, 2010, the District operated eight schools serving prekindergarten through twelfth grade students, reported 1,447.59 unweighted FTE for those students, and received approximately \$6.7 million in State funding for those FTE.

Florida Education Finance Program (FEFP)

Florida school districts receive State funding through FEFP to serve prekindergarten through twelfth grade students (adult education is not funded by FEFP). FEFP was established by the Florida Legislature in 1973 to guarantee to each student in the Florida public school system the availability of programs and services appropriate to the student's educational needs which are substantially equal to those available to any similar student notwithstanding geographic differences and varying local economic factors. To provide equalization of educational opportunity in Florida, the FEFP formula recognizes: (1) varying local property tax bases, (2) varying program cost factors, (3) district cost differentials, and (4) differences in per student cost for equivalent educational programs due to sparsity and dispersion of student population. The funding provided by FEFP is based upon the numbers of individual students participating in particular educational programs. A numerical value is assigned to each student according to the student's hours and days of attendance in those programs. The individual student thus becomes equated to a numerical value known as an unweighted FTE (full-time equivalent student). For example, one student would be reported as one FTE if the student was enrolled in six classes per day at 50 minutes per class for the full 180-day school year (i.e., six classes at 50 minutes each per day is 5 hours of class a day or 25 hours per week, which equals one FTE).

Student Transportation

Any student who is transported by the District must meet one or more of the following conditions in order to be eligible for State transportation funding: live two or more miles from school, be physically handicapped, be a Vocational or Exceptional student who is transported from one school center to another where appropriate programs are provided, or meet the criteria for hazardous walking specified in Section 1006.23(4), Florida Statutes. The District received approximately \$256,382 in State transportation funding.



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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT LIBERTY COUNTY DISTRICT SCHOOL BOARD FULL-TIME EQUIVALENT (FTE) STUDENTS

We have examined management's assertion, included in its representation letter dated December 6, 2010, that the Liberty County District School Board complied with State requirements governing the determination and reporting of the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2010. These requirements are found primarily in Sections 1011.60, 1011.61, and 1011.62, Florida Statutes; State Board of Education Rules, Chapter 6A-1, Florida Administrative Code; and the *FTE General Instructions* issued by the Department of Education. As discussed in the representation letter, management is responsible for the District's compliance with State requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA) and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the District's compliance with the aforementioned State requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. The legal determination of the District's compliance with these requirements is, however, ultimately the responsibility of the Department of Education.

Compliance

Our examination procedures disclosed the following material noncompliance:

1. Teachers

Of the 12 teachers in our sample, 6 did not meet State requirements governing certification, School Board approval of out-of-field teacher assignments, notification to parents regarding teachers' out-of-field status, or the earning of required in-service training points in ESOL strategies.¹

2. Students

All 9 students in our ESOL sample² and 5 of the 21 students in our ESE Support Levels 4 and 5 sample³ had exceptions involving reporting errors or records that were not properly and accurately prepared or were missing and could not be located.

In our opinion, except for the material noncompliance mentioned above involving teachers and reporting errors or records that were not properly or accurately prepared or were missing and could not be located for students in ESOL and ESE Support Levels 4 and 5, the Liberty County District School Board complied, in all material respects, with State requirements governing the determination and reporting of the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2010.

The results of our examination disclosed other noncompliance with the State requirements mentioned above. We considered this other noncompliance in forming our opinion regarding the District's compliance and it did not affect our opinion as stated above. All noncompliance disclosed by our examination procedures is discussed in SCHEDULE D. The impact of this noncompliance on the District's reported FTE is presented in SCHEDULE A, SCHEDULE B, SCHEDULE C, and SCHEDULE D.

¹For teachers, see SCHEDULE D, Finding Nos. 2, 6, 7, and 10.

²For ESOL, see SCHEDULE D, Finding Nos. 1 and 3.

³For ESE Support Levels 4 and 5, see SCHEDULE D, Finding Nos. 4, 5, and 9.

Internal Control Over Compliance

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report significant deficiencies in internal control detected during our examination and identify those considered to be material weaknesses. The purpose of our examination was to express an opinion on the District's compliance with State requirements and did not include expressing an opinion on the District's related internal controls. Accordingly, we express no such opinion. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.⁴ However, the material noncompliance mentioned above is indicative of significant deficiencies considered to be material weaknesses in the District's internal controls related to teachers and reporting errors or records that were not properly or accurately prepared or missing and could not be located for students in ESOL and ESE Support Levels 4 and 5. Other noncompliance disclosed by our examination procedures is indicative of control deficiencies⁴ and is also presented herein. The findings, populations, samples, and exception totals that pertain to material and other noncompliance are presented in SCHEDULE A and SCHEDULE D.

The District's written response to this examination has not been subjected to our examination procedures and, accordingly, we express no opinion on it.

Pursuant to Section 11.45(4)(c), Florida Statutes, this report is a public record and its distribution is not limited. Attestation standards established by the AICPA require us to indicate that this report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the State Board of Education, the Department of Education, and applicable District management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



David W. Martin, CPA

May 11, 2011

⁴ A control deficiency in the entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the aforementioned State requirements such that there is more than a remote likelihood that noncompliance that is more than inconsequential will not be prevented or detected by the entity's internal control. A material weakness is a significant deficiency, or combination of significant deficiencies, that results in a more-than-remote likelihood that material noncompliance will not be prevented or detected by the entity's internal control.

SCHEDULE A

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2010

<u>Description</u> ¹	<u>Number of Schools</u>	<u>% of Pop.</u>	<u>Number of Students (w/Exceptions)</u>	<u>% of Population (Sample)</u>	<u>Number of Unweighted FTE</u> ²	<u>% of Population (Sample)</u>
1. <u>Basic</u>						
Population ³	7	100.00%	939	100.00%	1,081.1000	100.00%
Sample Size ⁴	4	57.14%	28	2.98%	23.2600	2.15%
Students w/Exceptions	-	-	(1)	(3.57%)	-	-
Net Audit Adjustments ⁵	-	-	-	-	20.1218	-
2. <u>Basic with ESE Services</u>						
Population ³	8	100.00%	259	100.00%	275.1800	100.00%
Sample Size ⁴	4	50.00%	16	6.18%	13.9319	5.06%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments ⁵	-	-	-	-	3.1446	-
3. <u>ESOL</u>						
Population ³	2	100.00%	17	100.00%	6.8800	100.00%
Sample Size ⁴	2	100.00%	9	52.94%	3.3676	48.95%
Students w/Exceptions	-	-	(9)	(100.00%)	-	-
Net Audit Adjustments ⁵	-	-	-	-	(4.0345)	-
4. <u>ESE Support Levels 4 and 5</u>						
Population ³	5	100.00%	25	100.00%	19.0800	100.00%
Sample Size ⁴	3	60.00%	21	84.00%	13.8627	72.66%
Students w/Exceptions	-	-	(5)	(23.81%)	-	-
Net Audit Adjustments ⁵	-	-	-	-	(3.3807)	-
5. <u>Career Education 9-12</u>						
Population ³	5	100.00%	2	100.00%	65.3500	100.00%
Sample Size ⁴	1	20.00%	2	100.00%	1.0008	1.53%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments ⁵	-	-	-	-	(15.9958)	-

<u>All Programs</u>						
Population ³	8	100.00%	1,242	100.00%	1,447.5900	100.00%
Sample Size ⁴	4	50.00%	76	6.12%	55.4230	3.83%
Students w/Exceptions	-	-	(15)	(19.74%)	-	-
Net Audit Adjustments ⁵	-	-	-	-	(.1446)	-

The accompanying notes are an integral part of this schedule.

SCHEDULE A (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2010

<u>Description</u> ¹	<u>Number of Schools</u>	<u>% of Population</u>	<u>Number of Teachers (w/Exceptions)</u>	<u>% of Population (Sample)</u>
<u>Teachers</u>				
Population ³	8	100.00%	46	100.00%
Sample Size ⁴	4	50.00%	12	26.09%
Teachers w/Exceptions	-	-	(6)	(50.00%)

¹ See NOTE A6.

² Unweighted full-time equivalent (FTE) students represents FTE prior to the application of the applicable cost factor for each program. (See SCHEDULE B and NOTE A4.)

³ The population shown for the number of schools is the total number of schools in the District which offered the courses in the program specified (i.e., Basic, ESOL, ESE, and Career Education 9-12). The population shown for the number of students is the total number of students in each program at the schools in our sample. Our Career Education 9-12 population and sample data for students reflects only those students who participated in OJT. The population shown for full-time equivalent (FTE) students is the total FTE for all the District's schools (sample schools plus nonsample schools) as reported for each survey conducted for the fiscal year ended June 30, 2010. The population shown for teachers is the total number of teachers at schools in our sample who taught courses in ESE Support Levels 4 and 5 or Career Education 9-12 or taught courses to ELL students. (See NOTE A5.)

⁴ See NOTE B.

⁵ Our audit adjustments present the net effects of noncompliance disclosed by our examination procedures, including those related to our tests of teacher certification. Our audit adjustments generally reclassify reported FTE to Basic education, except for noncompliance involving a student's enrollment or attendance, in which case the reported FTE is taken to zero.

The accompanying notes are an integral part of this schedule.

SCHEDULE B

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
EFFECT OF AUDIT ADJUSTMENTS ON WEIGHTED FTE
(For Illustrative Purposes Only)
 For the Fiscal Year Ended June 30, 2010

<u>No. Program</u> ¹	<u>Net Audit Adjustment</u> ²	<u>Cost Factor</u>	<u>Weighted FTE</u> ³
101 Basic K-3	3.8677	1.074	4.1539
102 Basic 4-8	.0206	1.000	.0206
103 Basic 9-12	16.2335	1.033	16.7692
111 Grades K-3 with ESE Services	2.0000	1.074	2.1480
112 Grades 4-8 with ESE Services	1.1446	1.000	1.1446
130 ESOL	(4.0345)	1.124	(4.5348)
254 ESE Support Level 4	(2.8807)	3.520	(10.1401)
255 ESE Support Level 5	(.5000)	4.854	(2.4270)
300 Career Education 9-12	<u>(15.9958)</u>	1.050	<u>(16.7956)</u>
Total	<u>(.1446)</u>		<u>(9.6612)</u>

¹ See NOTE A6.

² These adjustments are for unweighted FTE. (See SCHEDULE C.)

³ Weighted FTE adjustments are presented for illustrative purposes only; they do not take special program caps or allocation factors into consideration and are not intended to indicate the FTE used to compute the dollar value of audit adjustments. That computation is the responsibility of the Department of Education. (See NOTE A4.)

The accompanying notes are an integral part of this schedule.

SCHEDULE C

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
AUDIT ADJUSTMENTS BY SCHOOL
 For the Fiscal Year Ended June 30, 2010

<u>No. Program</u>	<u>Audit Adjustments¹</u>			<u>Balance Forward</u>
	<u>#0021</u>	<u>#0031</u>	<u>#0052</u>	
101 Basic K-3	3.8677	3.8677
102 Basic 4-80000
103 Basic 9-12	15.76264417	16.2043
111 Grades K-3 with ESE Services	2.0000	2.0000
112 Grades 4-8 with ESE Services50005000
130 ESOL	(.1668)	(3.8677)	(4.0345)
254 ESE Support Level 4	(2.0000)	(.0417)	(2.0417)
255 ESE Support Level 5	(.5000)	(.5000)
300 Career Education 9-12	<u>(15.5958)</u>	<u>(.4000)</u>	<u>(15.9958)</u>
Total	<u>.0000</u>	<u>.0000</u>	<u>.0000</u>	<u>.0000</u>

¹ These adjustments are for unweighted FTE. (See NOTE A4.)

The accompanying notes are an integral part of this schedule.

SCHEDULE C (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
AUDIT ADJUSTMENTS BY SCHOOL
 For the Fiscal Year Ended June 30, 2010

Program No.	Brought Forward	<u>Audit Adjustments¹</u>	
		#0053	Total
101 Basic K-3	3.8677	3.8677
102 Basic 4-8	.0000	.0206	.0206
103 Basic 9-12	16.2043	.0292	16.2335
111 Grades K-3 with ESE Services	2.0000	2.0000
112 Grades 4-8 with ESE Services	.5000	.6446	1.1446
130 ESOL	(4.0345)	(4.0345)
254 ESE Support Level 4	(2.0417)	(.8390)	(2.8807)
255 ESE Support Level 5	(.5000)	(.5000)
300 Career Education 9-12	<u>(15.9958)</u>	<u>(15.9958)</u>
Total	<u>.0000</u>	<u>(.1446)</u>	<u>(.1446)</u>

¹ These adjustments are for unweighted FTE. (See NOTE A4.)

The accompanying notes are an integral part of this schedule.

SCHEDULE D

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

Overview

Management is responsible for determining and reporting the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) in compliance with State requirements. These requirements are found primarily in Sections 1011.60, 1011.61, and 1011.62, Florida Statutes; State Board of Education Rules, Chapter 6A-1, Florida Administrative Code; and the *FTE General Instructions* issued by the Department of Education. Except for the material noncompliance involving teachers and reporting errors or records that were not properly and accurately prepared or were missing and could not be located for students in ESOL and ESE Support Levels 4 and 5, the Liberty County District School Board complied, in all material respects, with State requirements governing the determination and reporting of FTE for the fiscal year ended June 30, 2010. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 14.

Findings

**Net Audit
 Adjustments
 (Unweighted FTE)**

Our examination included the July and October 2009 surveys and the February and June 2010 surveys (see NOTE A5). Unless otherwise specifically stated, the Findings and audit adjustments presented herein are for the October 2009 survey or the February 2010 survey or both. Accordingly, our Findings do not mention specific surveys unless necessary for a complete understanding of the instances of noncompliance being disclosed.

Liberty County High School (#0021)

1. [Ref. 2101] The file for one ELL student did not contain an ELL Student Plan or documentation to support that the student's parents had been notified of their child's ESOL placement. We made the following audit adjustment:

103 Basic 9-12	.1668	
130 ESOL	(.1668)	.0000

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

**Net Audit
 Adjustments
 (Unweighted FTE)**

Findings

Liberty County High School (#0021) (Continued)

2. [Ref. 2171] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher was certified in Agriculture but taught courses that required certification in Industrial Arts. We also noted that the parents of the students concerned were not notified of the teacher's out-of-field status. We made the following audit adjustment:

103 Basic 9-12	15.5958	
300 Career Education 9-12	<u>(15.5958)</u>	<u>.0000</u>
		<u>.0000</u>

W. R. Tolar K-8 School (#0031)

3. [Ref. 3101] The files for eight ELL students did not contain an ELL Student Plan as defined in State Board of Education Rule 6A-6.0901(6), Florida Administrative Code. The District used a form entitled LEP Student Eligibility Form and did not have a document called ELL Student Plan. (One of the eight students' files did not contain an LEP Student Eligibility Form.) There was a section on the form entitled "LEP Plan," however, it was incomplete as to the elements needed for a complete ELL Student Plan. Specifically, the LEP Plan section was either lacking documentation of instruction by program or was only for Language Arts and did not include programs other than ESOL that were provided nor the amount of the instructional time or an instructional schedule. We also noted that three of the seven students' files did not contain documentation that their parents had been notified of their children's ESOL placement. Consequently, the students' ESOL reporting was not adequately supported. We made the following audit adjustment:

101 Basic K-3	3.2008	
130 ESOL	<u>(3.2008)</u>	<u>.0000</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

Findings

**Net Audit
 Adjustments
 (Unweighted FTE)**

W. R. Tolar K-8 School (#0031) (Continued)

4. [Ref. 3102] The Matrix of Services forms (two completed on January 4, 2007, and one completed on October 3, 2006) for three ESE students in the October 2009 and February 2010 reporting surveys were more than three years old and had expired prior to the reporting survey. We also noted that the Matrix of Services form for one of the students also in the October 2009 survey had not been reviewed and updated for the IEP prepared on September 9, 2009. We made the following audit adjustment:

111 Grades K-3 with ESE Services	2.0000	
112 Grades 4-8 with ESE Services	.5000	
254 ESE Support Level 4	<u>(2.5000)</u>	.0000

5. [Ref. 3103] One ESE student was not reported in accordance with the student's Matrix of Services form. We made the following audit adjustment:

254 ESE Support Level 4	.5000	
255 ESE Support Level 5	<u>(.5000)</u>	.0000

6. [Ref. 3171/73] Two teachers taught classes that included ELL students but were not properly certified to teach ELL students and were not approved by the School Board to teach such students out of field. We also noted that: (a) the parents of the ELL students concerned were not notified of the teachers' out-of-field status (Ref. 3171/73), and (b) one teacher had earned none of the 60 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline (Ref. 3173). We made the following audit adjustments:

<u>Ref. 3171</u>		
101 Basic K-3	.2668	
130 ESOL	<u>(.2668)</u>	.0000

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

<u>Findings</u>	<u>Net Audit Adjustments (Unweighted FTE)</u>
<u>W. R. Tolar K-8 School (#0031)</u> (Continued)	
<u>Ref. 3173</u>	
101 Basic K-3	.4001
130 ESOL	(.4001)
	<u>.0000</u>
	<u>.0000</u>

Bristol Youth Academy (#0052)

7. [Ref. 5271/72] Two teachers were not properly certified and were not approved by the School Board to teach ESE out of field. One teacher (Ref. 5271) held certification in Elementary Education but taught a course that required certification in ESE, and one teacher (Ref. 5272) held certification in Agriculture but taught courses that required certification in Building Construction.. We also noted that the parents of the students concerned were not notified of the teachers' out-of-field status. We made the following audit adjustments:

<u>Ref. 5271</u>		
103 Basic 9-12	.0417	
254 ESE Support Level 4	(.0417)	.0000
<u>Ref. 5272</u>		
103 Basic 9-12	.4000	
300 Career Education 9-12	(.4000)	<u>.0000</u>
		<u>.0000</u>

Apalachicola Forest Youth Academy (#0053)

8. [Ref. 5301] One student in the June 2010 survey was absent during the entire 11-day window of the reporting survey and should not have been reported with the survey's results. We made the following audit adjustment:

102 Basic 4-8	(.1446)	(.1446)
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The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

<u>Findings</u>	<u>Net Audit Adjustments (Unweighted FTE)</u>
<u>Apalachicola Forest Youth Academy (#0053)</u> (Continued)	
9. [Ref. 5303] <u>One ESE student was not reported in accordance with the student's Matrix of Services form. We made the following audit adjustment:</u>	
112 Grades 4-8 with ESE Services	.6446
254 ESE Support Level 4	(.6446)
	.0000
10. [Ref. 5372] <u>One teacher did not hold a Florida teaching certificate that was valid during the October 2009 and February 2010 reporting surveys and was not otherwise qualified to teach. We made the following audit adjustment:</u>	
102 Basic 4-8	.1652
103 Basic 9-12	.0292
254 ESE Support Level 4	(.1944)
	.0000
	(.1446)
Net Audit Adjustments	<u>(.1446)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE E

Liberty County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
RECOMMENDATIONS AND REGULATORY CITATIONS
For the Fiscal Year Ended June 30, 2010

Recommendations

We recommend that management exercise more care and take corrective action, as appropriate, to ensure that: (1) ELL students are properly placed and reported in ESOL and have appropriate documentation to support that placement and reporting; (2) students in ESE Support Levels 4 and 5 are reported in accordance with their *Matrix of Services* forms; (3) only students who are in attendance at least one day during the 11-day window of the reporting survey period and in membership during the survey week are included with that survey’s results; (4) teachers are either properly certified or, if out of field, are approved by the School Board to teach out of field; (5) teachers earn in-service training points in ESOL strategies as required by rule and their in-service training timelines; and (6) parents are appropriately notified when their children are assigned to classes taught by out-of-field teachers.

The absence of statements in this report regarding practices and procedures followed by the District should not be construed as acceptance, approval, or endorsement of those practices and procedures. Additionally, the specific nature of this report does not limit or lessen the District's obligation to comply with all State requirements governing FTE and FEFP.

Regulatory Citations

Reporting

- Section 1011.60, F.S.Minimum Requirements of the Florida Education Finance Program
- Section 1011.61, F.S.Definitions
- Section 1011.62, F.S.Funds for Operation of Schools
- Rule 6A-1.0451, F.A.C.FEFP Student Membership Surveys
- Rule 6A-1.04513, F.A.C.Maintaining Auditable FTE Records
- FTE General Instructions 2009-10

Attendance

- Section 1003.23, F.S.Attendance Records and Reports
- Rules 6A-1.044(3) and
(6)(c), F.A.C.Pupil Attendance Records

The accompanying notes are an integral part of this schedule.

SCHEDULE E (Continued)

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
RECOMMENDATIONS AND REGULATORY CITATIONS
 For the Fiscal Year Ended June 30, 2010

Regulatory Citations (Continued)Attendance (Continued)

Rule 6A-1.04513, F.A.C. Maintaining Auditable FTE Records

FTE General Instructions 2009-10

Comprehensive Management Information System: Automated Student Attendance Recordkeeping System

English for Speakers of Other Languages (ESOL)

Section 1003.56, F.S. English Language Instruction for Limited English Proficient Students

Section 1011.62(1)(g), F.S. Education for Speakers of Other Languages

Rule 6A-6.0901, F.A.C. Definitions Which Apply to Programs for English Language Learners

Rule 6A-6.0902, F.A.C. Requirements for Identification, Eligibility, Programmatic and Annual Assessments of English Language Learners

Rule 6A-6.0903, F.A.C. Requirement for Classification, Reclassification, and Post Reclassification of English Language Learners

Rule 6A-6.0904, F.A.C. Equal Access to Appropriate Instruction for English Language Learners

Exceptional Education

Section 1003.57, F.S. Exceptional Students Instruction

Section 1011.62, F.S. Funds for Operation of Schools

Section 1011.62(1)(e), F.S. Funding Model for Exceptional Student Education Programs

Rule 6A-6.03028, F.A.C. Provision of Free Appropriate Public Education (FAPE) and Development of Individual Educational Plans for Students with Disabilities

Rule 6A-6.03029, F.A.C. Development of Family Support Plans for Children with Disabilities Ages Birth Through Five Years

Rule 6A-6.0312, F.A.C. Course Modifications for Exceptional Students

Rule 6A-6.0331, F.A.C. General Education Intervention Procedures, Identification, Evaluation, Reevaluation and the Initial Provision of Exceptional Education Services

Rule 6A-6.0334, F.A.C. Individual Educational Plans (IEPs) and Educational Plans (EPs) for Transferring Exceptional Students

Rule 6A-6.03411, F.A.C. Definitions, ESE Policies and Procedures, and ESE Administrators

The accompanying notes are an integral part of this schedule.

SCHEDULE E (Continued)

Liberty County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
RECOMMENDATIONS AND REGULATORY CITATIONS
For the Fiscal Year Ended June 30, 2010

Regulatory Citations (Continued)

Teacher Certification

- Section 1012.42(2), F.S.Teacher Teaching Out-of-Field; Notification Requirements
- Section 1012.55, F.S.Positions for Which Certificates Required
- Rule 6A-1.0502, F.A.C.Non-certificated Instructional Personnel
- Rule 6A-1.0503, F.A.C.Definition of Qualified Instructional Personnel
- Rule 6A-4.001, F.A.C.Instructional Personnel Certification
- Rule 6A-6.0907, F.A.C.Inservice Requirements for Personnel of Limited English Proficient Students

The accompanying notes are an integral part of this schedule.

Liberty County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2010

NOTE A - SUMMARY

A summary discussion of the significant features of the District, FEFP, FTE, and related areas follows:

1. School District of Liberty County

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Liberty County, Florida. Those services are provided primarily to prekindergarten through twelfth grade students and to adults seeking career education-type training. The District is part of the State system of public education under the general direction and control of the State Board of Education. The geographic boundaries of the District are those of Liberty County.

For the fiscal year ended June 30, 2010, the District operated eight schools serving prekindergarten through twelfth grade students, reported 1,447.59 unweighted FTE, and received approximately \$6.7 million in State funding for those FTE. The primary sources of funding for the District are funds from FEFP, local ad valorem taxes, and Federal grants and donations.

2. Florida Education Finance Program (FEFP)

Florida school districts receive State funding through FEFP to serve prekindergarten through twelfth grade students (adult education is not funded by FEFP). FEFP was established by the Florida Legislature in 1973 to guarantee to each student in the Florida public school system the availability of programs and services appropriate to the student's educational needs which are substantially equal to those available to any similar student notwithstanding geographic differences and varying local economic factors. To provide equalization of educational opportunity in Florida, the FEFP formula recognizes: (1) varying local property tax bases, (2) varying program cost factors, (3) district cost differentials, and (4) differences in per student cost for equivalent educational programs due to sparsity and dispersion of student population.

Liberty County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2010

NOTE A - SUMMARY (Continued)

3. Full-Time Equivalent (FTE) Students

The funding provided by FEFP is based upon the numbers of individual students participating in particular educational programs. A numerical value is assigned to each student according to the student's hours and days of attendance in those programs. The individual student thus becomes equated to a numerical value known as an FTE. For example, for prekindergarten through third grade, one FTE is defined as one student in membership in a program or a group of programs for 20 hours per week for 180 days; for grade levels four through twelve, one FTE is defined as one student in membership in a program or a group of programs for 25 hours per week for 180 days.

4. Calculation of FEFP Funds

The amount of State and local FEFP funds is calculated by the Department of Education by multiplying the number of unweighted FTE in each educational program by the specific cost factor of each program to obtain weighted FTEs. Weighted FTEs are multiplied by the base student allocation amount and that product is multiplied by the appropriate cost differential factor. Various adjustments are then added to this product to obtain the total State and local FEFP dollars. All cost factors, the base student allocation amount, cost differential factors, and various adjustment figures are established by the Florida Legislature.

5. FTE Surveys

FTE is determined and reported during the school year by means of four FTE membership surveys that are conducted under the direction of district and school management. Each survey is a sampling of FTE membership for a period of one week. The surveys for the 2009-10 school year were conducted during and for the following weeks: survey one was performed for July 13 through 17, 2009; survey two was performed for October 12 through 16, 2009; survey three was performed for February 8 through 12, 2010; and survey four was performed for June 14 through 18, 2010.

Liberty County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
 For the Fiscal Year Ended June 30, 2010

NOTE A - SUMMARY (Continued)

6. Educational Programs

FEFP funds ten specific programs under which instruction may be provided as authorized by the Florida Legislature. The general program titles under which these specific programs fall are as follows: (1) Basic, (2) ESOL, (3) ESE, and (4) Career Education 9-12.

7. Statutes and Rules

The following statutes and rules are of significance to the administration of Florida public education:

Chapter 1000, F.S.	K-20 General Provisions
Chapter 1001, F.S.	K-20 Governance
Chapter 1002, F.S.	Student and Parental Rights and Educational Choices
Chapter 1003, F.S.	Public K-12 Education
Chapter 1006, F.S.	Support for Learning
Chapter 1007, F.S.	Articulation and Access
Chapter 1010, F.S.	Financial Matters
Chapter 1011, F.S.	Planning and Budgeting
Chapter 1012, F.S.	Personnel
Chapter 6A-1, F.A.C.	Finance and Administration
Chapter 6A-4, F.A.C.	Certification
Chapter 6A-6, F.A.C.	Special Programs I

NOTE B - SAMPLING

Our examination procedures provided for the selection of samples of schools, students, and teachers, using statistical and judgmental methods, for testing FTE reported to the Department of Education for the fiscal year ended June 30, 2010. Our sampling process was designed to facilitate the performance of appropriate examination procedures to test the District's compliance with State requirements governing FTE and FEFP. The following schools were in our sample:

Liberty County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2010

NOTE B - SAMPLING (Continued)

<u>School Name/Description</u>	<u>Finding Number(s)</u>
1. Liberty County High School	1 and 2
2. W. R. Tolar K-8 School	3 through 6
3. Bristol Youth Academy	7
4. Apalachicola Forest Youth Academy	8 through 10



DAVID W. MARTIN, CPA
AUDITOR GENERAL

AUDITOR GENERAL STATE OF FLORIDA

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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT LIBERTY COUNTY DISTRICT SCHOOL BOARD STUDENT TRANSPORTATION

We have examined management's assertion, included in its representation letter dated December 6, 2010, that the Liberty County District School Board complied with State requirements governing the determination and reporting of the number of students transported for the fiscal year ended June 30, 2010. These requirements are found primarily in Chapter 1006, Part I, E., and Section 1011.68, Florida Statutes; State Board of Education Rules, Chapter 6A-3, Florida Administrative Code; and the *Student Transportation General Instructions* issued by the Department of Education. As discussed in the representation letter, management is responsible for the District's compliance with State requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA) and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the District's compliance with the aforementioned State requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. The legal determination of the District's compliance with these requirements is, however, ultimately the responsibility of the Department of Education.

Compliance

Our examination procedures disclosed material noncompliance involving the student ridership data reported by the District as follows: 21 of the 101 students in our sample had exceptions involving their reported ridership classification or eligibility for State transportation funding. (See SCHEDULE G, Finding Nos. 2, 4, 5, 6, 7, and 8.)

In our opinion, except for the material noncompliance mentioned above involving their reported ridership classification or eligibility for State transportation funding, the Liberty County District School Board complied, in all material respects, with State requirements governing the determination and reporting of the number of students transported for the fiscal year ended June 30, 2010.

The results of our examination disclosed other noncompliance with the State requirements mentioned above. We considered this other noncompliance in forming our opinion regarding the District's compliance and it did not affect our opinion as stated above. All noncompliance disclosed by our examination procedures is discussed in SCHEDULE G. The impact of this noncompliance on the District's reported number of transported students is presented in SCHEDULE F and SCHEDULE G.

Internal Control Over Compliance

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report significant deficiencies in internal control detected during our examination and identify those considered to be material weaknesses. The purpose of our examination was to express an opinion on the District's compliance with State requirements and did not include expressing an opinion on the District's related internal controls. Accordingly, we express no such opinion. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.¹ However, the material noncompliance mentioned above is indicative of significant deficiencies considered to be material weaknesses in the District's internal controls related to reported ridership classification or eligibility for State transportation funding. Other noncompliance disclosed by our examination procedures is indicative of control deficiencies,¹ and is also presented herein. The findings, populations, samples, and exception totals that pertain to material and other noncompliance are presented in SCHEDULE F and SCHEDULE G.

¹*A control deficiency in the entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the aforementioned State requirements such that there is more than a remote likelihood that noncompliance that is more than inconsequential will not be prevented or detected by the entity's internal control. A material weakness is a significant deficiency, or combination of significant deficiencies, that results in a more-than-remote likelihood that material noncompliance will not be prevented or detected by the entity's internal control.*

The District's written response to this examination has not been subjected to our examination procedures, and accordingly, we express no opinion on it.

Pursuant to Section 11.45(4)(c), Florida Statutes, this report is a public record and its distribution is not limited. Attestation standards established by the AICPA require us to indicate that this report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the State Board of Education, the Department of Education, and applicable District management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



David W. Martin, CPA
May 11, 2011

SCHEDULE F

Liberty County District School Board
 Student Transportation
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2010

<u>Description</u>	<u>Number of Vehicles</u>	<u>% of Population</u>	<u>No. of Students Transported</u>	<u>% of Population (Sample)</u>
Population ¹	27	100.00%	1,264	100.00%
Sample ²	-	-	101	7.99%
<u>Sample Students</u>				
With Exceptions ³	-	-	21	(20.79%)
Net Audit Adjustments	-	-	(15)	(14.85%)
<u>Non-Sample Students</u>				
With Exceptions ³	-	-	8	0.63%
Net Audit Adjustments	-	-	(8)	0.63%
<u>Sample and Non-Sample Students</u>				
Net Audit Adjustments	-	-	(23)	1.82%

¹ The population figures for students are the totals of the figures reported for each survey conducted for the fiscal year ended June 30, 2010. The District reported 1,264 students in the following ridership categories: 6 in IDEA (K-12), Weighted; 1,250 in Two Miles or More; and 8 in Center to Center (IDEA), Weighted. The District also reported operating a total of 27 vehicles (23 buses and 4 District vans). (IDEA stands for Individuals with Disabilities Education Act.)

² See NOTE B.

³ Students with exceptions are students with exceptions affecting their ridership classification. Students cited only for incorrect reporting of days-in-term, if any, are not included. (See Finding No. 1.)

The accompanying notes are an integral part of this schedule.

SCHEDULE G

Liberty County District School Board
 Student Transportation
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

Overview

Management is responsible for determining and reporting the number of students transported in compliance with State requirements. These requirements are found primarily in Chapter 1006, Part I, E., and Section 1011.68, Florida Statutes; State Board of Education Rules, Chapter 6A-3, Florida Administrative Code; and the *Student Transportation General Instructions* issued by the Department of Education. Except for the material noncompliance involving their reported ridership classification or eligibility for State transportation funding, the Liberty County District School Board complied, in all material respects, with State requirements governing the determination and reporting of students transported for the fiscal year ended June 30, 2010. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 29.

Findings

**Students
 Transported
 Net Audit
Adjustments**

Our examination procedures included both general tests and detailed tests. Our general tests included inquiries concerning the District's transportation of students and verification that a bus driver's report existed for each bus reported in a survey. Our detailed tests involved verification of the specific ridership categories reported for students sampled from the July and October 2009 surveys and the February and June 2010 surveys. Adjusted students who were in more than one survey are accounted for by survey. For example, a student sampled twice (i.e., once for the October 2009 survey and once for the February 2010 survey) will be presented in our Findings as two sample students.

1. [Ref. 57] The days-in-term for one student in the June 2010 survey were incorrectly reported as 18 days. The number of days should have been 8 days. We made the following audit adjustment:

<u>June 2010 Survey</u>		
<u>18 Days-in-Term</u>		
IDEA (K-12), Weighted	(1)	
 <u>8 Days-in-Term</u>		
IDEA (K-12), Weighted	<u>1</u>	0

The accompanying notes are an integral part of this schedule.

SCHEDULE G (Continued)

Liberty County District School Board
 Student Transportation
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

**Students
 Transported
 Net Audit
Adjustments**

Findings

2. [Ref. 51] Eight students were reported incorrectly in Two Miles or More. The students lived less than two miles from school and one of the students was not shown on the supporting bus driver's report as having been transported. Consequently, the students were not eligible for State transportation funding. We made the following audit adjustments:

October 2009 Survey

90 Days-in-Term

Two Miles or More (*Sample Students*) (6)

February 2010 Survey

90 Days-in-Term

Two Miles or More (*Sample Students*) (2) (8)

3. [Ref. 52] The bus drivers' reports for two buses (one in the July 2009 survey and one in the June 2010 survey) were missing and could not be located; consequently, the reported ridership on those buses (eight non-sample students) was not adequately supported. We also noted that the three students in the July 2009 survey were reported for the incorrect number of days-in-term (12 days instead of 17 days reported). We made the following audit adjustments:

July 2009 Survey

17 Days-in-Term

Center to Center (IDEA), Weighted (*Non-Sample Students*) (3)

June 2010 Survey

30 Days-in-Term

Two Miles or More (*Non-Sample Students*) (5) (8)

4. [Ref. 53] One student was not listed on the supporting bus driver's report. Consequently, the student should not have been reported for State transportation funding. We made the following audit adjustment:

The accompanying notes are an integral part of this schedule.

SCHEDULE G (Continued)

Liberty County District School Board
 Student Transportation
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

<u>Findings</u>	<u>Students Transported</u>	<u>Net Audit Adjustments</u>
<u>February 2010 Survey</u>		
<u>90 Days-in-Term</u>		
Two Miles or More (<i>Sample Student</i>)	(1)	(1)
5. [Ref. 54] <u>The IEP for one student in IDEA (K-12), Weighted did not indicate that the student met at least one of the five criteria required for the IDEA-weighted classification. We noted that the student was eligible for IDEA (K-12), Unweighted. We made the following audit adjustment:</u>		
<u>October 2009 Survey</u>		
<u>90 Days-in-Term</u>		
IDEA (K-12), Weighted (<i>Sample Student</i>)	(1)	
IDEA (K-12), Unweighted (<i>Sample Student</i>)	1	0
6. [Ref. 55] <u>The addresses noted for two students could not be located; consequently, we could not verify the students' eligibility for reporting in the Two Miles or More ridership category. We made the following audit adjustments:</u>		
<u>October 2009 Survey</u>		
<u>90 Days-in-Term</u>		
Two Miles or More (<i>Sample Student</i>)	(1)	
<u>February 2010 Survey</u>		
<u>90 Days-in-Term</u>		
Two Miles or More (<i>Sample Student</i>)	(1)	(2)
7. [Ref. 56] <u>Five students were incorrectly reported in Center to Center (IDEA), Weighted. The students were attending full time at Gretchen Everhart ESE Center in Leon County and were being transported directly to this assigned Center from their home District (Liberty County). Thus, the students should have been reported in IDEA (K-12), Weighted for that 90-day term. We made the following audit adjustments:</u>		
<u>October 2009 Survey</u>		
<u>90 Days-in-Term</u>		
IDEA (K-12), Weighted (<i>Sample Students</i>)	2	
Center to Center (IDEA), Weighted (<i>Sample Students</i>)	(2)	

The accompanying notes are an integral part of this schedule.

SCHEDULE G (Continued)

Liberty County District School Board
 Student Transportation
FINDINGS AND AUDIT ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2010

<u>Findings</u>	<u>Students Transported</u>	<u>Net Audit Adjustments</u>
<u>February 2010 Survey</u>		
<u>90 Days-in-Term</u>		
IDEA (K-12), Weighted (<i>Sample Students</i>)	2	
Center to Center (IDEA), Weighted (<i>Sample Students</i>)	(2)	
<u>June 2010 Survey</u>		
<u>18 Days-in-Term</u>		
IDEA (K-12), Weighted (<i>Sample Student</i>)	1	
Center to Center (IDEA), Weighted (<i>Sample Student</i>)	(1)	0
8. [Ref. 58] <u>Four students were not eligible to be reported for transportation in Liberty County as these students did not reside in Liberty County as noted by their addresses placing them in Quincy or Chattahoochee (i.e., in Gadsden County). We made the following audit adjustments:</u>		
<u>October 2009 Survey</u>		
<u>90 Days-in-Term</u>		
Two Miles or More (<i>Sample Student</i>)	(1)	
<u>February 2010 Survey</u>		
<u>90 Days-in-Term</u>		
Two Miles or More (<i>Sample Students</i>)	(3)	(4)
Net Audit Adjustments		<u>(23)</u>
<u>Summary</u>		
Sample Students w/Exceptions	<u>21</u>	--
Sample Students - Net Audit Adjustments	--	(15)
Non-Sample Students w/Exceptions	<u>8</u>	--
Non-Sample Students - Net Audit Adjustments	--	(8)
Net Audit Adjustments		<u>(23)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE H

Liberty County District School Board
Student Transportation
RECOMMENDATIONS AND REGULATORY CITATIONS
For the Fiscal Year Ended June 30, 2010

Recommendations

We recommend that management exercise more care and take corrective action, as appropriate, to ensure that: (1) students' addresses are validated and their corresponding residency in the home District is identified and confirmed prior to transporting and reporting such students; (2) students are reported in the appropriate IDEA ridership categories; (3) only ESE students whose need for special transportation services has been properly documented on their IEPs are reported in IDEA-weighted ridership categories; (4) the distance from home to school for students classified in Two Miles or More is verified prior to those students being reported; (5) bus driver reports are maintained in a readily accessible file; (6) only students who are transported at least one day during the 11-day survey window, as evidenced by a supporting bus driver's report, are reported for State transportation funding; and (7) transported students are reported for the correct number of days-in-term.

The absence of statements in this report regarding practices and procedures followed by the District should not be construed as acceptance, approval, or endorsement of those practices and procedures. Additionally, the specific nature of this report does not limit or lessen the District's obligation to comply with all State requirements governing student transportation.

Regulatory Citations

- Chapter 1006, Part I, E., F.S.Transportation of Public K-12 Students
- Section 1011.68, F.S.Funds for Student Transportation
- Chapter 6A-3, F.A.C.Transportation
- Student Transportation General Instructions

The accompanying notes are an integral part of this schedule.

Liberty County District School Board
Student Transportation
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2010

NOTE A - SUMMARY

A summary discussion of the significant features of student transportation and related areas follows:

1. Student Eligibility

Any student who is transported by bus must meet one or more of the following conditions in order to be eligible for State transportation funding: live two or more miles from school, be physically handicapped, be a Career Education 9-12 or an ESE student who is transported from one school center to another where appropriate programs are provided, or meet the criteria for hazardous walking specified in Section 1006.23(4), Florida Statutes.

2. Transportation in Liberty County

For the fiscal year ended June 30, 2010, the District received approximately \$256,382 in State transportation funding. The District’s transportation reporting by survey was as follows:

<u>Survey Period</u>	<u>No. of Vehicles</u>	<u>No. of Students</u>
July 2009	1	3
October 2009	12	599
February 2010	12	656
June 2010	<u>2</u>	<u>6</u>
Total	<u>27</u>	<u>1,264</u>

3. Statutes and Rules

The following statutes and rules are of significance to the District’s administration of student transportation:

- Chapter 1006, Part I, E., F.S.Transportation of Public K-12 Students
- Section 1011.68, F.S.Funds for Student Transportation
- Chapter 6A-3, F.A.C.Transportation

Liberty County District School Board
Student Transportation
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2010

NOTE B - SAMPLING

Our examination procedures provided for the selection of samples of buses and students, using statistical and judgmental methods, for testing the number of students transported as reported to the Department of Education for the fiscal year ended June 30, 2010. Our sampling process was designed to facilitate the performance of appropriate examination procedures to test the District's compliance with State requirements governing students transported.

EXHIBIT A
MANAGEMENT’S RESPONSE



THE SCHOOL BOARD OF LIBERTY COUNTY
Dr. Sue Summers **Superintendent of Schools**

Post Office Box 429
Bristol, Florida 32321-0429

Phone (850) 643-2275
Fax (850) 643-2533

May 9, 2011

David W. Martin, CPA
Auditor General
ATTN: Nancy M. Reeder, Section 241
Room 476A Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

RE: Liberty County Response to Findings and Corrective Action for the Fiscal Year ended
 June 30, 2010

Dear Mr. Martin:

Ref. 51. Related to incorrectly reported riders without two miles. Rider’s perimeter will be double checked to make sure courtesy riders are not submitted for funding.

Ref. 52. Related to missing FTE reports. All drivers’ reports will be turned in to MIS and saved for audit.

Ref. 53. Related to missing student of bus driver’s report. All student ridership will be supported by bus driver report.

Ref. 54. Related to missing indicator on IEP. MIS and ESE specialist will work together on correct reporting.

Ref. 55. Related to no address found. Will ensure that data clerks verify addresses on enrollment forms for accuracy.

Ref. 56. Related to cost center incorrectly reported. MIS was trained on correct transportation codes.

Ref. 57. Related to incorrect term days. Will ensure that MIS has correct school calendars and reported correctly.

Ref. 58. Related to students living outside Liberty County. Will ensure that no out of district students are reported for Transportation FTE.

Ref 2101, 3101, 3171, 3173 related to ELL students at Liberty County High School (0021) and W.R. Tolar (0031) the district will provide a review of the ESOL plan and requirements for all guidance counselors at

District I
Logan E. Kever

District II
Thomas W. Duggar

District III
Darrel L. Hayes

District IV
B. Kyle Peddie

District V
Roger W. Reddick

An Equal Opportunity Employer / Provider—Drug Free Workplace

**EXHIBIT A (CONTINUED)
MANAGEMENT'S RESPONSE**

David W. Martin, CPA
Auditor General
Page 2

the schools. This will include a review of the ELL Student Plan, Parent notification, eligibility forms, requirement of School Board approval for teachers' out of field status. Teachers assigned ELL students will be enrolled in online ESOL professional development.

Ref. 2171, 5271, 5272 related to teacher certification. The district will require in writing from each principal any teacher out of field per semester and the list will be approved by the School Board prior to the October and February FTE counts. Letters of notification to parents will be sent by the principals to the parents.

Ref 3102, 3103, 5303 related to Matrix of Services forms. All matrix of service forms will be reviewed at each IEP meeting.

Ref 5301 related to attendance during the June 2010 survey period. The district will review procedures with AFYC (0053) on required attendance and documentation during survey periods for FTE.

Ref 5372 related to Florida certification requirements. The district will review with program provider the certification requirements for instructional personnel in Florida.

Sincerely,



Sue Summers
Superintendent