

**FLAGLER COUNTY
DISTRICT SCHOOL BOARD**

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

and

Student Transportation

For the Fiscal Year Ended
June 30, 2011



BOARD MEMBERS AND SUPERINTENDENT

Flagler County District School Board members and the Superintendent of Schools who served during the 2010-11 fiscal year are listed below:

<u>Member</u>	<u>District No.</u>
Andrew S. Dance, Vice Chair from 11-16-10	1
Colleen A. Conklin	2
Trevor D. Tucker	3
Susan C. Dickinson, Vice Chair to 11-15-10, Chair from 11-16-10	4
John L. Fischer from 11-16-10	5
Evelyn L. Shellenberger, Chair to 11-15-10	5

Janet S. Valentine, Superintendent

The examination team leader was Ted Montgomery and the examination was supervised by J. David Hughes, CPA. Please address inquiries regarding this report to Nancy M. Reeder, CPA, CISA, CFE, Audit Manager, by 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.

Flagler County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students and Student Transportation

LIST OF ABBREVIATIONS

For the Fiscal Year Ended June 30, 2011

ELL	English Language Learner
ESE	Exceptional Student Education
ESOL	English for Speakers of Other Languages
F.A.C.	Florida Administrative Code
F.S.	Florida Statutes
IDEA	Individuals with Disabilities Education Act
IEP	Individual Educational Plan
OJT	On-the-Job Training
PK	Prekindergarten

Flagler County District School Board
Florida Education Finance Program (FEFP)
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 or accurately prepared or were missing and could not be located for students in ESE Support Levels 4 and 5 and Career Education 9-12 (OJT), the Flagler 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, 2011.

- Of the 88 teachers in our sample, 11 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.
- Fifteen of the 62 students in our ESE Support Levels 4 and 5 sample and 14 of the 48 students in our Career Education 9-12 (OJT) sample had exceptions involving reporting errors or records that were not properly or accurately prepared or were missing and could not be located.

Noncompliance related to reported FTE resulted in 22 findings. The resulting proposed net adjustment to the District's reported, unweighted FTE totaled to a negative 2.5061 but has a potential impact on the District's weighted FTE of a negative 16.3643. Noncompliance related to student transportation resulted in 5 findings and a proposed net adjustment of a positive 33 students.

Weighted adjustments to FTE are presented in our report for illustrative purposes only. The weighted adjustments to FTE 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 adjustments. That computation is the responsibility of the Department of Education (DOE). However, the gross dollar effect of our proposed adjustments to FTE may be estimated by multiplying the proposed net weighted adjustment to FTE by the base student allocation amount. For the Flagler County District School Board, the estimated gross dollar effect of our proposed adjustments to reported FTE is a negative \$59,300 (negative 16.3643 times \$3,623.76).

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

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

School District of Flagler County

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Flagler 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 Flagler County.

The governing body of the District is the District School Board that is composed of five elected members. The executive officer of the Board is the appointed Superintendent of Schools. For the fiscal year ended June 30, 2011, the District operated 15 schools serving prekindergarten through twelfth grade students, reported 12,828.56 unweighted FTE for those students, and received approximately \$16.9 million in State funding through FTE.

Florida Education Finance Program (FEFP)

Full-Time Equivalent (FTE) Students

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 that 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 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 conditions specified in Section 1006.23(4), Florida Statutes. The District received approximately \$3.4 million for student transportation as part of the State funding through FEFP.



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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 FLAGLER COUNTY DISTRICT SCHOOL BOARD FLORIDA EDUCATION FINANCE PROGRAM (FEFP) FULL-TIME EQUIVALENT (FTE) STUDENTS

We have examined management's assertion, included in its representation letter dated July 18, 2011, that the Flagler 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, 2011. 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 88 teachers in our sample, 11 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

Fifteen of the 62 students in our ESE Support Levels 4 and 5 sample² and 14 of the 48 students in our Career Education 9-12 (OJT) sample³ had exceptions involving reporting errors or records that were not properly or 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 ESE Support Levels 4 and 5 and Career Education 9-12 (OJT), the Flagler 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, 2011.

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 SCHEDULES A, B, C, and D.

¹For teachers, see SCHEDULE D, Finding Nos. 3, 6, 10, 11, 15, 16, 17, 18, 21, and 22.

²For ESE Support Levels 4 and 5, see SCHEDULE D, Finding Nos. 1, 2, 4, 7, 8, 13, 19, and 20.

³For Career Education 9-12 (OJT), see SCHEDULE D, Finding Nos. 9 and 14.

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 teacher certification and reporting errors or records that were not properly or accurately prepared or were missing and could not be located for students in ESE Support Levels 4 and 5 and Career Education 9-12 (OJT). 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 SCHEDULES A and 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
March 22, 2012

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

Flagler 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, 2011

Reported FTE

The funding provided by FEFP is based upon the numbers of individual students participating in particular educational programs. FEFP funds ten specific programs that are grouped under the following four general program titles: Basic, ESOL, ESE, and Career Education 9-12. Unweighted FTE represents FTE prior to the application of the specific cost factor for each program. (See SCHEDULE B and NOTES A3, A4, and A6.) The District reported 12,828.56 unweighted FTE at 15 schools to the Department of Education for the fiscal year ended June 30, 2011.

Schools and Students

As part of our examination procedures, we sampled schools and students for testing FTE reported to the Department of Education for the fiscal year ended June 30, 2011. (See NOTE B.) The population of schools (15) consisted of the total number of schools in the District that offered courses in FEFP-funded Programs. The population of students (10,125) consisted of the total number of students in each Program at the schools in our samples. Our Career Education 9-12 data includes only those students who participated in OJT. Our populations and samples of schools and students are summarized as follows:

<u>Programs</u>	<u>Number of Schools</u>		<u>Number of Students</u>		Students with <u>Exceptions</u>	<u>Unweighted FTE</u>		<u>Proposed Adjustments</u>
	<u>Population</u>	<u>Sample</u>	<u>Population</u>	<u>Sample</u>		<u>Population</u>	<u>Sample</u>	
Basic	15	7	8,229	84	0	10,453.4300	72.3341	29.5639
Basic with ESE Services	13	7	1,510	66	0	1,637.6100	51.3050	3.5000
ESOL	10	7	221	75	5	220.2500	55.7775	(9.5005)
ESE Support Levels 4 and 5	10	7	80	62	15	66.9200	49.0336	(3.0150)
Career Education 9-12	5	2	<u>85</u>	<u>48</u>	<u>14</u>	<u>450.3500</u>	<u>10.2385</u>	<u>(23.0545)</u>
All Programs	15	7	<u>10,125</u>	<u>335</u>	<u>34</u>	<u>12,828.5600</u>	<u>238.6887</u>	<u>(2.5061)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE A (Continued)

Flagler 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, 2011

Teachers

We also sampled teachers as part of our examination procedures. (See NOTE B.) Specifically, the population of teachers (319) consisted of 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 (OJT) or taught courses to ELL students. From the population of teachers, we sampled 88 and found exceptions for 11 of those teachers.

Proposed Adjustments

Our proposed adjustments present the net effects of noncompliance disclosed by our examination procedures, including those related to our tests of teacher certification. Our proposed 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. (See SCHEDULES B, C, and D.)

The ultimate resolution of our proposed adjustments to FTE and the computation of their financial impact is the responsibility of DOE.

The accompanying notes are an integral part of this schedule.

SCHEDULE B

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
EFFECT OF PROPOSED ADJUSTMENTS ON WEIGHTED FTE
(For Illustrative Purposes Only)
 For the Fiscal Year Ended June 30, 2011

<u>No. Program</u> ¹	<u>Proposed Net Adjustment</u> ²	<u>Cost Factor</u>	<u>Weighted FTE</u> ³
101 Basic K-3	1.9194	1.089	2.0902
102 Basic 4-8	4.1917	1.000	4.1917
103 Basic 9-12	23.4528	1.031	24.1798
111 Grades K-3 with ESE Services	(.5000)	1.089	(.5445)
112 Grades 4-8 with ESE Services	2.0000	1.000	2.0000
113 Grades 9-12 with ESE Services	2.0000	1.031	2.0620
130 ESOL	(9.5005)	1.147	(10.8971)
254 ESE Support Level 4	.5000	3.523	1.7615
255 ESE Support Level 5	(3.5150)	4.935	(17.3465)
300 Career Education 9-12	<u>(23.0545)</u>	1.035	<u>(23.8614)</u>
Total	<u>(2.5061)</u>		<u>(16.3643)</u>

¹ See NOTE A6.

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

³ Weighted adjustments to FTE are presented for illustrative purposes only. The weighted adjustments to FTE 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 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

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
PROPOSED ADJUSTMENTS BY SCHOOL
 For the Fiscal Year Ended June 30, 2011

<u>No. Program</u>	<u>Proposed Adjustments¹</u>			<u>Balance Forward</u>
	<u>#0022</u>	<u>#0061</u>	<u>#0090</u>	
101 Basic K-3	.3192	2.6002	2.9194
102 Basic 4-8	2.1002	2.1002
103 Basic 9-12	17.3481	17.3481
111 Grades K-3 with ESE Services0000
112 Grades 4-8 with ESE Services	1.5000	1.5000
113 Grades 9-12 with ESE Services5000	.5000
130 ESOL	(4.7004)	(.1950)	(4.8954)
254 ESE Support Level 4	(.5000)	(.5000)	(1.0000)
255 ESE Support Level 5	(.5150)	(1.0000)	(.5000)	(2.0150)
300 Career Education 9-12	(18.1931)	(18.1931)
Total	(.1958)	.0000	(1.5400)	(1.7358)

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

The accompanying notes are an integral part of this schedule.

SCHEDULE C (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
PROPOSED ADJUSTMENTS BY SCHOOL
 For the Fiscal Year Ended June 30, 2011

<u>No.</u>	<u>Brought Forward</u>	<u>Proposed Adjustments¹</u>				<u>Total</u>
		<u>#0091</u>	<u>#0131</u>	<u>#0301</u>	<u>#0401</u>	
101	2.9194	(1.0000)	1.9194
102	2.1002	1.82512664	4.1917
103	17.3481	6.1047	23.4528
111	.0000	(.5000)	(.5000)
112	1.50005000	2.0000
113	.5000	1.5000	2.0000
130	(4.8954)	(2.0136)	(1.8251)	(.7664)	(9.5005)
254	(1.0000)	1.0000	.5000	.5000
255	(2.0150)	(1.5000)	(1.0000)	1.0000	(3.5150)
300	(18.1931)	(4.8614)	(23.0545)
Total	<u>(1.7358)</u>	<u>(.7703)</u>	<u>.0000</u>	<u>.0000</u>	<u>.0000</u>	<u>(2.5061)</u>

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

The accompanying notes are an integral part of this schedule.

SCHEDULE D

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

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 or accurately prepared or were missing and could not be located for students in ESE Support Levels 4 and 5 and Career Education 9-12 (OJT), the Flagler 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, 2011. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 17.

Findings

Our examination included the July and October 2010 surveys and the February and June 2011 surveys (see NOTE A5). Unless otherwise specifically stated, the Findings and proposed adjustments presented herein are for the October 2010 survey or the February 2011 survey or both. Accordingly, our Findings do not mention specific surveys unless necessary for a complete understanding of the instances of noncompliance being disclosed.

Bunnell Elementary School (#0022)

1. [Ref. 2201] The number of instructional minutes reported for two students served in the Hospital and Homebound Program was overstated. One student was reported for 422 instructional minutes (.1408 FTE) in Program No. 101 (Basic K-3) and one student was reported for 525 instructional minutes (.1750 FTE) in Program No. 255 (ESE Support Level 5). However, both students should have been reported in Program No. 255 for only the 180 instructional minutes (.0600 FTE) provided by the homebound instructor and as authorized by the students' IEPs. We propose the following adjustment:

101 Basic K-3	(.1408)	
255 ESE Support Level 5	(.0550)	(.1958)

**Proposed Net
Adjustments
(Unweighted FTE)**

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Bunnell Elementary School (#0022) (Continued)

2. [Ref. 2202] The course schedule for one student reported for both Hospital and Homebound Program instruction (.0400 FTE) and on-campus instruction (.4600 FTE) was reported incorrectly in Program No. 255 (ESE Support Level 5) rather than Program No. 101 (Basic K-3) for the student’s on-campus instruction. We propose the following adjustment:

101 Basic K-3	.4600	
255 ESE Support Level 5	(.4600)	.0000
		(.1958)

Imagine School at Town Center (#0061)

3. [Ref. 6172] One therapist contracted for speech services was providing speech therapy to ESE students but did not hold a valid therapy license at the time of the reporting surveys. Since the students are proposed for adjustment in Finding No. 4 (Ref. 6101), we are presenting this disclosure Finding with no proposed adjustment.

.0000

4. [Ref. 6101] Two ESE students were not reported in accordance with the students’ Matrix of Services forms. We propose the following adjustment:

112 Grades 4-8 with ESE Services	1.5000	
254 ESE Support Level 4	(.5000)	
255 ESE Support Level 5	(1.0000)	.0000

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Imagine School at Town Center (#0061) (Continued)

5. [Ref. 6102] The files for five students did not contain ELL Student Plans as defined in State Board of Education Rule 6A-6.0901(6), Florida Administrative Code, which specifies that an ELL Student Plan should be a written (i.e., hard copy) document that is maintained in each student’s file. We also noted the following exceptions for three of the five students: (a) two of the students did not have documentation to support their continued ESOL placement for a fourth year, and (b) one student’s file did not have documentation to support the student’s ESOL placement. We propose the following adjustment:

101 Basic K-3	1.8835	
102 Basic 4-8	2.1002	
130 ESOL	<u>(3.9837)</u>	.0000

6. [Ref. 6171] One teacher taught Primary Language Arts to classes that included ELL students but was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field. We also noted that the parents of the ELL students were not notified of the teacher’s out-of-field status until after the reporting survey. We propose the following adjustment:

101 Basic K-3	.7167	
130 ESOL	<u>(.7167)</u>	.0000
		<u>.0000</u>

Matanzas High School (#0090)

7. [Ref. 9001] One student was reported in the Hospital and Homebound Program and scheduled for homebound instruction through virtual classes; however, these classes did not start until after the reporting survey. We propose the following adjustment:

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

<u>Findings</u>	Proposed Net Adjustments (Unweighted FTE)
Matanzas High School (#0090) (Continued)	
255 ESE Support Level 5	(.5000) (.5000)
8. [Ref. 9002] <u>One ESE student was not reported in accordance with the student's Matrix of Services form. We propose the following adjustment:</u>	
113 Grades 9-12 with ESE Services	.5000
254 ESE Support Level 4	(.5000) .0000
9. [Ref. 9003] <u>The timecards for nine Career Education 9-12 (OJT) students were missing and could not be located. We propose the following adjustment:</u>	
300 Career Education 9-12	(1.0400) (1.0400)
10. [Ref. 9071] <u>One teacher taught Basic subject area classes that included ELL students but had not earned any of the 60 in-service training points in ESOL strategies required by rule and the teacher's in-service training timelines. We propose the following adjustment:</u>	
103 Basic 9-12	.1950
130 ESOL	(.1950) .0000
11. [Ref. 9072] <u>One teacher was not properly certified to teach Career Education and was not approved by the School Board to teach out of field. The teacher held certification in Elementary Education but taught a course that required certification in Coordinator of Diversified Career Technology. We propose the following adjustment:</u>	
103 Basic 9-12	17.1531
300 Career Education 9-12	(17.1531) .0000
	<u>(1.5400)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Flagler-Palm Coast High School (#0091)

12. [Ref. 9101] One student was reported incorrectly in ESOL in the October 2010 and February 2011 surveys. The student had been exited from ESOL on December 8, 2009, and should have been reported in Basic education. We propose the following adjustment:

103 Basic 9-12	.6065	
130 ESOL	<u>(.6065)</u>	.0000

13. [Ref. 9102] Two ESE students were not reported in accordance with the students' Matrix of Services forms. We propose the following adjustment:

113 Grades 9-12 with ESE Services	1.5000	
255 ESE Support Level 5	<u>(1.5000)</u>	.0000

14. [Ref. 9103] The timecards for five Career Education 9-12 (OJT) students were missing and could not be located. We propose the following adjustment:

300 Career Education 9-12	<u>(.7703)</u>	(.7703)
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15. [Ref. 9171/72] Two teachers taught Basic subject area classes that included ELL students but had not earned the required 60 in-service training points in ESOL strategies required by rule and the teachers' in-service training timelines. One teacher (Ref. 9171) had earned only 45 points and one teacher (Ref. 9172) had earned no points. We propose the following adjustments:

<u>Ref. 9171</u>		
103 Basic 9-12	.6236	
130 ESOL	<u>(.6236)</u>	.0000

<u>Ref. 9172</u>		
103 Basic 9-12	.7835	
130 ESOL	<u>(.7835)</u>	.0000

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Flagler-Palm Coast High School (#0091) (Continued)

16. [Ref. 9173] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher was certified in Technology Education but taught courses that required certification in Coordinator of Diversified Career Technology. We also noted that the parents of the students were not notified of the teacher’s out-of-field status. We propose the following adjustment:

103 Basic 9-12	4.0911	
300 Career Education 9-12	<u>(4.0911)</u>	<u>.0000</u>
		<u>(.7703)</u>

Lewis E. Wadsworth Elementary School (#0131)

17. [Ref. 13171] One teacher taught classes that included ELL students but was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field. The teacher had earned only 18 of the 300 in-service training points required by rule and the teacher’s in-service training timeline. We also noted that the parents of the ELL students were not notified of the teacher’s out-of-field status. We propose the following adjustment:

102 Basic 4-8	.2751	
130 ESOL	<u>(.2751)</u>	<u>.0000</u>

18. [Ref. 13172] One teacher was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field. The teacher had acquired the 300 in-service training points required by rule and the teacher’s in-service training timeline but did not follow through in applying for the subject area to be added to the teacher’s certificate. We propose the following adjustment:

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

<u>Findings</u>	Proposed Net Adjustments (Unweighted FTE)	
<u>Lewis E. Wadsworth Elementary School (#0131)</u> (Continued)		
102 Basic 4-8	1.5500	
130 ESOL	(1.5500)	.0000
		<u>.0000</u>
<u>Belle Terre Elementary School (#0301)</u>		
19. [Ref. 30101] <u>Three ESE students were not reported in accordance with the students' Matrix of Services forms. We propose the following adjustment:</u>		
111 Grades K-3 with ESE Services	(.5000)	
112 Grades 4-8 with ESE Services	.5000	
254 ESE Support Level 4	1.0000	
255 ESE Support Level 5	(1.0000)	.0000
		<u>.0000</u>
<u>Indian Trails Middle School (#0401)</u>		
20. [Ref. 40101] <u>Three ESE students were not reported in accordance with the students' Matrix of Services forms. We propose the following adjustment:</u>		
101 Basic K-3	(1.0000)	
102 Basic 4-8	(.5000)	
254 ESE Support Level 4	.5000	
255 ESE Support Level 5	1.0000	.0000
		<u>.0000</u>
21. [Ref. 40171] <u>One teacher was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field. The teacher had acquired the 300 in-service training points required by rule and the teacher's in-service training timeline but did not follow through in applying for the subject area to be added to the teacher's certificate. We propose the following adjustment:</u>		
102 Basic 4-8	.3664	
130 ESOL	(.3664)	.0000

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Indian Trails Middle School (#0401) (Continued)

22. [Ref. 40172] One teacher taught classes that included ELL students but was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field. The teacher had earned only 9 of the 300 in-service training points required by rule and the teacher’s in-service training timeline. We also noted that the parents of the ELL students were not notified of the teacher’s out-of-field status. We propose the following adjustment:

102 Basic 4-8	.4000	
130 ESOL	<u>(.4000)</u>	<u>.0000</u>
		<u>.0000</u>
Proposed Net Adjustment		<u>(2.5061)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE E

Flagler 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, 2011

Recommendations

We recommend that management exercise more care and take corrective action, as appropriate, to ensure that: (1) students are reported in the proper funding categories for the correct amount of FTE and have adequate documentation to support that reporting, particularly with regard to students in ESOL and ESE Support Levels 4 and 5; (2) assessments for students entering their fourth, fifth, or sixth year of ESOL placement should be made prior to student’s entry into that year based on their individual anniversary dates; (3) *ELL Student Plans* should be properly written and retained in the students’ files; (4) students in Career Education 9-12 (OJT) are reported in accordance with timecards that are accurately completed, signed, and retained in readily-accessible files; (5) ESE Support Level 5 reporting for students in the Hospital and Homebound Program is based on the homebound instructors’ contact logs and time authorized on the students’ IEPs; (6) ESE students are reported in accordance with their *Matrix of Services* forms; (7) teachers are properly certified or, if out of field, are approved to teach out of field by the School Board; (8) parents are appropriately notified of teachers’ out-of-field status; and (9) teachers earn in-service training points in ESOL strategies on a timely basis as required by rule and their in-service training timelines.

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. Florida Education Finance Program Student Membership Surveys
- Rule 6A-1.04513, F.A.C. Maintaining Auditable FTE Records
- FTE General Instructions 2010-11*

The accompanying notes are an integral part of this schedule.

SCHEDULE E (Continued)

Flagler 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, 2011

Regulatory Citations (Continued)

Attendance

- Section 1003.23, F.S. Attendance Records and Reports
- Rules 6A-1.044(3) and (6)(c), F.A.C. Pupil Attendance Records
- Rule 6A-1.04513, F.A.C. Maintaining Auditable FTE Records
- FTE General Instructions 2010-11*
- 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

Career Education On-the-Job Attendance

- Rule 6A-1.044(6)(c), F.A.C. Pupil Attendance Records

Career Education On-the-Job Funding Hours

- Rule 6A-6.055(3), F.A.C. Definitions of Terms Used in Vocational Education and Adult Programs
- FTE General Instructions 2010-11*

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

The accompanying notes are an integral part of this schedule.

SCHEDULE E (Continued)

Flagler 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, 2011

Regulatory Citations (Continued)

Exceptional Education (Continued)

- 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
- Matrix of Services Handbook (2004 Revised Edition)*

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.

Flagler County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2011

NOTE A – SUMMARY

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

1. School District of Flagler County

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Flagler 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 Flagler County.

For the fiscal year ended June 30, 2011, the District operated 15 schools serving prekindergarten through twelfth grade students, reported 12,828.56 unweighted FTE, and received approximately \$16.9 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.

Flagler County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2011

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 2010-11 school year were conducted during and for the following weeks: survey one was performed for July 12 through 16, 2010; survey two was performed for October 11 through 15, 2010; survey three was performed for February 7 through 11, 2011; and survey four was performed for June 13 through 17, 2011

Flagler County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2011

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 judgmental methods for testing FTE reported to the Department of Education for the fiscal year ended June 30, 2011. 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:

Flagler County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2011

NOTE B - SAMPLING (Continued)

<u>School Name/Description</u>	<u>Finding Number(s)</u>
1. Bunnell Elementary School	1 and 2
2. Imagine School at Town Center	3 through 6
3. Matanzas High School	7 through 11
4. Flagler-Palm Coast High School	12 through 16
5. Lewis E. Wadsworth Elementary School	17 and 18
6. Belle Terre Elementary School	19
7. Indian Trails Middle School	20 through 22



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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 FLAGLER COUNTY DISTRICT SCHOOL BOARD FLORIDA EDUCATION FINANCE PROGRAM (FEFP) STUDENT TRANSPORTATION

We have examined management's assertion, included in its representation letter dated July 18, 2011, that the Flagler 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, 2011. 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

In our opinion, the Flagler 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, 2011.

The results of our examination disclosed noncompliance with the State requirements mentioned above. We considered this 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 SCHEDULES F and 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 The noncompliance mentioned above, while indicative of certain control deficiencies¹ is not considered indicative of material weaknesses in the District's internal controls related to their reported classification or eligibility for State transportation funding. The findings, populations, samples, and exception totals that pertain to noncompliance are presented in SCHEDULES F and G.

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

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.*

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
March 22, 2012

SCHEDULE F

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2011

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 Career Education 9-12 or an ESE student who is transported from one school center to another where appropriate programs are provided, or is on a route that meets the criteria for hazardous walking conditions specified in Section 1006.23(4), Florida Statutes. (See NOTE A1.)

As part of our examination procedures, we sampled students for testing the number of students transported as reported to the Department of Education for the fiscal year ended June 30, 2011. (See NOTE B.) The population of vehicles (347) consisted of the total of the numbers of vehicles reported by the District for each survey. For example, a vehicle that transported students during the July and October 2010 and February and June 2011 surveys would be counted in the population as four vehicles. Similarly, the population of students (16,756) consisted of the total numbers of students reported by the District as having been transported for each survey. (See NOTE A2.) The District reported students in the following ridership categories:

<u>Ridership Category</u>	<u>Number of Students Transported</u>
IDEA (K-12), Weighted	564
IDEA (K-12), Unweighted	5
IDEA (PK), Weighted	105
Two Miles or More	<u>16,082</u>
Total	<u>16,756</u>

Students with exceptions are students with exceptions affecting their ridership category. Students cited only for incorrect reporting of days in term, if any, are not included.

The accompanying notes are an integral part of this schedule.

SCHEDULE F (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2011

Our examination results are summarized below:

<u>Description</u>	<u>Buses</u>	<u>Students</u>	
	Proposed Net <u>Adjustment</u>	With Exceptions	Proposed Net <u>Adjustment</u>
We noted that the reported number of buses in operation was overstated.	(141)		
We sampled 200 of the 16,756 students reported as being transported by the District.		13	(11)
We also noted certain issues in conjunction with our general tests of student transportation that resulted in the addition of 44 students.	—	<u>44</u>	<u>44</u>
Totals	<u>(141)</u>	<u>57</u>	<u>33</u>

Our proposed net adjustment presents the net effect of noncompliance disclosed by our examination procedures. (See SCHEDULE G.)

The ultimate resolution of our proposed net adjustment and the computation of its financial impact is the responsibility of DOE.

The accompanying notes are an integral part of this schedule.

SCHEDULE G

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

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. The Flagler 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, 2011. All noncompliance disclosed by our examination procedures is discussed below and requires management’s attention and action, as recommended on page 32.

**Students
 Transported
 Proposed Net
 Adjustments**

Findings

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 2010 surveys and the February and June 2011 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 2010 survey and once for the February 2011 survey) will be presented in our Findings as two sample students.

1. [Ref. 56] The reported number of buses in operation was overstated. The October 2010 survey reported 176 buses and the February 2011 survey reported 154 buses. However, District documentation supported only 94 and 95 buses, respectively.

We propose the following adjustments:

October 2010 Survey

Number of Buses in Operation (82)

February 2011 Survey

Number of Buses in Operation (59) (141)

—

The accompanying notes are an integral part of this schedule.

SCHEDULE G (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Students
 Transported
 Proposed Net
Adjustments**

Findings

2. [Ref. 51/53] Our examination of reported ridership in the July 2010 survey disclosed that 94 students (42 in the IDEA [K-12], Weighted ridership category and 52 in the Two Miles or More ridership category) did not have matching demographic records in the State FTE database. We provided the relevant information to District staff allowing them to research and provide documentation to support the eligibility of these students for transportation reporting. Our tests disclosed that 8 of the students in our sample (2 in the Two Miles or More ridership category and 6 in the IDEA [K-12], Weighted ridership category) were reported twice, once under their Social Security number and once under their local District number. We propose the following adjustments:

<u>July 2010 Survey</u> – [Ref. 51]		
<u>16 Days in Term</u>		
IDEA (K-12), Weighted	(6)	(6)
<u>July 2010 Survey</u> – [Ref. 53]		
<u>16 Days in Term</u>		
Two Miles or More	(2)	(2)

3. [Ref. 52] The District could not provide documentation supporting the membership for two students in our sample (one student reported in the IDEA [K-12], Weighted ridership category and one student in the Two Miles or More ridership category) in the July 2010 survey. We propose the following adjustment:

<u>July 2010 Survey</u>		
<u>16 Days in Term</u>		
IDEA (K-12), Weighted	(1)	
Two Miles or More	(1)	(2)

The accompanying notes are an integral part of this schedule.

SCHEDULE G (Continued)

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2011

**Students
 Transported
 Proposed Net
Adjustments**

Findings

4. [Ref. 54] Three students in our sample were reported incorrectly in the IDEA (K-12), Unweighted ridership category. We noted that two students lived more than two miles from school and should have been reported in the Two Miles or More ridership category, while the remaining student lived less than two miles from school and was not eligible for State transportation funding. We propose the following adjustment:

July 2010 Survey

16 Days in Term

IDEA (K-12), Unweighted (3)

Two Miles or More 2

(1)

5. [Ref. 55] In conjunction with our general tests of student transportation, we noted that one bus was not reported with the survey's results. We inquired with Transportation management who provided additional documentation to support that 44 students (19 in the October 2010 survey and 25 students in the February 2011 survey) were eligible to be reported. We propose the following adjustments:

October 2010 Survey

90 Days-in-Term

IDEA (K-12), Weighted 19

February 2011 Survey

90 Days-in-Term

IDEA (K-12), Weighted 25

44

Proposed Net Adjustment

33

The accompanying notes are an integral part of this schedule.

SCHEDULE H

Flagler County District School Board
Florida Education Finance Program (FEFP)
Student Transportation
RECOMMENDATIONS AND REGULATORY CITATIONS
For the Fiscal Year Ended June 30, 2011

Recommendations

We recommend that management exercise more care and take corrective action, as appropriate, to ensure that: (1) the number of buses reported are only those that are in operation during the survey period concerned; (2) students are reported in the correct ridership categories; (3) all students who are transported are accounted for and reported with the survey's results; (4) only those students who are enrolled in school during the survey periods and ride a bus at least once during the survey periods are reported; (5) the distance from home to school is verified prior to students being reported; and (6) only eligible ESE students whose IEPs authorize transportation services are reported in IDEA-weighted or unweighted ridership categories.

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 2010-11*

The accompanying notes are an integral part of this schedule.

Flagler County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
NOTES TO SCHEDULES
 For the Fiscal Year Ended June 30, 2011

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 conditions specified in Section 1006.23(4), Florida Statutes.

2. Transportation in Flagler County

For the fiscal year ended June 30, 2011, the District received approximately \$3.4 million in State transportation funding. The District’s transportation reporting by survey was as follows:

<u>Survey Period</u>	<u>Number of Vehicles</u>	<u>Number of Students</u>
July 2010	17	201
October 2010	176	8,464
February 2011	154	8,091
June 2011	<u>0</u>	<u>0</u>
Total	<u>347</u>	<u>16,756</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

Flagler County District School Board
Florida Education Finance Program (FEFP)
Student Transportation
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2011

NOTE B – SAMPLING

Our examination procedures provided for the selection of samples of buses and students using judgmental methods for testing the number of students transported as reported to the Department of Education for the fiscal year ended June 30, 2011. 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



Flagler County Public Schools

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BOARD OF EDUCATION

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Flagler Palm Coast High
School

Employee of the Year
Barbara Korn
Adult & Community Education

Janet Valentine
Superintendent

March 9, 2012

David W. Martin
Auditor General, State of Florida
G74 Claude Pepper building
111 West Madison Street
Tallahassee, Florida 32399-1450

Subject: Response to the Florida Education Finance Program Full-Time
Equivalent Student and Student Transportation audit Draft Report.

Dear Mr. Martin:

This letter is in reply to your February 12, 2012, letter which included a draft of the report on the examination of full-time equivalent (FTE) students and student transportation for the fiscal year ended June 30, 2011.

We agree with the findings included in your examination of full-time equivalent (FTE) students (see attached).

We have taken corrective action to properly report FTE under the Florida Education Finance Program and have attached our discussion of the adverse findings. Should additional information be required, please contact Mr. Tom D. Tant, Chief Financial Officer.

Sincerely,

Janet Valentine
Superintendent of Schools
Flagler County District School Board

CC: Board Members
Dr. Tracy Umpenhour, ESE Director

Raising Student Achievement Every Day, Every Way

EXHIBIT A (CONTINUED)
MANAGEMENT'S RESPONSE

Flagler County School District FTE Audit
Report for the 2010-2011 Fiscal Year
Year Ended June 30, 2011

Audit Findings and Corrective Actions Taken:

Finding 1: [Ref.2201] The number of instructional minutes reported for two students served in the Hospital and Homebound Program was overstated.

Corrective Action: The District has established a new Student Software System to report all instructional minutes which will be review by the School administrations and the ESE department to assure accuracy.

Finding 2: [Ref.2202] The course schedule for one student reported for both Hospital and Homebound Program instruction and on-campus instruction was reported incorrectly in Program No. 255 rather than Program No. 101 for the student's on-campus instruction.

Corrective Action: The School administration and the ESE department will review all course schedules that include Program No. 255.

Imagine School At Town Center (#0061)

Finding 3: [Ref.6172] One therapist contracted for speech services was providing speech therapy to ESE students but did not hold a valid therapy license at the time of the reported surveys.

Corrective Action: The ESE department will review all speech service therapists to affirm valid therapy licenses.

Finding 4: [Ref.6101] Two ESE students were not reported in accordance with the students Matrix of Services forms.

Corrective Action: The School Administration will review all Matrix of Service forms with their teaching staff.

Finding 5: [Ref.6102] The files of five students did not contain ELL student plans as defined in State Board of Education Rule 6A-6.0901(6). Florida Administrative Code.

Corrective Action: The School Administration will review and coordinated all ELL student plans and maintain the ELL plans in the student's files.

Finding 6: [Ref.6171] One teacher taught Primary Language Arts to classes that included ELL students but was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field.

Corrective Action: The School Administration will review all student classroom assignments and will notify the School Board of Flagler County to request permission for out of field status and the School Administration will notify each parent in writing.

EXHIBIT A (CONTINUED)
MANAGEMENT'S RESPONSE

Matanzas High School (#0090)

Finding 7. [Ref. 9001] One student was reported in the Hospital and Homebound Program and scheduled for homebound instruction through virtual classes; however, these classes did not start until after the reporting survey.

Corrective Action: School Administration and Florida Virtual School counselors will follow-up on virtual class assignments to assure compliance with proper placement and reporting responsibilities.

Finding 8. [Ref.9002] One ESE student was not reported in accordance with the student's Matrix of Services form.

Corrective Action: School Administration is working with the ESE staffing Specialist to assure compliance with all ESE students Matrix of Services forms.

Finding 9. [Ref. 9003] The timecards for nine Career Education 9-12 (OJT) students were missing and could not be located.

Corrective Action: School Administration is working with the OJT instructors to assure compliance with proper documentation and record retention.

Finding 10. [Ref. 9071] One teacher taught Basic subject area classes that included ELL students but had not earned any of the 60 in-service training points in ESOL strategies required by rule and the teacher's in-service training timelines.

Corrective Action: School Administration is verifying ELL certification and compliance for all teachers.

Finding 11. [Ref.9072] One teacher was not properly certified to teach Career Education and was not approved by the School Board to teach out of field.

Corrective Action: School Administration is verifying proper teacher of record assignments to assure that all Career Education teachers maintain their proper certifications.

Flagler-Palm Coast High School (#0091)

Finding 12. [Ref.9101] One student was reported incorrectly in ESOL in the October 2010 and February 2011 surveys.

Corrective Action: School Administration will verify the ESOL status of all students.

Finding 13. [Ref.9102] Two ESE students were not reported in accordance with the students' Matrix of Services forms.

Corrective Action: School Administration will coordinate the Matrix of Service for ESE students with the Student Services data entry procedures.

Finding 14. [Ref. 9103] The timecards for five Career Education 9-12 (OJT) students were missing and could not be located.

Corrective Action: School Administration is working with the OJT instructors to assure compliance with proper documentation and record retention.

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

Finding 15. [Ref. 9171/72] Two teachers taught Basic subject area classes that included ELL students but had not earned the required 60 in-service training points in ESOL strategies required by rule and the teachers' in-service training timelines.

Corrective Action: School Administration is verifying ELL certification and compliance for all teachers.

Finding 16. [Ref. 9173] One teacher was not properly certified and was not approved by the School Board to teach out of field.

Corrective Action: School Administration will verify proper certification before students are assigned to their classes.

Lewis E. Wadsworth Elementary School (#0131)

Finding 17. [Ref.13171] One teacher taught classes that included ELL students but was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field.

Corrective Action : School Administration is verifying ELL certification and compliance for all teachers.

Finding 18. [Ref.13172] One teacher was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field.

Corrective Action: School Administration will verify proper ELL certification on the teacher's certificate.

Belle Terre Elementary School (#0301)

Finding 19. [Ref.30101] Three ESE students were not reported in accordance with the students Matrix of Services forms.

Corrective Actions: School Administration will review and verify with Student Services proper reporting of all ESE students.

Indian Trails Middle School (#0401)

Finding 20. [Ref.40101] Three ESE students were not reported in accordance with the students' Matrix of Services forms.

Corrective Action: School Administration will review and verify with Student Services proper reporting of all ESE students.

Finding 21. [Ref.40171] One teacher was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field.

Corrective Action: School Administration will verify proper ELL certification on the teacher's certificate.

Finding 22. [Ref. 40172] One teacher taught classes that included ELL students but was not properly certified to teach ELL students and was not approved by the School Board to teach such students out of field.

Corrective Action: School Administration is verifying ELL certification and compliance for all teachers.

EXHIBIT A (CONTINUED)
MANAGEMENT'S RESPONSE

Flagler County School District FTE Audit
Student Transportation
Report for the 2010-2011 Fiscal Year
Year Ended June 30, 2011

Audit Findings and Corrective Actions Taken:

Finding 1: [Ref. 56] The reported number of buses in operation was overstated.

Corrective Action: The Transportation administration will review and verify the number of buses in operation before the final survey report is transmitted to DOE.

Finding 2: [Ref. 51/53] Our test disclosed the 8 of the students in our sample (2 in the two miles or more ridership category and 6 in the IDEA [K-12] were reported twice.

Corrective Action: The Transportation administration has determined the source of the error and has corrected the problem that caused the duplication.

Finding 3: [Ref. 52] The District could not provide documentation supporting the membership for two students.

Corrective Action: The Transportation administration is reviewing all membership documentation for all students that are being transported.

Finding 4: [Ref. 54] Three students in our sample were reported incorrectly in the IDEA (K-12) Unweighted ridership category.

Corrective Action: Students living less than two miles from school will be removed from the transportation FEFP claiming reports.

Finding 5: [Ref. 55] In conjunction with our general tests of student transportation, we noted the one bus was not reported with the survey's results.

Corrective Action: The Transportation administration will verify that all buses are reported for FEFP before the final reports are transmitted.