

**MARTIN COUNTY  
DISTRICT SCHOOL BOARD**

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

**and**

**Student Transportation**

For the Fiscal Year Ended  
June 30, 2012



## BOARD MEMBERS AND SUPERINTENDENT

Martin County District School Board members and the Superintendent of Schools who served during the 2011-12 fiscal year are listed below:

<u>Member</u>	<u>District No.</u>
Michael J. Busha	1
Susan J. Hershey, Chair	2
Laurie J. Gaylord, Vice Chair to 11-21-11	3
Maura Barry-Sorenson, Vice Chair from 11-22-11	4
Dr. David L. Anderson	5
Nancy Kline, Superintendent	

The examination team leader was Pamela Kelly, CPA. Please address inquiries regarding this report to J. David Hughes, CPA, Audit Manager, by e-mail at [davidhughes@aud.state.fl.us](mailto:davidhughes@aud.state.fl.us) or by telephone at (850) 414-9941.

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Martin 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, 2012

<b>CTE</b>	Career and Technical Education
<b>ELL</b>	English Language Learner
<b>EP</b>	Educational Plan
<b>ESE</b>	Exceptional Student Education
<b>ESOL</b>	English for Speakers of Other Languages
<b>FAC</b>	Florida Administrative Code
<b>FES</b>	Fluent English Speaker
<b>FS</b>	Florida Statutes
<b>IDEA</b>	Individuals with Disabilities Education Act
<b>IEP</b>	Individual Educational Plan
<b>OJT</b>	On-the-Job Training
<b>PK</b>	Prekindergarten

Martin County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students and Student Transportation  
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For the Fiscal Year Ended June 30, 2012

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## EXECUTIVE SUMMARY

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### SUMMARY OF ATTESTATION EXAMINATION

Except for the material noncompliance described 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 ESOL, ESE Support Levels 4 and 5, Career Education 9-12 (OJT), and student transportation, the Martin 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, 2012:

- Twenty-two of the 115 teachers in our sample 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.
- Thirty-four of the 173 students in our ESOL sample, 73 of the 108 students in our ESE Support Levels 4 and 5 sample, and 5 of the 30 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.
- Forty-eight of the 278 students in our student transportation sample had exceptions involving their reported ridership classification or eligibility for State transportation funding.

Noncompliance related to reported FTE resulted in 50 findings. The resulting proposed net adjustment to the District's reported, unweighted FTE totaled a negative 12.6976 but has a potential impact on the District's weighted FTE of a negative 102.5264. Noncompliance related to student transportation resulted in 9 findings and a proposed net adjustment of a negative 25 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. 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 Martin County District School Board, the estimated gross dollar effect of our proposed adjustments to reported FTE is a negative \$356,712 (negative 102.5264 times \$3,479.22).

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 the Department of Education.

## SCHOOL DISTRICT OF MARTIN COUNTY

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Martin 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 Martin 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 elected Superintendent of Schools. For the fiscal year ended June 30, 2012, the District operated 33 schools serving prekindergarten through twelfth grade students, reported 17,963.54 unweighted FTE for those students, and received approximately \$8.7 million in State funding through FEFP.

### 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 be on a route that meets the criteria for hazardous walking conditions specified in Section 1006.23(4), Florida Statutes. The District received approximately \$3.5 million for student transportation as part of the State funding through FEFP.



DAVID W. MARTIN, CPA  
AUDITOR GENERAL

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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 MARTIN 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 December 20, 2012, that the Martin 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, 2012. 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 2011-12* 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

Twenty-two of the 115 teachers in our sample 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.<sup>1</sup>

2. Students

Thirty-four of the 173 students in our ESOL sample,<sup>2</sup> 73 of the 108 students in our ESE Support Levels 4 and 5 sample,<sup>3</sup> and 5 of the 30 students in our Career Education 9-12 (OJT) sample<sup>4</sup> 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 ESOL, ESE Support Levels 4 and 5, and Career Education 9-12 (OJT), the Martin 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, 2012.

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.

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<sup>1</sup>For teachers, see SCHEDULE D, Finding Nos. 1, 9, 10, 11, 12, 17, 25, 30, 31, 34, 39, 40, 41, 42, 43, 49, and 50.

<sup>2</sup>For ESOL, see SCHEDULE D, Finding Nos. 4, 18, 19, 20, 21, 22, 23, 24, 26, 27, 36, 37, 45, and 46.

<sup>3</sup>For ESE Support Levels 4 and 5, see SCHEDULE D, Finding Nos. 5, 6, 7, 13, 14, 15, 16, 28, 32, 33, 38, 47, and 48.

<sup>4</sup>For Career Education 9-12 (OJT), see SCHEDULE D, Finding Nos. 8 and 29.

### 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.<sup>5</sup> 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 ESOL, ESE Support Levels 4 and 5, and Career Education 9-12 (OJT). Other noncompliance disclosed by our examination procedures is indicative of control deficiencies<sup>5</sup> 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  
June 26, 2013

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<sup>5</sup> *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**

Martin 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, 2012

**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 17,963.54 unweighted FTE at 33 schools to the Department of Education for the fiscal year ended June 30, 2012.

**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, 2012. (See NOTE B.) The population of schools (33) consisted of the total number of schools in the District that offered courses in FEFP-funded programs. The population of students (10,091) 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>		<u>Students with 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	26	8	7,291	94	0	12,714.7800	76.7551	47.1894
Basic with ESE Services	29	9	1,479	75	5	3,189.4000	70.8715	5.9500
ESOL	22	8	1,080	173	34	1,357.0700	146.5693	(33.5602)
ESE Support Levels 4 and 5	18	8	202	108	73	216.0200	80.5706	(31.7759)
Career Education 9-12	4	2	<u>39</u>	<u>30</u>	<u>5</u>	<u>486.2700</u>	<u>3.6188</u>	<u>(.5009)</u>
All Programs	33	10	<u>10,091</u>	<u>480</u>	<u>117</u>	<u>17,963.5400</u>	<u>378.3853</u>	<u>(12.6976)</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE A (Continued)**

Martin 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, 2012

**TEACHERS**

We also sampled teachers as part of our examination procedures. (See NOTE B.) Specifically, the population of teachers (421) 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 115 and found exceptions for 22 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.)

Section 2 of the General Appropriations Act for the 2011-12 fiscal year (Chapter 2011-69, Laws of Florida) established the cost factors for that fiscal year as shown on SCHEDULE B. Generally, the cost factors are greater than or equal to 1.000, with Basic education cost factors being the lowest. However, for the 2011-12 fiscal year, the cost factor for Career Education 9-12 was 0.999. Chapter 2012-133, Laws of Florida, in part, amended Section 1011.62(13)(b), Florida Statutes, to add language providing that, beginning with the 2011-12 fiscal year, an audit adjustment may not result in the reclassification of special program FTE to basic program FTE if the special program cost factor is less than the basic program cost factor. Accordingly, for instances of noncompliance involving teachers not being properly certified and teaching Career Education 9-12 students out of field or parents of the students not being notified of the teachers' out-of-field status, we have presented disclosure Findings with no proposed adjustments. (See SCHEDULE D, Finding No. 25.)

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

*The accompanying notes are an integral part of this schedule.*

## SCHEDULE B

Martin 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, 2012

<u>No. Program</u> <sup>1</sup>	<u>Proposed Net Adjustment</u> <sup>2</sup>	<u>Cost Factor</u>	<u>Weighted FTE</u> <sup>3</sup>
101 Basic K-3	11.3436	1.102	12.5006
102 Basic 4-8	18.2845	1.000	18.2845
103 Basic 9-12	17.5613	1.019	17.8950
112 Grades 4-8 with ESE Services	.5000	1.000	.5000
113 Grades 9-12 with ESE Services	5.4500	1.019	5.5536
130 ESOL	(33.5602)	1.161	(38.9634)
254 ESE Support Level 4	(28.3847)	3.550	(100.7657)
255 ESE Support Level 5	(3.3912)	5.022	(17.0306)
300 Career Education 9-12	(.5009)	.999	(.5004)
Total	<u>(12.6976)</u>		<u>(102.5264)</u>

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<sup>1</sup> See NOTE A6.

<sup>2</sup> These proposed net adjustments are for unweighted FTE. (See SCHEDULE C.)

<sup>3</sup> 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

Martin 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, 2012

<u>No. Program</u>	<u>Proposed Adjustments<sup>1</sup></u>			<u>Balance Forward</u>
	<u>#0025</u>	<u>#0031</u>	<u>#0070</u>	
101 Basic K-3	.2180	.....	.....	.2180
102 Basic 4-8	.....	.1724	1.4320	1.6044
103 Basic 9-12	.....	3.9972	7.0025	10.9997
112 Grades 4-8 with ESE Services	.....	(.1724)	.....	(.1724)
113 Grades 9-12 with ESE Services	.....	.0000	4.9500	4.9500
130 ESOL	.....	(3.0670)	.....	(3.0670)
254 ESE Support Level 4	(.2180)	(1.5717)	(25.4345)	(27.2242)
255 ESE Support Level 5	.....	.5665	.....	.5665
300 Career Education 9-12	.....	(.4976)	.....	(.4976)
Total	<u>.0000</u>	<u>(.5726)</u>	<u>(12.0500)</u>	<u>(12.6226)</u>

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<sup>1</sup> These proposed adjustments are for unweighted FTE. (See NOTE A4.)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE C (Continued)**

Martin 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, 2012

<u>No.</u>	<u>Brought Forward</u>	<u>Proposed Adjustments<sup>1</sup></u>				<u>Balance Forward</u>
		<u>#0101</u>	<u>#0131</u>	<u>#0221</u>	<u>#0241</u>	
101	.2180	4.1256	7.0000	.....	.....	11.3436
102	1.6044	6.8760	2.0000	1.6936	.....	12.1740
103	10.9997	.....	.....	.....	2.0090	13.0087
112	(.1724)	.....	.....	.....	.....	(.1724)
113	4.9500	.....	.....	.....	.....	4.9500
130	(3.0670)	(11.0016)	(9.0000)	(1.6936)	(1.5807)	(26.3429)
254	(27.2242)	.....	.....	.....	.....	(27.2242)
255	.5665	.....	.....	.....	(.5000)	.0665
300	(.4976)	.....	.....	.....	(.0033)	(.5009)
Total	<u>(12.6226)</u>	<u>.0000</u>	<u>.0000</u>	<u>.0000</u>	<u>(.0750)</u>	<u>(12.6976)</u>

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<sup>1</sup> These proposed adjustments are for unweighted FTE. (See NOTE A4.)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE C (Continued)**

Martin 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, 2012

<u>No.</u>	<u>Brought Forward</u>	<u>Proposed Adjustments<sup>1</sup></u>			<u>Total</u>
		<u>#0294</u>	<u>#0351</u>	<u>#0361</u>	
101	11.3436	.....	.....	.....	11.3436
102	12.1740	.....	.....	6.1105	18.2845
103	13.0087	.1865	4.3661	.....	17.5613
112	(.1724)	.....	.....	.6724	.5000
113	4.9500	1.5000	(1.0000)	.....	5.4500
130	(26.3429)	.....	(3.2194)	(3.9979)	(33.5602)
254	(27.2242)	.4345	.....	(1.5950)	(28.3847)
255	.0665	(2.1210)	(.1467)	(1.1900)	(3.3912)
300	(.5009)	.....	.....	.....	(.5009)
Total	<u>(12.6976)</u>	<u>.0000</u>	<u>.0000</u>	<u>.0000</u>	<u>(12.6976)</u>

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<sup>1</sup> These proposed adjustments are for unweighted FTE. (See NOTE A4.)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D**

Martin 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, 2012

**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 2011-12* 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 ESOL, ESE Support Levels 4 and 5, and Career Education 9-12 (OJT), the Martin 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, 2012. All noncompliance disclosed by our examination procedures is discussed below and requires management’s attention and action, as recommended on page 26.

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

*Our examination included the July and October 2011 surveys and the February and June 2012 surveys (see NOTE A5). Unless otherwise specifically stated, the Findings and Proposed Adjustments presented herein are for the October 2011 survey or the February 2012 survey or both. Accordingly, our Findings do not mention specific surveys unless necessary for a complete understanding of the instances of noncompliance being disclosed.*

**Sea Wind Elementary School (#0025)**

1. [Ref. 2570] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher held certification in ESE but taught courses that required certification in Elementary Education. We also noted that the parents of the student were not notified of the teacher's out-of-field status. We propose the following adjustment:

101 Basic K-3	.2180	
254 ESE Support Level 4	(.2180)	.0000
		.0000

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

		<b>Proposed Net Adjustments (Unweighted FTE)</b>	
<b><u>Findings</u></b>			
<b><u>Martin County High School (#0031)</u></b>			
2. [Ref. 3101] <u>The file for one ESE student did not contain an EP covering the 2011-12 school year. We propose the following adjustment:</u>			
102 Basic 4-8	.1724		
112 Grades 4-8 with ESE Services	(.1724)		.0000
3. [Ref. 3102] <u>The file for one ESE student contained only an unsigned IEP covering the October 2011 reporting survey and a signed copy could not be located. We propose the following adjustment:</u>			
103 Basic 9-12	.5000		
113 Grades 9-12 with ESE Services	(.5000)		.0000
4. [Ref. 3103] <u>An ELL Committee was not convened to consider one student's extended ESOL placement for a sixth year. We propose the following adjustment:</u>			
103 Basic 9-12	.6486		
130 ESOL	(.6486)		.0000
5. [Ref. 3104] <u>The course schedules for two students in the Hospital and Homebound Program were incorrectly reported entirely in Program No. 255 (ESE Support Level 5). The students' on-campus courses should have been reported either entirely in Program No. 103 (Basic 9-12) or in Program No. 103 and Program No. 300 (Career Education 9-12). However, we noted the timecard for the student taking the Career Education 9-12 course was missing and could not be located. We propose the following adjustment:</u>			
103 Basic 9-12	.3585		
255 ESE Support Level 5	(.4335)		(.0750)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<u>Findings</u>	<b>Proposed Net Adjustments (Unweighted FTE)</b>
<b><u>Martin County High School (#0031)</u></b> (Continued)	
6. [Ref. 3105] <u>One ESE student was not reported in accordance with the student's Matrix of Services form. We propose the following adjustment:</u>	
254 ESE Support Level 4	(1.0000)
255 ESE Support Level 5	<u>1.0000</u>
	.0000
7. [Ref. 3106] <u>There was no evidence that the Matrix of Services form for one ESE student was reviewed when the student's IEP was prepared in November 2011. We propose the following adjustment:</u>	
113 Grades 9-12 with ESE Services	.5000
254 ESE Support Level 4	<u>(.5000)</u>
	.0000
8. [Ref. 3107] <u>The timecards for four Career Education 9-12 (OJT) students were missing and could not be located. We propose the following adjustment:</u>	
300 Career Education 9-12	<u>(.4976)</u>
	(.4976)
9. [Ref. 3170] <u>One teacher was not approved by the School Board to teach out-of-field in Reading until December 20, 2011, which was after the reporting survey. We also noted that the teacher had earned only 60 of the 180 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline. We propose the following adjustment:</u>	
103 Basic 9-12	.1434
130 ESOL	<u>(.1434)</u>
	.0000

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Martin County High School (#0031)** (Continued)

10. [Ref. 3171] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher held certification in ESE but taught a course that also required certification in Reading or having the Reading endorsement. We also noted that the parents of the student were not notified of the teacher's out-of-field status. We propose the following adjustment:

103 Basic 9-12	.0717	
254 ESE Support Level 4	<u>(.0717)</u>	.0000

11. [Ref. 3172/73] Two teachers taught Basic subject area classes that included ELL students but had earned none of the 60 in-service training points in ESOL strategies required by rule and the teachers' in-service training timelines. We propose the following adjustments:

<u>Ref. 3172</u>		
103 Basic 9-12	1.0104	
130 ESOL	<u>(1.0104)</u>	.0000

<u>Ref. 3173</u>		
103 Basic 9-12	.1434	
130 ESOL	<u>(.1434)</u>	.0000

12. [Ref. 3174] One teacher taught a Language Arts class that included ELL students but had earned none of the 60 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline. We propose the following adjustment:

103 Basic 9-12	1.1212	
130 ESOL	<u>(1.1212)</u>	.0000
		<u>(.5726)</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Sandy Pines Psychiatric Center School (#0070)**

13. [Ref. 7001] Seven ESE students were either not in membership or were not in attendance during the reporting surveys; consequently, the students should not have been reported with the surveys' results. We also noted the following exceptions for one of these students: (a) the IEP was developed without the required participants as evidenced by only one District representative's signature; (b) the student's file did not contain a *Matrix of Services* form; and (c) the *Hospital/Homebound Medical Referral Form* authorizing the student's placement into the Hospital and Homebound Program was incomplete. We propose the following adjustment:

254 ESE Support Level 4	(3.5000)	(3.5000)
-------------------------	----------	----------

14. [Ref. 7002] The *Hospital/Homebound Medical Referral Forms* authorizing Hospital and Homebound services for nine ESE students were missing or incomplete. We also noted that the course schedules for these students were incorrectly reported for 1,500 instructional minutes weekly; however, the School's bell schedule supported only 1,350 instructional minutes weekly. We propose the following adjustment:

113 Grades 9-12 with ESE Services	4.5000	
254 ESE Support Level 4	(5.0000)	(.5000)

15. [Ref. 7003] The *Matrix of Services* form for one ESE student in the Hospital and Homebound Program was incomplete. The pages that indicated the services to be provided in Domains B and D were missing; consequently, the *Matrix of Services* form did not support the student's reporting in Program No. 254 (ESE Support Level 4). We also noted the student's folder did not contain a *Hospital/Homebound Medical Referral Form* authorizing the student's placement into the Hospital and Homebound Program and that the student's course schedule was incorrectly reported for 1,500 instructional minutes weekly and not per the School's bell schedule which supported only 1,350 instructional minutes weekly. We propose the following adjustment:

***The accompanying notes are an integral part of this schedule.***

**SCHEDULE D (Continued)**

Martin 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, 2012

<u>Findings</u>		<b>Proposed Net Adjustments (Unweighted FTE)</b>
<b>Sandy Pines Psychiatric Center School (#0070) (Continued)</b>		
113 Grades 9-12 with ESE Services	.4500	
254 ESE Support Level 4	(.5000)	(.0500)
16. [Ref. 7004] <u>The course schedules for 124 students (43 were in our sample) were incorrectly reported for 1,500 instructional minutes weekly; however, the School's bell schedule supported only 1,350 instructional minutes weekly. We propose the following adjustment:</u>		
254 ESE Support Level 4	(8.0000)	(8.0000)
17. [Ref. 7070/71/72] <u>Three teachers were not properly certified and were not approved by the School Board to teach out of field. The teachers held certification in ESE but taught courses that also required certification in Elementary Education and English (Ref. 7070), English and Reading (Ref. 7071), or Mathematics and Science (Ref. 7072). We also noted that the parents of the students were not notified of the teachers' out-of-field status. We propose the following adjustments:</u>		
<u>Ref. 7070</u>		
102 Basic 4-8	.1668	
103 Basic 9-12	1.0839	
254 ESE Support Level 4	(1.2507)	.0000
<u>Ref. 7071</u>		
102 Basic 4-8	1.0984	
103 Basic 9-12	2.2490	
254 ESE Support Level 4	(3.3474)	.0000
<u>Ref. 7072</u>		
102 Basic 4-8	.1668	
103 Basic 9-12	3.6696	
254 ESE Support Level 4	(3.8364)	.0000
		(12.0500)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<u>Findings</u>	<b>Proposed Net Adjustments (Unweighted FTE)</b>	
<b><u>Port Salerno Elementary School (#0101)</u></b>		
18. [Ref. 10101] <u>The ELL Student Plan for one student was not reviewed and updated for the 2011-12 school year. We propose the following adjustment:</u>		
101 Basic K-3	.4584	
130 ESOL	(.4584)	.0000
19. [Ref. 10102] <u>ELL Committees were not convened to consider 10 students' extended ESOL placements for a fourth, fifth, or sixth year. We propose the following adjustment:</u>		
101 Basic K-3	2.7504	
102 Basic 4-8	5.9592	
130 ESOL	(8.7096)	.0000
20. [Ref. 10103] <u>One student was incorrectly reported in ESOL. The student was assessed as FES and an ELL Committee was not convened to consider the student's extended ESOL placement for a fifth year. We propose the following adjustment:</u>		
102 Basic 4-8	.9168	
130 ESOL	(.9168)	.0000
21. [Ref. 10104] <u>There was no evidence that the parents of one ELL student were notified of their child's ESOL placement. We propose the following adjustment:</u>		
101 Basic K-3	.9168	
130 ESOL	(.9168)	.0000
		<u>.0000</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Warfield Elementary School (#0131)**

22. [Ref. 13101] ELL Committees were not convened to consider nine students' extended ESOL placements for a fourth, fifth, or sixth year. We propose the following adjustment:

101 Basic K-3	7.0000	
102 Basic 4-8	2.0000	
130 ESOL	<u>(9.0000)</u>	<u>.0000</u>
		<u>.0000</u>

**Indiantown Middle School (#0221)**

23. [Ref. 22101] An ELL Committee was not convened to consider one student's extended ESOL placement for a fourth or fifth year. We also noted that the student's English language proficiency was not assessed within 30 school days prior to the student's fifth year ESOL anniversary date. We propose the following adjustment:

102 Basic 4-8	.7668	
130 ESOL	<u>(.7668)</u>	<u>.0000</u>

24. [Ref. 22102] One student was incorrectly reported in ESOL for a second year of ESOL placement. The student was assessed as FES and a competent English reader and writer. We also noted that an ELL Committee was not convened to consider the student's continued ESOL placement. We propose the following adjustment:

102 Basic 4-8	.9268	
130 ESOL	<u>(.9268)</u>	<u>.0000</u>
		<u>.0000</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**South Fork High School (#0241)**

25. [Ref. 24172/73] Two teachers were not properly certified and were not approved by the School Board to teach Career Education courses out of field. One teacher held a District-issued certificate in Drafting but taught a course that required certification in Business Education (Ref. 24172) and one teacher held a District-issued certificate in Veterinary Assisting but taught a course that required certification in Agriculture (Ref. 24173). We also noted that the parents of the students were not notified of the teachers' out-of-field status. We present this disclosure Finding with no proposed adjustments.

.0000

26. [Ref. 24101] An ELL Committee was not convened to consider one student's extended ESOL placement for a fourth year. We propose the following adjustment:

103 Basic 9-12	.3585	
130 ESOL	(.3585)	.0000

27. [Ref. 24102] The English language proficiency of one ELL student was not assessed within 30 school days prior to the student's fourth year ESOL anniversary date. We propose the following adjustment:

103 Basic 9-12	.3618	
130 ESOL	(.3618)	.0000

28. [Ref. 24104] One student was incorrectly reported in Program No. 255 (ESE Support Level 5) based on the student's placement in the Hospital and Homebound Program. However, the student was dismissed from the Hospital and Homebound Program prior to the reporting survey. We propose the following adjustment:

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<b>Findings</b>	<b>Proposed Net Adjustments (Unweighted FTE)</b>	
<b>South Fork High School (#0241)</b> (Continued)		
103 Basic 9-12	.4283	
255 ESE Support Level 5	(.5000)	
300 Career Education 9-12	<u>.0717</u>	.0000
29. [Ref. 24105] <u>The timecard for one Career Education 9-12 (OJT) student was missing and could not be located. We propose the following adjustment:</u>		
300 Career Education 9-12	<u>(.0750)</u>	(.0750)
30. [Ref. 24170] <u>One teacher taught Basic subject area classes that included ELL students but had earned none of the 60 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline. We propose the following adjustment:</u>		
103 Basic 9-12	.5736	
130 ESOL	<u>(.5736)</u>	.0000
31. [Ref. 24171] <u>One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher was certified in English but taught a course that required certification in Reading. We also noted that the teacher had earned none of the 180 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline. We propose the following adjustment:</u>		
103 Basic 9-12	.2868	
130 ESOL	<u>(.2868)</u>	<u>.0000</u>
		<u>(.0750)</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<u>Findings</u>	<b>Proposed Net Adjustments (Unweighted FTE)</b>	
<b><u>Challenger School (#0294)</u></b>		
32. [Ref. 29401] <u>There was no evidence that the <i>Matrix of Services</i> forms for three students had been reviewed and updated when the students' new IEPs were prepared. We propose the following adjustment:</u>		
113 Grades 9-12 with ESE Services	1.5000	
255 ESE Support Level 5	<u>(1.5000)</u>	.0000
33. [Ref. 29402] <u>One ESE student was not reported in accordance with the student's <i>Matrix of Services</i> form. We propose the following adjustment:</u>		
254 ESE Support Level 4	.5000	
255 ESE Support Level 5	<u>(.5000)</u>	.0000
34. [Ref. 29470] <u>One out-of-field teacher had earned none of the six college credit hours towards certification in Physical Education as required by rule and the teacher's education timeline. 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:</u>		
103 Basic 9-12	.1865	
254 ESE Support Level 4	(.0655)	
255 ESE Support Level 5	<u>(.1210)</u>	.0000
		<u>.0000</u>
<b><u>Jensen Beach High School (#0351)</u></b>		
35. [Ref. 35101] <u>The file for one ESE student did not contain an EP that covered the 2011-12 school year. We propose the following adjustment:</u>		
103 Basic 9-12	1.0000	
113 Grades 9-12 with ESE Services	<u>(1.0000)</u>	.0000

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<b><u>Findings</u></b>	<b>Proposed Net Adjustments (Unweighted FTE)</b>	
<b><u>Jensen Beach High School (#0351)</u></b> (Continued)		
36. [Ref. 35102] <u>An ELL Committee was not convened to consider one student's extended ESOL placement for a fourth year. We propose the following adjustment:</u>		
103 Basic 9-12	.4302	
130 ESOL	(.4302)	.0000
37. [Ref. 35103] <u>One student was incorrectly reported in the ESOL Program. The student was enrolled in a foreign exchange program and was therefore not eligible to be reported in the ESOL Program. We propose the following adjustment:</u>		
103 Basic 9-12	.2151	
130 ESOL	(.2151)	.0000
38. [Ref. 35104] <u>The course schedule for one ESE student receiving both Hospital and Homebound instruction and on-campus instruction was incorrectly reported entirely in Program No. 255 (ESE Support Level 5). The on-campus portion of the student's schedule should have been reported in Program No. 103 (Basic 9-12). We propose the following adjustment:</u>		
103 Basic 9-12	.1467	
255 ESE Support Level 5	(.1467)	.0000
39. [Ref. 35170] <u>One teacher taught Language Arts classes that included ELL students but had earned only 60 of the 180 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline. We propose the following adjustment:</u>		
103 Basic 9-12	.7170	
130 ESOL	(.7170)	.0000

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Jensen Beach High School (#0351)** (Continued)

40. [Ref. 35171] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher held certification in Elementary Education but taught courses that required certification in English. 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	.5052	
130 ESOL	<u>(.5052)</u>	.0000

41. [Ref. 35172] One teacher was not approved by the School Board to teach ESOL out of field. We propose the following adjustment:

103 Basic 9-12	.2151	
130 ESOL	<u>(.2151)</u>	.0000

42. [Ref. 35173] The parents of students taught by one out-of-field Reading teacher were not notified of the teacher's out-of-field status. We propose the following adjustment:

103 Basic 9-12	.2764	
130 ESOL	<u>(.2764)</u>	.0000

43. [Ref. 35174] One teacher taught Basic subject area classes that included ELL students but had earned none of the 60 in-service training points in ESOL strategies required by rule and the teacher's in-service training timeline. We propose the following adjustment:

103 Basic 9-12	.8604	
130 ESOL	<u>(.8604)</u>	.0000
		<u>.0000</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<u>Findings</u>	<b>Proposed Net Adjustments (Unweighted FTE)</b>	
<b><u>Dr. David L. Anderson Middle School (#0361)</u></b>		
44. [Ref. 36101] <u>The files for two ESE students did not contain EPs covering the 2011-12 school year. We propose the following adjustment:</u>		
102 Basic 4-8	1.8276	
112 Grades 4-8 with ESE Services	(1.8276)	.0000
45. [Ref. 36102] <u>One ELL student was beyond the maximum six-year period allowed for State funding of ESOL. We propose the following adjustment:</u>		
102 Basic 4-8	.4218	
130 ESOL	(.4218)	.0000
46. [Ref. 36103] <u>ELL Committees were not convened to consider four students' extended ESOL placements for a fourth, fifth, or sixth year. We also noted the English language proficiency for three of these students was not assessed within 30 school days of the students' ESOL anniversary dates. We propose the following adjustment:</u>		
102 Basic 4-8	2.1606	
130 ESOL	(2.1606)	.0000
47. [Ref. 36104] <u>We noted the following exceptions involving the <i>Matrix of Services</i> forms for two ESE students as follows:</u>		
a. <u>There was no evidence that the <i>Matrix of Services</i> form for one student was reviewed and updated when the student's new IEP was prepared.</u>		

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

<u>Findings</u>	<b>Proposed Net Adjustments (Unweighted FTE)</b>
<b><u>Dr. David L. Anderson Middle School (#0361)</u></b> (Continued)	
b. <u>The file for one student did not contain a valid <i>Matrix of Services</i> form covering the October 2011 survey. We also noted that the file did contain a <i>Matrix of Services</i> form dated January 11, 2012; however, the IEP was not completed until January 17, 2012, and there was no evidence that this <i>Matrix of Services</i> form was reviewed when the student's IEP was prepared.</u>	
<u>We propose the following adjustment:</u>	
112 Grades 4-8 with ESE Services	1.5000
254 ESE Support Level 4	(.5000)
255 ESE Support Level 5	<u>(1.0000)</u>
	.0000
48. [Ref. 36105] <u>One ESE student was not reported in accordance with the student's <i>Matrix of Services</i> form. We propose the following adjustment:</u>	
112 Grades 4-8 with ESE Services	1.0000
254 ESE Support Level 4	<u>(1.0000)</u>
	.0000
49. [Ref. 36170/73] <u>The parents of students taught by two out-of-field ESOL teachers were not notified of the teachers' out-of-field status. We propose the following adjustments:</u>	
<u>Ref. 36170</u>	
102 Basic 4-8	1.2521
130 ESOL	<u>(1.2521)</u>
	.0000
<u>Ref. 36173</u>	
102 Basic 4-8	.1634
130 ESOL	<u>(.1634)</u>
	.0000

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Martin 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, 2012

**Proposed Net  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Dr. David L. Anderson Middle School (#0361)** (Continued)

50. [Ref. 36171] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher held certification in ESE but taught a course that also required certification in Reading. 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:

102 Basic 4-8	.2850	
254 ESE Support Level 4	(.0950)	
255 ESE Support Level 5	<u>(.1900)</u>	<u>.0000</u>
		<u>.0000</u>
<b>Proposed Net Adjustment</b>		<u>(12.6976)</u>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE E**

Martin 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, 2012

**RECOMMENDATIONS**

**We recommend** that management exercise more care and take corrective action, as appropriate, to ensure that: (1) only students who are in membership and in attendance at least 1 day during the 11-day survey window are reported with that survey's results; (2) students' schedules and associated FTE are reported in accordance with the school's bell schedule; (3) ELL students are not reported for more than the six-year period allowed for State funding of ESOL; (4) English language proficiency of students being considered for extension of their ESOL placements (beyond the initial three-year base period) is assessed within the 30 school days prior to the individual student's ESOL anniversary date and ELL Committees are convened subsequent to these assessments but no later than the individual student's ESOL anniversary date; (5) foreign exchange students are not reported in the ESOL Program; (6) *ELL Student Plans* are timely reviewed and updated; (7) students that are assessed English-proficient are either exited from the ESOL Program or referred to ELL Committees to determine the students' continued ESOL placements; (8) parents are timely notified of their children's ESOL placements; (9) ESE students are reported in accordance with the students' *Matrix of Services* forms and those forms are timely and properly completed; (10) when students' IEPs are reviewed and updated, that either new *Matrix of Services* forms are prepared or there is evidence that the review of the existing *Matrix of Services* forms was completed to signify that the current IEP services are still properly reflected in the *Matrix of Services* forms; (11) students reported in the Hospital and Homebound Program have properly completed *Hospital/Homebound Medical Referral Forms*; (12) the on-campus portion of the instructional schedule for students in the Hospital and Homebound Program is reported in the appropriate program; (13) IEPs and EPs are complete and timely prepared; (14) students in Career Education 9-12 (OJT) are reported in accordance with timecards that are accurately completed, signed, and retained in readily-accessible files; (15) teachers are either properly certified or, if out of field, are timely approved by the School Board to teach out of field; (16) parents are timely notified of teachers' out-of-field status; and (17) ESOL teachers earn in-service training points in ESOL strategies and college credit hours towards their out-of-field certification on a timely basis as required by their in-service training timelines and education timelines, respectively.

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.

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE E (Continued)**

Martin 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, 2012

**REGULATORY CITATIONS**

Reporting

- Section 1011.60, FS ..... Minimum Requirements of the Florida Education Finance Program
- Section 1011.61, FS ..... Definitions
- Section 1011.62, FS ..... Funds for Operation of Schools
- Rule 6A-1.0451, FAC ..... Florida Education Finance Program Student Membership Surveys
- Rule 6A-1.04513, FAC ..... Maintaining Auditable FTE Records
- FTE General Instructions 2011-12*

Attendance

- Section 1003.23, FS ..... Attendance Records and Reports
- Rules 6A-1.044(3) and (6)(c), FAC ..... Pupil Attendance Records
- Rule 6A-1.04513, FAC ..... Maintaining Auditable FTE Records
- FTE General Instructions 2011-12*
- Comprehensive Management Information System: Automated Student Attendance Recordkeeping System*

English for Speakers of Other Languages (ESOL)

- Section 1003.56, FS ..... English Language Instruction for Limited English Proficient Students
- Section 1011.62(1)(g), FS ..... Education for Speakers of Other Languages
- Rule 6A-6.0901, FAC ..... Definitions Which Apply to Programs for English Language Learners
- Rule 6A-6.0902, FAC ..... Requirements for Identification, Eligibility Programmatic and Annual Assessments of English Language Learners
- Rule 6A-6.0903, FAC ..... Requirement for Classification, Reclassification, and Post Reclassification of English Language Learners
- Rule 6A-6.0904, FAC ..... Equal Access to Appropriate Instruction for English Language Learners
- Rule 6A-6.09022, FAC ..... Extension of Services in English for Speakers of Other Languages (ESOL) Program

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE E (Continued)**

Martin 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, 2012

**REGULATORY CITATIONS** (Continued)

Career Education On-the-Job Attendance

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

Career Education On-the-Job Funding Hours

Rule 6A-6.055(3), FAC ..... Definitions of Terms Used in Vocational Education and Adult Programs  
*FTE General Instructions 2011-12*

Exceptional Education

Section 1003.57, FS ..... Exceptional Students Instruction  
 Section 1011.62, FS ..... Funds for Operation of Schools  
 Section 1011.62(1)(e), FS ..... Funding Model for Exceptional Student Education Programs  
 Rule 6A-6.03028, FAC ..... Provision of Free Appropriate Public Education (FAPE) and  
 Development of Individual Educational Plans for Students with  
 Disabilities  
 Rule 6A-6.03029, FAC ..... Development of Family Support Plans for Children with Disabilities  
 Ages Birth Through Five Years  
 Rule 6A-6.0312, FAC ..... Course Modifications for Exceptional Students  
 Rule 6A-6.0331, FAC ..... General Education Intervention Procedures, Identification, Evaluation,  
 Reevaluation and the Initial Provision of Exceptional Education Services  
 Rule 6A-6.0334, FAC ..... Individual Educational Plans (IEPs) and Educational Plans (EPs) for  
 Transferring Exceptional Students  
 Rule 6A-6.03411, FAC ..... Definitions, ESE Policies and Procedures, and ESE Administrators  
*Matrix of Services Handbook (2004 Revised Edition)*

Teacher Certification

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

*The accompanying notes are an integral part of this schedule.*

Martin County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2012

**NOTE A – SUMMARY**

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

**1. School District of Martin County**

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

For the fiscal year ended June 30, 2012, the District operated 33 schools serving prekindergarten through twelfth grade students, reported 17,963.54 unweighted FTE, and received approximately \$8.7 million in State funding through FEFP. 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.

Martin County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2012

**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 2011-12 school year were conducted during and for the following weeks: survey one was performed for July 11 through 15, 2011; survey two was performed for October 10 through 14, 2011; survey three was performed for February 13 through 17, 2012; and survey four was performed for June 11 through 15, 2012.

Martin County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2012

**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, FS .....K-20 General Provisions
- Chapter 1001, FS .....K-20 Governance
- Chapter 1002, FS .....Student and Parental Rights and Educational Choices
- Chapter 1003, FS .....Public K-12 Education
- Chapter 1006, FS .....Support for Learning
- Chapter 1007, FS .....Articulation and Access
- Chapter 1010, FS .....Financial Matters
- Chapter 1011, FS .....Planning and Budgeting
- Chapter 1012, FS .....Personnel
- Chapter 6A-1, FAC .....Finance and Administration
- Chapter 6A-4, FAC .....Certification
- Chapter 6A-6, FAC .....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, 2012. 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:

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
 For the Fiscal Year Ended June 30, 2012

**NOTE B - SAMPLING** (Continued)

<u>School Name/Description</u>	<u>Finding Number(s)</u>
1. Sea Wind Elementary School	1
2. Martin County High School	2 through 12
3. Sandy Pines Psychiatric Center School	13 through 17
4. Port Salerno Elementary School	18 through 21
5. Warfield Elementary School	22
6. Indiantown Middle School	23 and 24
7. South Fork High School	25 through 31
8. Challenger School	32 through 34
9. Jensen Beach High School	35 through 43
10. Dr. David L. Anderson Middle School	44 through 50



DAVID W. MARTIN, CPA  
AUDITOR GENERAL

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

We have examined management's assertion, included in its representation letter dated December 20, 2012, that the Martin 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, 2012. 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 2011-2012* 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 with the District's reported student ridership data as follows: 48 of the 278 students in our sample had exceptions involving their reported ridership classification or eligibility for State transportation funding. (See SCHEDULE G, Finding Nos. 2 through 9.)

In our opinion, except for the material noncompliance mentioned above involving their reported ridership classification or eligibility for State transportation funding, the Martin 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, 2012.

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 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.<sup>1</sup> However, the material noncompliance mentioned above is indicative of significant deficiencies considered to be material weaknesses in the District's internal controls related to their reported ridership classification or eligibility for State transportation funding. Other noncompliance disclosed by our examination procedures is indicative of control deficiencies<sup>1</sup> and is also presented herein. The findings, populations, samples, and exception totals that pertain to material and other noncompliance are presented in SCHEDULES F and G.

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<sup>1</sup> *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  
June 26, 2013

**SCHEDULE F**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2012

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 be 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, 2012. (See NOTE B.) The population of vehicles (164) 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 2011 and February and June 2012 surveys would be counted in the population as four vehicles. Similarly, the population of students (16,467) 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	470
IDEA (K-12), Unweighted	3
IDEA (PK), Weighted	63
Teenage Parents and Infants	37
Hazardous Walking	717
Two Miles or More	15,170
Center to Center (IDEA), Weighted	2
Center to Center (IDEA), Unweighted	4
Center to Center (CTE and Dual Enrollment)	<u>1</u>
Total	<u>16,467</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)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2012

Our examination results are summarized below:

<u>Description</u>	<u>Students</u>	
	<u>With</u> <u>Exceptions</u>	<u>Proposed</u> <u>Net</u> <u>Adjustment</u>
We sampled 278 of the 16,467 students reported as being transported by the District.	48	(23)
We also noted certain issues in conjunction with our general tests of student transportation that resulted in the addition of 31 students.	<u>31</u>	<u>(2)</u>
Total	<u>79</u>	<u>(25)</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 the Department of Education.

*The accompanying notes are an integral part of this schedule.*

## SCHEDULE G

Martin County District School Board  
Florida Education Finance Program (FEFP)  
Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
For the Fiscal Year Ended June 30, 2012

### 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 2011-2012* issued by the Department of Education. Except for the material noncompliance involving their reported ridership classification or eligibility for State transportation funding, the Martin 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, 2012. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 46.

**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 2011 surveys and the February and June 2012 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 2011 survey and once for the February 2012 survey) will be presented in our Findings as two sample students.*

1. [Ref. 51] Our general tests of student transportation disclosed exceptions involving 31 students reported in ridership categories that were not appropriate for the students' grade levels, as follows:
  - a. Thirteen PK students were incorrectly reported in the Two Miles or More or IDEA (K-12), Weighted ridership categories. Ten of these students were eligible for reporting in the IDEA (PK), Unweighted ridership category and three were eligible for reporting in the IDEA (PK), Weighted ridership category.

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

**Students  
 Transported  
 Proposed Net  
Adjustments**

**Findings**

- b. Fourteen students in grades K-12 were incorrectly reported in the IDEA (PK), Weighted ridership category but should have been reported in the IDEA (K-12), Weighted ridership category.
- c. Two students in grades six and nine were incorrectly reported in the Hazardous Walking ridership category but should have been reported in the Two Miles or More ridership category.
- d. Two students were not IDEA students, were not enrolled in the Teenage Parent Program, and should not have been reported for State transportation funding.

We propose the following adjustments:

<b>a. <u>October 2011 Survey</u></b>		
<u>90 Days in Term</u>		
IDEA (K-12), Weighted	(4)	
IDEA (PK), Weighted	3	
IDEA (PK), Unweighted	6	
Two Miles or More	(5)	
 <b><u>February 2012 Survey</u></b>		
<u>90 Days in Term</u>		
IDEA (PK), Unweighted	4	
Two Miles or More	(4)	0
 <b>b. <u>October 2011 Survey</u></b>		
<u>90 Days in Term</u>		
IDEA (K-12), Weighted	14	
IDEA (PK), Weighted	(14)	0
 <b>c. <u>October 2011 Survey</u></b>		
<u>90 Days in Term</u>		
Hazardous Walking	(1)	
Two Miles or More	1	

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

<u>Findings</u>		<u>Students Transported Proposed Net Adjustments</u>
<b><u>February 2012 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Hazardous Walking	(1)	
Two Miles or More	1	0
<b>d. <u>October 2011 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Two Miles or More	(1)	
<b><u>February 2012 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Two Miles or More	(1)	(2)
2.	<p>[Ref. 54/59] <u>Our review of the District’s Hazardous Walking Conditions Report disclosed that the bus stop locations of students were incorrectly designated as the hazardous walking locations rather than the actual locations of the hazards. We performed additional examination procedures such as review of written correspondence from local government officials, further discussions with transportation management, and review of other available documentation to determine the actual hazardous walking locations (Ref. 59). We were able to validate the reporting of our sample students based on these additional examination procedures with the exception of 14 students, as follows (Ref. 54):</u></p>	
a.	<p><u>Nine of the students lived more than two miles from school and should have been reported in the Two Miles or More ridership category.</u></p>	
b.	<p><u>Five of the students were not on a route that met criteria for hazardous walking conditions as the students did not have to cross the designated hazardous walking location (as determined above) en route to school and were not otherwise eligible for State transportation funding.</u></p>	

We propose the following adjustments:

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

<u>Findings</u>	<u>Students Transported</u>	<u>Proposed Net Adjustments</u>
<b><u>October 2011 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Hazardous Walking	(9)	
Two Miles or More	6	
<b><u>February 2012 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Hazardous Walking	(5)	
Two Miles or More	3	(5)
3. <u>[Ref. 52] Two students in our sample were incorrectly reported in the Teenage Parent and Infant ridership category. The students had withdrawn prior to the reporting survey and should not have been reported for State transportation funding. We propose the following adjustment:</u>		
<b><u>February 2012 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Teenage Parents and Infants	(2)	(2)
4. <u>[Ref. 53] We noted the following exceptions involving five of our sample students, as follows:</u>		
a. <u>Four students were either not listed on a bus driver's report or the bus driver's report indicated that the students were not transported during the 11-day survey window.</u>		
b. <u>The IEP for one student did not indicate one of the five criteria required for IDEA-Weighted classification; however, the student was eligible for reporting in the Two Miles or More ridership category.</u>		

We propose the following adjustments:

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

<u>Findings</u>	<u>Students Transported</u>	<u>Proposed Net Adjustments</u>
<b><u>July 2011 Survey</u></b>		
<u>14 Days in Term</u>		
IDEA (K-12), Weighted	(1)	
Two Miles or More	(1)	
<b><u>October 2011 Survey</u></b>		
<u>90 Days in Term</u>		
IDEA (K-12), Weighted	(1)	
Hazardous Walking	(1)	
Two Miles or More	1	
<b><u>February 2012 Survey</u></b>		
<u>90 Days in Term</u>		
Two Miles or More	(1)	(4)

5. [Ref. 55] The IEPs for ten students in our sample did not indicate that the students met one of the five criteria required for IDEA-Weighted classification. We determined that seven of the students were eligible for reporting in the Two Miles or More ridership category; two students were eligible for reporting in the IDEA (PK), Unweighted ridership category; and the IEP for the remaining student, who was enrolled in the Speech and Language Impaired Program, did not indicate that any specialized transportation was needed. Consequently, this student was not eligible to be reported for State transportation funding. We propose the following adjustments:

<b><u>July 2011 Survey</u></b>		
<u>14 Days in Term</u>		
IDEA (K-12), Weighted	(5)	
IDEA (PK), Weighted	(1)	
IDEA (PK), Unweighted	1	
Two Miles or More	5	

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

<u>Findings</u>	<u>Students Transported</u>	<u>Proposed Net Adjustments</u>
<b><u>October 2011 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
IDEA (K-12), Weighted	(3)	
IDEA (PK), Weighted	(1)	
IDEA (PK), Unweighted	1	
Two Miles or More	<u>2</u>	(1)
6. [Ref. 56] <u>Six students in our sample were incorrectly reported in the Two Miles or More ridership category. Five of the students lived less than two miles from school and were not otherwise eligible for State transportation funding and one student was eligible for reporting in the Hazardous Walking ridership category. We propose the following adjustments:</u>		
<b><u>July 2011 Survey</u></b>		
<b><u>14 Days in Term</u></b>		
Two Miles or More	(2)	
<b><u>February 2012 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Two Miles or More	(3)	
<b><u>June 2012 Survey</u></b>		
<b><u>16 Days in Term</u></b>		
Hazardous Walking	1	
Two Miles or More	<u>(1)</u>	(5)
7. [Ref. 57] <u>One student in our sample was incorrectly reported in the Teenage Parents and Infants ridership category. The student was not enrolled in a Teenage Parent Program and was not otherwise eligible for State transportation funding. We propose the following adjustment:</u>		
<b><u>October 2011 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
Teenage Parents and Infants	<u>(1)</u>	(1)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

**Students  
 Transported  
 Proposed Net  
Adjustments**

**Findings**

8. [Ref. 58] Seven students in our sample were incorrectly reported in Center to Center ridership categories. We determined that one student was eligible to be reported in the IDEA (K-12), Unweighted ridership category; two students were eligible to be reported in the Two Miles or More ridership category; and two students were eligible to be reported in the IDEA (PK), Unweighted ridership category. We noted that the remaining two students were part-time PK students incorrectly reported for 90 days in term rather than 36 days in term as supported by the students' schedules and were eligible to be reported in the IDEA (PK), Unweighted ridership category. We propose the following adjustments:

**July 2011 Survey**

14 Days in Term

IDEA (K-12), Weighted	1	
Two Miles or More	1	
Center to Center (IDEA), Weighted	(1)	
Center to Center (IDEA), Unweighted	(1)	

**October 2011 Survey**

90 Days in Term

Two Miles or More	1	
Center to Center (IDEA), Weighted	(1)	
Center to Center (IDEA), Unweighted	(1)	
Center to Center (CTE and Dual Enrollment)	(1)	

**February 2012 Survey**

90 Days in Term

Center to Center (IDEA), Unweighted	(2)	
-------------------------------------	-----	--

36 Days in Term

IDEA (PK), Unweighted	<u>2</u>	(2)
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*The accompanying notes are an integral part of this schedule.*

**SCHEDULE G (Continued)**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**FINDINGS AND PROPOSED ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2012

<b><u>Findings</u></b>	<b><u>Students Transported</u></b>	<b><u>Proposed Net Adjustments</u></b>
9. [Ref. 60] <u>Three students in our sample were incorrectly reported in the IDEA (K-12), Unweighted ridership category. The students were not IDEA and were not otherwise eligible for State transportation funding. We propose the following adjustments:</u>		
<b><u>October 2011 Survey</u></b>		
<u>90 Days in Term</u>		
IDEA (K-12), Unweighted	(2)	
<b><u>February 2012 Survey</u></b>		
<u>90 Days in Term</u>		
IDEA (K-12), Unweighted	(1)	(3)
<b>Proposed Net Adjustment</b>		<b><u>(25)</u></b>

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE H**

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation

**RECOMMENDATIONS AND REGULATORY CITATIONS**  
 For the Fiscal Year Ended June 30, 2012

**RECOMMENDATIONS**

**We recommend** that management exercise more care and take corrective action, as appropriate, to ensure that: (1) designated hazardous walking areas are accurately reported to the Department of Education and are appropriately determined from the physical location of the designated hazardous site and not from the students’ bus stop locations; (2) transported students are reported in correct ridership categories for the correct number of days in term and have appropriate documentation on file to support that reporting; (3) students reported in IDEA-Weighted classifications are appropriately documented as meeting one of the five criteria as noted on the students’ IEPs; (4) students are reported in ridership categories that are in accordance with the students’ grade levels; (5) students are reported only if they were enrolled in school during the survey week and were transported at least 1 day during the 11-day survey window as evidenced by the supporting bus drivers’ reports; and (6) the distance from home to school for students classified in the Two Miles or More ridership category is verified prior to those students being reported.

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., FS ..... Transportation of Public K-12 Students
- Section 1011.68, FS ..... Funds for Student Transportation
- Chapter 6A-3, FAC ..... Transportation
- Student Transportation General Instructions 2011-2012*

*The accompanying notes are an integral part of this schedule.*

Martin County District School Board  
 Florida Education Finance Program (FEFP)  
 Student Transportation  
**NOTES TO SCHEDULES**  
 For the Fiscal Year Ended June 30, 2012

**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 be on a route that meets the criteria for hazardous walking conditions specified in Section 1006.23(4), Florida Statutes.

**2. Transportation in Martin County**

For the fiscal year ended June 30, 2012, the District received approximately \$3.5 million for student transportation as part of the State funding through FEFP. 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 2011	12	143
October 2011	76	8,054
February 2012	73	8,241
June 2012	<u>3</u>	<u>29</u>
Total	<u>164</u>	<u>16,467</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., FS .....Transportation of Public K-12 Students
- Section 1011.68, FS .....Funds for Student Transportation
- Chapter 6A-3, FAC .....Transportation

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Martin County District School Board  
Florida Education Finance Program (FEFP)  
Student Transportation  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2012

**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, 2012. 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 MARTIN COUNTY, FLORIDA**

500 East Ocean Blvd • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30200 • Facsimile: (772) 219-1231

June 26, 2013

Auditor General, State of Florida  
ATTN: Mr. David W. Martin, CPA  
Claude Pepper Building, Suite 412C  
111 West Madison Street  
Tallahassee, FL 32399-1450

Dear Mr. Martin:

Re: DEL\_PT-FEFP Martin DSB 6-30-12

The following is the Martin County School District's response to your recent Florida Education Finance Program Audit Report referenced above. Included below are the District's corrective actions that specifically address the findings in the report.

- *Ref. 3107, 24105* On the Job Training (OJT): The district will ensure that procedures are in place so that timecards necessary to support reported OJT hours are maintained in readily accessible files and provide training to all CTE teachers supervising OJT.
- *Ref. 3101, 3102, 35101, 36101* Exceptional Student Education (ESE): The district will ensure all IEPs and EPs are complete and timely prepared.
- *Ref. 3105, 3106, 7001, 7003, 29401, 29402, 36104, 36105* Exceptional Student Education Matrix of Service: The district will ensure that when students' IEPs' are reviewed and updated, that either new Matrix of Services forms are prepared or there is evidence that the review of the existing Matrix of Services forms was completed to signify that the current IEP services are still properly reflected in the Matrix of Services forms.
- *Ref. 7001, 7002, 7003* Exceptional Student Education Hospital/Homebound Medical Referral: The district will ensure students reported in the Hospital and Homebound Program have properly completed Hospital/Homebound Medical Referral Forms.
- *Ref. 3104, 7004, 24104, 35104* Exceptional Student Education Hospital/Homebound Program: The district will ensure the on-campus portion of the instructional schedule for students in the Hospital and Homebound Program is reported in the appropriate programs.
- *Ref. 2570, 24172/73, 29470, 3101, 3102, 3103, 3104, 3105, 3106, 3107, 3170, 3171, 3172, 3173, 3174, 7070/71/72, 35171, 35173, 36171* Out of Field Teacher: The district has a place to provide training to site administrators to closely monitor teachers who are hired out of field. The district will ensure that appropriate and timely notifications are made to the school board and parents to comply with state reporting timelines. The district will provide additional school board meetings to accommodate the needs of

*Laurie J. Gaylord, Superintendent*

School Board Members: Maura Barry-Sorenson • Michael J. Busha • Michael DiTerlizzi • Rebecca Negron • Marsha Powers

"An Equal Opportunity Agency"

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

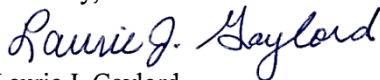
Page 2  
June 26, 2013

schools to report their out of field teachers to the school board prior to the October and February survey reporting periods.

- *Ref. 10101, 22102, 24101* The district will ask each school administrator and appointed ESOL contact to provide a timely review and update of ESOL files.
- *Ref. 10102, 10103, 13101, 22101, 22102, 24101, 35102, 36103* The district will provide additional training to ESOL contacts and administrators that ELL committees must convene and determine extended (fourth, fifth or sixth year) ESOL placement. Documentation will be kept on file at the school.
- *Ref. 10104, 36170, 36173* The district will ensure that school site administrators provide evidence of parental notification regarding ESOL placement.
- *Ref. 24102* School ELL contacts and committees will submit a schedule to the district to show that all students will be assessed within 30 days of a student's fourth year anniversary date.
- *Ref. 24170/71, 3172, 3174, 35170, 35174* Teachers and administrators will be asked to enroll and school site administrators will be reminded to continually progress monitor the status of teachers who have not completed the required ESOL in-service courses. Reports will be issued each semester reporting teachers that are still lacking ESOL coursework and those that are not meeting the compliance timeline.
- *Ref. 35103* To ensure that Foreign exchange students will not be enrolled in the ESOL program, school registrars and administration will check the status of these students.
- *Ref. 35172* ESOL out of field teachers will be submitted to the board for approval.
- *Ref. 36102, 36103* the district will ensure that students are not beyond the maximum six year period for ESOL funding.
- *Ref. 5152/53/54/55/56/57/58/59/60* Transportation: The district will take action to ensure that the number of buses operated and number of days in TERMS are correctly reported. In addition, the district will ensure that transported students are classified in the appropriate category; that students' transportation are reported only if supported by bus drivers' report; that the distance reported in the Two Miles or More Hazardous Walking has been verified prior to reporting; and ESE students have IEP to support their IDEA weighted categories.

The Martin County School District understands its responsibility to comply with all State requirements and will continue to conduct corrective actions that include additional technical assistance for all stakeholders and a recurring evaluation procedure to ensure compliance in all areas.

Sincerely,



Laurie J. Gaylord  
Superintendent of Schools