

**MADISON 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

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

Member	District No.
Abra (Tina) Johnson to 11-1-11 (1)	1
W. Fain Poppell from 6-13-12 (2)	1
Kenneth D. Hall, Vice Chair to 11-21-11, Chair to 11-22-11	2
VeEtta L. Hagan, Chair to 11-21-11	3
Clyde Alexander, Jr., Vice Chair from 11-22-11	4
Bart Alford	5

Lou S. Miller, Superintendent

- Notes: (1) Board member was removed by the Governor and the position remained vacant through June 12, 2012.  
(2) Board member was appointed by the Governor.

The examination team leader was Jeremy D. Smith and the examination was supervised by Aileen B. Peterson, 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) 412-2971.

This report and other reports prepared by the Auditor General can be obtained on our Web site at [www.myflorida.com/audgen](http://www.myflorida.com/audgen); by telephone at (850) 412-2722; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

Madison 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>ELL</b>	English Language Learner
<b>ESE</b>	Exceptional Student Education
<b>ESOL</b>	English for Speakers of Other Languages
<b>FAC</b>	Florida Administrative Code
<b>FS</b>	Florida Statutes
<b>IDEA</b>	Individuals with Disabilities Education Act
<b>OJT</b>	On-the-Job Training
<b>PK</b>	Prekindergarten

Madison 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 Basic, Basic with ESE Services, ESOL, Career Education 9-12 (OJT), and student transportation, the Madison 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:

- Three of the 19 teachers in our sample did not meet State requirements governing certification, School Board approval of out-of-field teacher assignments, or notification to parents regarding teachers' out-of-field status.
- Five of the 44 students in our Basic sample, 6 of the 28 students in our Basic with ESE Services sample, 5 of the 5 students in our ESOL sample, and 26 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.
- Twenty-three of the 126 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 6 findings. The resulting proposed net adjustment to the District's reported, unweighted FTE totaled to a negative 9.5857 but has a potential impact on the District's weighted FTE of a negative 10.2267. Noncompliance related to student transportation resulted in 5 findings and a proposed net adjustment of a negative 89 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 Madison County District School Board, the estimated gross dollar effect of our proposed adjustments to reported FTE is a negative \$35,581 (negative 10.2267 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 MADISON COUNTY

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Madison 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 Madison 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 9 schools serving prekindergarten through twelfth grade students, reported 2,627.93 unweighted FTE for those students, and received approximately \$9.6 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 \$509,302 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 MADISON 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 March 11, 2013, that the Madison 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

Three of the 19 teachers in our sample did not meet State requirements governing certification, School Board approval of out-of-field teacher assignments, or notification to parents regarding teachers' out-of-field status.<sup>1</sup>

2. Students

Five of the 44 students in our Basic sample,<sup>2</sup> 6 of the 28 students in our Basic with ESE Services sample,<sup>3</sup> 5 of the 5 students in our ESOL sample,<sup>4</sup> and 26 of the 30 students in our Career Education 9-12 (OJT) sample<sup>5</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 Basic, Basic with ESE Services, ESOL, and Career Education 9-12 (OJT), the Madison 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.

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 and 4.

<sup>2</sup>For Basic, see SCHEDULE D, Finding No. 6.

<sup>3</sup>For Basic with ESE Services, see SCHEDULE D, Finding No. 6.

<sup>4</sup>For ESOL, see SCHEDULE D, Finding Nos. 3 and 5.

<sup>5</sup>For Career Education 9-12 (OJT), see SCHEDULE D, Finding No. 2.

### 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>6</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 Basic, Basic with ESE Services, ESOL, and Career Education 9-12 (OJT). The findings, populations, samples, and exception totals that pertain to material 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  
October 9, 2013

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<sup>6</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**

Madison 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 2,627.93 unweighted FTE at 9 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 (9) consisted of the total number of schools in the District that offered courses in FEFP-funded programs. The population of students (2,566) 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	9	4	1,895	44	5	1,861.4500	31.0425	4.1465
Basic with ESE Services	8	4	593	28	6	602.7900	22.3484	(1.6586)
ESOL	2	2	5	5	5	4.8800	4.8680	(4.8680)
ESE Support Levels 4 and 5	1	1	1	1	0	.0600	.0600	(.0090)
Career Education 9-12	3	1	<u>72</u>	<u>30</u>	<u>26</u>	<u>158.7500</u>	<u>8.1000</u>	<u>(7.1966)</u>
All Programs	9	4	<u>2,566</u>	<u>108</u>	<u>42</u>	<u>2,627.9300</u>	<u>66.4189</u>	<u>(9.5857)</u>

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

**SCHEDULE A (Continued)**

Madison 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 (35) 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 or taught courses to ELL students. From the population of teachers, we sampled 19 and found exceptions for 3 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. 1.)

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**

Madison 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	2.0000	1.102	2.2040
102 Basic 4-8	2.5352	1.000	2.5352
103 Basic 9-12	(.3887)	1.019	(.3961)
112 Grades 4-8 with ESE Services	(.3504)	1.000	(.3504)
113 Grades 9-12 with ESE Services	(1.3082)	1.019	(1.3331)
130 ESOL	(4.8680)	1.161	(5.6517)
255 ESE Support Level 5	(.0090)	5.022	(.0452)
300 Career Education 9-12	<u>(7.1966)</u>	.999	<u>(7.1894)</u>
Total	<u>(9.5857)</u>		<u>(10.2267)</u>

<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

Madison 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

Proposed Adjustments<sup>1</sup>

<u>No. Program</u>	<u>#0011</u>	<u>#0041</u>	<u>#0101</u>	<u>#0900</u>	<u>Total</u>
101 Basic K-3	.....	1.0000	1.0000	.....	2.0000
102 Basic 4-8	.....	1.8770	1.0000	(.3418)	2.5352
103 Basic 9-12	.....	.....	.....	(.3887)	(.3887)
112 Grades 4-8 with ESE Services	.....	.....	.....	(.3504)	(.3504)
113 Grades 9-12 with ESE Services	.....	.....	.....	(1.3082)	(1.3082)
130 ESOL	.....	(2.8680)	(2.0000)	.....	(4.8680)
255 ESE Support Level 5	.....	(.0090)	.....	.....	(.0090)
300 Career Education 9-12	<u>(6.0650)</u>	.....	.....	<u>(1.1316)</u>	<u>(7.1966)</u>
Total	<u>(6.0650)</u>	<u>.0000</u>	<u>.0000</u>	<u>(3.5207)</u>	<u>(9.5857)</u>

<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**

Madison 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 Basic, Basic with ESE Services, ESOL, and Career Education 9-12 (OJT), the Madison 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 13.

**Findings**

**Proposed Net  
Adjustments  
(Unweighted FTE)**

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.

**Madison County High School (#0011)**

1. [Ref. 1171/72] Two teachers were not properly certified and were not approved by the School Board to teach out of field. The teachers held certification in English but taught courses that required certification in Career Education. 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:

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

**SCHEDULE D (Continued)**

Madison 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**

**Madison County High School (#0011)** (Continued)

2. [Ref. 1102] We noted the following exceptions involving the timecards of 26 Career Education 9-12 (OJT) students, as follows:

- a. The timecards for 18 students were missing and could not be located.
- b. The timecards for 4 students did not list specific work dates or indicate the hours worked.
- c. The timecard for 1 student was not signed by the student's supervisor.
- d. The timecard for 1 student was not signed by the student's supervisor in the October 2011 survey and the student's timecard was missing and could not be located for the February 2012 survey.
- e. The timecard for 1 student was not signed and the number of hours worked by the student did not support the number of hours reported in the February 2012 survey.
- f. The timecard for 1 student supported less work hours than was reported.

We propose the following adjustment:

300 Career Education 9-12	(6.0650)	(6.0650)
		(6.0650)

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

**SCHEDULE D (Continued)**

Madison 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**

**Madison County Central School (#0041)**

- 3. [Ref. 4101] We noted the following exceptions involving three ELL students:
  - a. The ELL Student Plan for one student was incomplete as the Plan did not include the student’s instructional schedule.
  - b. The files for two students did not contain ELL Student Plans that covered the 2011-12 school year. We also noted that the parents of one of these students were not notified of their child’s ESOL placement.

We propose the following adjustment:

101 Basic K-3	1.0000	
102 Basic 4-8	1.8680	
130 ESOL	<u>(2.8680)</u>	.0000

- 4. [Ref. 4171] One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher was certified in Elementary Education and ESE but taught a course that required certification in Music. 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:

102 Basic 4-8	.0090	
255 ESE Support Level 5	<u>(.0090)</u>	.0000
		<u>.0000</u>

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

**SCHEDULE D (Continued)**

Madison 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**

**Lee Elementary School (#0101)**

5. [Ref. 10101] The ELL Student Plans for two students were dated “11-12” school year. Consequently, we were unable to determine if the ELL Student Plans were completed timely (i.e., prior to the reporting surveys). We also noted that the letters sent to the parents notifying them of their children’s ESOL placements were not dated. As a result, we could not determine that the parents had been notified timely (i.e., prior to the reporting surveys). Additionally, the ELL Student Plans for both students were incomplete as the Plans did not include the students’ complete instructional schedules identifying all courses that were to employ ESOL strategies. We propose the following adjustment:

101 Basic K-3	1.0000	
102 Basic 4-8	1.0000	
130 ESOL	<u>(2.0000)</u>	.0000

**Twin Oaks Academy (#0900)**

6. [Ref. 90001] The Academy incorrectly reported the number of days in term for 184 students (5 students were in our Basic sample and 6 students were in our Basic with ESE Services sample) in the July 2011 survey and the June 2012 survey resulting in the overreporting of FTE in the July 2011 survey and underreporting of FTE in the June 2012 survey, as follows:

- a. During the July 2011 survey, 93 students were reported for a total of .2430 FTE (approximately 43 to 44 days in term); however, the actual number of days in term should have been 34 days or .1889 FTE per student. Consequently there was an overreporting of 5.0313 FTE.

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

**SCHEDULE D (Continued)**

Madison 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**

**Twin Oaks Academy (#0900)** (Continued)

b. During the June 2012 survey, 91 students were reported for a total of .1334 FTE (approximately 24 days in term); however, the actual number of days in term was 27 or .1500 FTE per student. Consequently, there was an underreporting of 1.5106 FTE.

We propose the following adjustment:

102 Basic 4-8	(.3418)	
103 Basic 9-12	(.3887)	
112 Grades 4-8 with ESE Services	(.3504)	
113 Grades 9-12 with ESE Services	(1.3082)	
300 Career Education 9-12	<u>(1.1316)</u>	<u>(3.5207)</u>
		<u>(3.5207)</u>
<b>Proposed Net Adjustment</b>		<u>(9.5857)</u>

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

**SCHEDULE E**

Madison 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) students in Career Education 9-12 (OJT) are reported in accordance with the students' time worked as documented on their timecards that are accurately completed, signed, and retained in readily-accessible files; (2) *ELL Student Plans* are timely prepared, dated, and include the students' complete instructional schedule identifying all of the courses employing ESOL strategies; (3) parents are properly notified of their child's ESOL placement; (4) FTE is calculated based on the correct number of days in term; (5) teachers are properly certified, or, if out of field, are timely approved by the School Board to teach out of field; and (6) parents are timely and appropriately notified when their children are assigned to out-of-field teachers.

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

**REGULATORY CITATIONS****Reporting**

Section 1011.60, 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*

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

**SCHEDULE E (Continued)**

Madison 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)

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

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)*

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

**SCHEDULE E (Continued)**

Madison 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)

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.*

Madison 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 Madison County**

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

For the fiscal year ended June 30, 2012, the District operated 9 schools serving prekindergarten through twelfth grade students, reported 2,627.93 unweighted FTE, and received approximately \$9.6 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.

Madison 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.

Madison 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:

Madison 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. Madison County High School	1 and 2
2. Madison County Central School	3 and 4
3. Lee Elementary School	5
4. Twin Oaks Academy	6



DAVID W. MARTIN, CPA  
AUDITOR GENERAL

# AUDITOR GENERAL STATE OF FLORIDA

G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450



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FAX: 850-488-6975

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

## INDEPENDENT AUDITOR'S REPORT MADISON COUNTY DISTRICT SCHOOL BOARD FLORIDA EDUCATION FINANCE PROGRAM (FEFP) STUDENT TRANSPORTATION

We have examined management's assertion, included in its representation letter dated March 11, 2013, that the Madison 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: 23 of the 126 students in our sample had exceptions involving their reported ridership classification or eligibility for State transportation funding. (See SCHEDULE G, Finding Nos. 1, 3, 4, and 5)

In our opinion, except for the material noncompliance mentioned above involving their reported ridership classification or eligibility for State transportation funding, the Madison 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  
October 9, 2013

**SCHEDULE F**

Madison 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 (89) 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 (2,816) 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	14
Teenage Parents and Infants	3
Two Miles or More	<u>2,799</u>
Total	<u>2,816</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)**

Madison 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>Buses</u>	<u>Students</u>	
	Proposed Net <u>Adjustment</u>	With Exceptions	Proposed Net <u>Adjustment</u>
We noted that the reported number of buses in operation was overstated.	(16)		
We sampled 126 of the 2,816 students reported as being transported by the District.		23	(23)
We also noted certain issues in conjunction with our general tests of student transportation that resulted in the addition of 76 students.	-	<u>76</u>	<u>(66)</u>
Total	<u>(16)</u>	<u>99</u>	<u>(89)</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**

Madison 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 Madison 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 29.

**Findings**

**Students  
 Transported  
 Proposed Net  
 Adjustments**

*Our examination procedures included both general tests and detailed tests. Our general tests included inquiries concerning the District's transportation of students and verification that a bus driver's report existed for each bus reported in a survey. Our detailed tests involved verification of the specific ridership categories reported for students sampled from the July and October 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 disclosed exceptions involving the reporting of 16 buses (5 buses in the October 2011 and 11 buses in the February 2012), and 83 students (16 students were in our sample), as follows:
  - a. Three buses (one bus in the October 2011 and two buses in the June 2012) transported only courtesy riders and should not have been included in the count of the number of buses in operation.

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

**SCHEDULE G (Continued)**

Madison 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. Eight bus driver reports (3 reports in the October 2011 survey and 5 reports in the June 2012 survey) were missing and could not be located. Consequently, we were unable to validate the ridership for 14 of the students reported on those buses (9 students in the October 2011 survey and 5 students in the June 2012 survey).
- c. One passenger car, owned and operated by the District, was incorrectly included in the count of the number of buses in operation in the October 2011 survey.
- d. The District did not maintain summer enrollment records for the 69 students (16 were in our sample) reported in the June 2012 survey. We also noted that 4 bus drivers' reports that supported the reporting of these students were missing one or more of the following elements: (a) indication of ridership attendance, (b) dates of ridership attendance, (c) survey period, (d) bus drivers' signatures, and (e) name of the school serviced. Additionally, we noted discrepancies between the students listed on the report and the students reported; consequently, it was not clear that these reports were for the June 2012 reporting survey. As a result, the bus drivers' reports did not provide adequate documentation to support the students' ridership.

We propose the following adjustments:

**October 2011 Survey**

Number of Buses in Operation (5)

**90 Days in Term**

Two Miles or More (9)

**June 2012 Survey**

Number of Buses in Operation (11)  
(16)

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

**SCHEDULE G (Continued)**

Madison 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>
<b><u>June 2012 Survey</u></b> (Continued)		
<b><u>90 Days in Term</u></b>		
IDEA (K-12), Weighted	(1)	
Two Miles or More	(4)	
<b><u>12 Days in Term</u></b>		
Two Miles or More	(69)	(83)
2. [Ref. 52] <u>Our general tests disclosed that eight PK students were incorrectly reported in the Two Miles or More ridership category. However, we determined that the students were eligible for reporting in the IDEA (PK), Unweighted ridership category. We propose the following adjustments:</u>		
<b><u>October 2011 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
IDEA (PK), Unweighted	2	
Two Miles or More	(2)	
<b><u>February 2012 Survey</u></b>		
<b><u>90 Days in Term</u></b>		
IDEA (PK), Unweighted	6	
Two Miles or More	(6)	0
3. [Ref. 53] <u>We noted the following exceptions involving two children reported in the Teenage Parent and Infants ridership category (one of the children was in our sample): (a) one child was not listed on the supporting bus driver's report as having been transported during the reporting survey; consequently, the child should not have been reported for State transportation funding; and (b) one child was listed on the bus driver's report as being transported but was not reported 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	(1)	
Teenage Parents and Infants	1	0

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

**SCHEDULE G (Continued)**

Madison 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**

4. [Ref. 54] Three students in our sample were incorrectly reported in the Two Miles or More ridership category. The students were not listed on the supporting bus drivers' reports and should not have been reported for State transportation funding. We propose the following adjustments:

**October 2011 Survey**

90 Days in Term

Two Miles or More (1)

**February 2012 Survey**

90 Days in Term

Two Miles or More (2) (3)

5. [Ref. 55] Three students in our sample were incorrectly reported in the Two Miles or More ridership category. The students lived less than two miles from their assigned schools and were not otherwise eligible for State transportation funding. We propose the following adjustments:

**October 2011 Survey**

90 Days in Term

Two Miles or More (1)

**February 2012 Survey**

90 Days in Term

Two Miles or More (2) (3)

**Proposed Net Adjustment**

(89)

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

**SCHEDULE H**

Madison 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) bus driver reports are properly completed and maintained to support all reported ridership; (2) the number of buses in operation and the number of days in term are accurately reported; (3) transported students are reported in the correct ridership category and have documentation to support that reporting; (4) only those students who are documented as enrolled in school during the survey week concerned and transported by the District at least once during the 11-day survey window are reported for State transportation funding; (5) students are reported in ridership categories that are appropriate for the students' grade levels; and (6) the distance from home to school for students reported in the Two Miles or More 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.*

Madison 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 Madison County**

For the fiscal year ended June 30, 2012, the District received approximately \$509,302 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	0	0
October 2011	41	1,399
February 2012	37	1,343
June 2012	<u>11</u>	<u>74</u>
Total	<u>89</u>	<u>2,816</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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Madison 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**

## **District School Board of Madison County**

210 NE Duval Avenue • Madison Florida 32340

October 9, 2013

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

Dear Mr. Martin:

Please accept the Madison County School District response to the Partial and Tentative Findings as follows:

**Finding #1 Madison County High School:** The district agrees with the finding regarding certification of Career Education teachers and will make every effort to recruit and hire appropriately certified teachers and enhance procedures to communicate out of field teachers, if any, to parents.

**Finding #2 Madison County High School:** The district agrees with the finding regarding OJT documentation and will enhance procedures to make sure adequate recordkeeping is kept at the school level. These procedures have been developed and implemented for the 2013-14 school year.

**Finding #3 Madison County Central School:** The district agrees with the findings pertaining to ELL and will enhance procedures to have complete files and have parent notification. These procedures have been developed and implemented for the 2013-14 school year.

**Finding #4 Madison County Central School:** The district agrees with the finding and will enhance procedures to ensure to recruit and hire appropriately certified teachers. In the event that out of field teachers are utilized, the District will ensure processes leading to Board approval of such. Parents will be notified as required.

**PHONE 850-973-5022 FAX 850-973-5027 ANNEX FAX 850-973-5017 WWW.MADISON.K12.FL.US**

Doug Brown Superintendent • Fain Poppell District 1 • Kenneth Hall District 2 • VeEtta L. Hagan District 3 • Karen Pickles District 4 • Bart Alford District 5

An Equal Opportunity Employer 32340

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

**District School Board of Madison County**

210 NE Duval Avenue · Madison Florida 32340

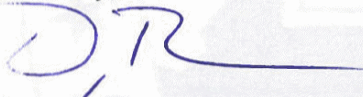
Finding #5 Lee Elementary School: The district agrees with the finding and will enhance procedures to ensure that ELL plans are completed in a timely fashion as suggested. Procedures to correct this finding are in place for the 2013-14 school year.

Finding #6 Twin Oaks Academy: The district agrees with the finding and will enhance the monitoring of the Twin Oaks calendar and reporting in the future survey periods.

**Transportation Findings:** The School District concurs with all findings (1 through 5) relative to transportation. The findings have been shared with the District transportation department and suggested corrective actions are in progress.

I deeply appreciate the work of the Auditor General's Office. The findings and suggestions provide the District with the opportunity to further improve operations to ensure the delivery of a quality education to the students of Madison County.

Sincerely,



Doug Brown  
Superintendent of Schools  
Madison County

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